

## FINANCE AND RULES COMMITTEE

April 20, 2021

Present: Legislators Tom Osborne, Greg Kulzer, Ron Burns and Phil Hathway. Legislator Ian Gilbert was excused.

Others present: Legislators Larry Dolhof, Jerry King, Lisa Virkler, Richard Chartrand and Andrea Moroughan; County Manager Ryan Piche; County Attorney Joan McNichol; Treasurer Eric Virkler; Human Resource Director Caitlyn Smith; and Information Technology Director Conner Biolsi.

Committee Chair Tom Osborne called the meeting at 4:00 p.m.

Legislator Kulzer made a motion to approve the 3/16/2021 committee meeting minutes as recorded, seconded by Legislator Hathway and carried.

### **Big Picture County Finances** – County Manager Ryan Piche

Ryan began by reporting that the General Fund balance is \$18 million; Cash balance is \$27 million; and Capital balances are totaling \$2.4 million, with \$1.6 million specifically set aside for the Renovation Project. The Renovation Project, a full report from C&S is due by June 24<sup>th</sup>, totals an estimated \$15 million and includes DSS building renovation; new Highway garage; new Highway cold storage; current Highway garage renovation; and a new Board of Election storage & Maintenance garage.

Ryan explained the outline of how to pay for the Renovation Project at an estimated total of \$15 million. The General Fund balance would pay \$1 million, another million would come out of the Capital balance which leaves \$13 million for bonding. The conservative estimated bond rate of 2% over 20 years gives an annual payment of \$780,000.00. There is already \$490,000 budgeted each year, \$185,000 would come from NYS for the DSS portion of the building, and \$58,000 worth of saving in rent from giving Board of Election a permanent home. This leaves only an additional \$47,000 annually to come up with. The Roaring Brook PILOT payment begins in 2022 with an estimated \$206,000 in revenue.

The next steps are to get the final report from C&S on June 24<sup>th</sup> or sooner; possibly contract with C&S for design phase at July 6<sup>th</sup> Board meeting; C&S designs project and prepares bid documents from July to September; Put out an RFP after the October 5<sup>th</sup> Board meeting; Accept bids and Award contracts at December 7<sup>th</sup> Board meeting; Prepare bond documents and execute bond between December 2021 and January 2022; start construction by April 2022.

Solid Waste Upgrade project was budgeted for \$1.8 million, which included a new tipping floor (bid accepted) at \$1.3 million, new scale house (bids rejected) at \$250,000, and corresponding equipment quoted at \$220,000. The payment plan for this project is to use \$600,000 from the Solid Waste Fund balance, borrow remaining \$1.2 million from the General Fund balance by MOU for 20 year at 2% interest. The annual payment to the General Fund would be \$72,000. Solid Waste should have no problem covering the payment especially with the operational efficiency savings of a new facility.

There was further discussion on Solid Waste having enough cash flow to make that payment. Legislator Dolhof asked Eric to get the figure of how much excess revenue Solid Waste brings in each year. Legislator Chartrand questioned what the low bid on the scale house project was and how to proceed with that portion of the project. Ryan said there is no way of knowing if or when prices of materials will come down. Legislator Kulzer gave an example of a one-day change in price on roofing materials. There was further discussion on material prices. Legislator Kulzer questioned where all the DSS employees would work when the building is being renovated, Ryan stated the county could rent space somewhere while the project is being completed. Legislator King thought it might be worth looking into doing the Board of Election storage/Maintenance garage but not finishing it off inside and putting employees in cubical while renovations are done.

### **Stimulus Fund Plan** – County Manager Ryan Piche

Ryan began by pointing out that Broadband had already been brought up as an area that needs improvement throughout the county. Chairman Dolhof will be selecting members for an Ad Hoc Committee, which will work with DANC for technical assistance. There have already been grant applications put together for funding assistance as well as a commitment from this board to use \$1 million of the stimulus funding, and Ryan suggested adding another \$500,000. Legislator Kulzer reminded the board that the grant application only required the county to put up \$200,000 for \$1 million grant and thought that setting aside \$1 million of stimulus funding was more than sufficient.

The Property Clean-up Fund has a current balance of \$55,000. Chairman Dolhof would select an Ad Hoc Committee to design a metric to be used to rank properties submitted by Towns, Villages or Legislators. The total funding from stimulus funds could be \$1 million. Recreation & Trails could get \$1.5 million of stimulus funding to invest in “rails to trails”, development of Black River boat launches, create bike and walking trails on county owned properties, and to improve current recreation infrastructure. Legislator Kulzer voiced his opinion to put \$2 million into recreation and use it to secure more easements for ATV trails.

A Downtown Façade Program could be created with \$450,000 of stimulus funding to improve the downtown areas through a matching investment fund. A Population Attraction and Retention program could be created with \$500,000 of stimulus funding to retain young professionals by matching them with local employers in which the county would pay for 50% of employee costs and employers pay the other 50%. A Child Care Program which is currently being worked on could be pushed forward with \$100,000 of stimulus funding. This would be a five-year plan to increase the number of childcare providers in Lewis County. The partners in this endeavor would be Lewis County IDA and Jefferson Community College to create new Child Care provider education courses at the JCC Education Center and assist new Entrepreneurs to start or expand childcare businesses.

The outline of the Stimulus Funds plan is: Broadband Expansion at \$1.5 million; Recreation & Trails at \$1.5 million; Property Clean-up Fund at \$1 million; Population Attraction at \$500,000; Child Care Program at \$100,000. The estimated stimulus funding for Lewis County is \$5.1 million. Other ideas from Legislators were a Fuel System Canopy at \$200,000; Tax

Stabilization Fund at \$1 million; Community Center at \$9 million; Incentives for the old South Lewis School buildings to make sure they are transformed at \$200,000; and New Bremen biking trails at \$30,000. Legislator Virkler questioned what happens if we spend \$1 million on Broadband improvements and then the state passes legislation that puts the burden on them. Legislator Kulzer would like to see only \$1 million being set aside for Broadband and the additional \$500,000 put in Recreation. Legislator Dolhof stated that until there is a more fleshed out idea with a more accurate cost on Broadband it is too early to reduce the amount. There was further discussion on the timeline and cost of improving Broadband in the county.

The Committee felt the next step should be to drill down into each of the categories reviewed and put together plans and more accurate costs. There was discussion on the cost of the “rail to trails” possibility. Ryan stated that a survey could be sent out to determine each Legislators priority list of the current suggestions. County Attorney Joan McNichol pointed out that the outline of the plan didn’t quite add up, there is still an additional \$400,000 to account for.

County Clerk Jake Moser addressed the committee about his concern of the current working environment of the DMV. He stated that as they begin to open more to the public, they have had situations where the staff have been cursed at, yelled at, disrespected and the Village Police have been called on occasion. He would like to contract with ICU Security services, which currently work with Social Services, to have an unarmed security guard at the DMV until restrictions are lifted. There was further discussion on the DMV reopening plan and the current situation. Jake stated that the cost would be \$32.50/hour for 40 hours a week. Legislator Chartrand suggested contracting for 6 months and then re-evaluate the situation if restrictions are lifted.

Legislator Kulzer made a motion to contract with ICU security for a 6-month period for unarmed security guard services at the DMV, seconded by Legislator Hathway and carried.

The following dockets were reviewed:

1. Resolution adopting the Lewis County Title VI Program Plan and designate Human Resources Director/Personnel Officer Caitlyn Smith as Title VI Coordinator for Lewis County.  
AYE 4 NAY 0
2. Resolution authorizing license agreement between Dyntek Services, Inc and the County of Lewis for the County’s Office 365 account and email system commencing June 1, 2021 with monthly flexibility in removing or adding users.  
AYE 4 NAY 0
3. Resolution adopting policy and procedure for authorization, execution and notice of agreements costing \$5,000.00 or less.  
AYE 4 NAY 0
4. Resolution to appoint Randall Schell of Lowville, NY as a member of the North Country Home Consortium Board effective May 5, 2021 through May 5, 2024.  
AYE 4 NAY 0

5. Resolution establishing standard workdays for elected and appointed officials and reporting the days worked to the New York State and Local Employees' Retirement System.  
AYE 4 NAY 0
6. Resolution amending Compensation Plan of the County of Lewis with reference to the District Attorney Office to create one (1) full-time Senior Assistant District Attorney, Grade 2.  
AYE 4 NAY 0
7. Resolution amending Compensation Plan of the County of Lewis with reference to the Planning Department to create one (1) full-time Community Development Program Specialist position, Grade 30 to be grant funded through December 31, 2022.  
AYE 4 NAY 0
8. Resolution amending Compensation Plan of the County of Lewis with reference to the Public Health Department to abolish one (1) full-time Registered Nurse position, Grade 33 and create one (1) per diem Registered Nurse position, Grade 33.  
AYE 4 NAY 0

The following motions were made:

1. Legislator Osborne made a motion to authorize County Clerk Jake Moser to re-fill one (1) full time Deputy Clerk position due to impending retirement, seconded by Legislator Burns and carried.
2. Legislator Osborne made a motion to authorize Human Resources Director Caitlyn Smith and Community Services Director Patricia Fralick to re-fill one (1) full time Administrative Assistant position effective immediately, seconded by Legislator Burns and carried.

Legislator Osborne made a motion to move forward with the purchase of new iPads for legislators on the recommendation of Information Technology Director Conner Biolsi, seconded by Legislator Burns and carried.

At 5:00 p.m. Legislator Burns made a motion to adjourn, seconded by Legislator Kulzer and carried.

Respectfully submitted,  
Cassandra Moser, Clerk of the Board



# **BIG PICTURE FINANCES**

**Finance and Rules Committee**

**April 20, 2021**

# FUND BALANCE

- **General Fund Balance: \$18M**
- **Cash Balance: \$27M**
- **Capital Balances: \$2.4M**
  - **Highway Roof Account: \$498,000**
  - **DSS Renovation Account: \$209,000**
  - **Capital Buildings Account: \$890,000**
  - **Total Set Aside for Project: \$1.6M**

# RENOVATION PROJECT

A Full Report from C&S is due to the BOL on June 24<sup>th</sup>

- DSS Building Renovation (21,000 sq/ft) \$5M
- New Highway Garage (17,000 sq/ft): \$6M
- New Highway Cold Storage (11,000 sq/ft): \$1M
- Renovate Existing Highway Garage (13,000 sq/ft) \$1M
- New BOE Storage/Maintenance Garage (xxx sq/ft) \$1M
- Contingency & Engineering \$1M
- PROJECT TOTAL \$15M

# HOW DO WE PAY FOR IT?

Project Total	\$15M	Annual Payment	\$780,000
- Fund Balance	\$1M	-Already Budgeted	\$490,000
- <u>Capital Balance</u>	<u>\$1M</u>	-NYS Share of DSS	\$185,000
Left to Be Borrowed	\$13M	<u>-BOE Rent</u>	<u>\$58,000</u>
\$13M at 2% for 20 years =		Left to be Paid	\$47,000
\$780,000 annual payment		\$206,000 Annual Roaring Brook PILOT Payment Begins in 2022	



# NEXT STEPS

- **June 24<sup>th</sup> - Final Report from C&S (Could be sooner)**
- **July 6<sup>th</sup> – Contract with C&S For Design Phase at BOL Meeting**
- **July – September – C&S Designs Projects and Prepares Bid Documents**
- **October 5<sup>th</sup> – Release Bids at BOL Meeting**
- **December 7<sup>th</sup> – Accept Bids and Award Contracts at BOL Meeting**
- **December – January – Prepare Bond Documents and Execute Bond**
- **April 2022 – Shovels in the Ground!**

# SOLID WASTE UPGRADE

## Project Budget

- New Tipping Floor Bid Accepted: \$1.3M (Contracted)
- New Scale House Bid Rejected: \$250K (Estimated)
- Corresponding Equipment: \$220K (Quoted)
- PROJECT TOTAL: \$1.8M

## Payment Plan

- Use \$600K from Solid Waste Fund Balance
- Borrow Remaining \$1.2M from General Fund Balance
- MOU for \$1.2M at 2% interest for 20 Years = \$72,000 Annual Payment

# DISCUSSION

# **STIMULUS FUND PLAN**

# **BROADBAND**

- **Ad Hoc Committee Forming by Chairman Dolhof**
- **Utilizing DANC for technical assistance**
- **Moving Ahead with Grant Applications**
  
- **Total Commitment from Stimulus: \$1.5M**

# PROPERTY CLEAN UP FUND

- **Current Fund Balance: \$55,000**
- **Ad Hoc Committee to be formed by Chairman Dolhof**
- **Matrix to be used to rank projects submitted by Legislators**
  
- **Total Stimulus Commitment: \$1M**
- **Should we add more from General Fund Balance?**

# RECREATION AND TRAILS

- Rails to Trails
- Development of Black River Boat Launches
- Bike Trails and Walking Trails on County Property
- Improve Recreation Infrastructure
- Total Stimulus Commitment: \$1.5M

# **DOWNTOWN FAÇADE PROGRAM**

- **Improve Downtown Placemaking through Matching Investment Fund**
- **Refer to Kevin's Presentation**

**Total Stimulus Commitment: \$450,000**



# **POPULATION ATTRACTION & RETENTION**

**Expand Careers Here Program to 26 Years of Age**

**Objective: To retain young professionals by matching them with local employers.**

**Program: County pays for 50% of employee costs, Employer pays other 50%**

**Total Stimulus Commitment: \$500,000**

# **CHILD CARE PROGRAM**

## **A Five-Year Plan to Increase Child Care Providers in Lewis County**

- **Partners: Lewis County IDA & Jefferson Community College**
- **Train New Child Care Providers at JCC Education Center**
- **Help Entrepreneurs Start or Expand Child Care Businesses**
- **Detailed Plan Provided via Handout**
  
- **Total Stimulus Fund Commitment: \$100,000**

# TOTAL STIMULUS PLAN

Broadband Expansion	\$1,500,000
Recreation & Trails	\$1,500,000
Property Clean Up Fund	\$1,000,000
Population Attraction	\$500,000
<u>Child Care Program</u>	<u>\$100,000</u>
Total Stimulus Funds	\$5,100,000

# OTHER IDEAS FROM LEGISLATORS

- Fuel System Canopy \$200,000
- Tax Stabilization Fund \$1,000,000
- Community Center \$9,000,000
- Incentives for SL School Bldgs. \$200,000
- New Bremen Biking Trails \$30,000

# **NEXT STEPS (DISCUSSION)**

- **Flesh-out ideas and provide a detailed program plans?**
- **Include additional Projects from suggestions?**
- **Package final plan for legislative approval by June?**