

BAXTER COUNTY QUORUM COURT AGENDA
NOVEMBER 7, 2017

THE BAXTER COUNTY QUORUM COURT WILL MEET FOR REGULAR SESSION ON **TUESDAY, NOVEMBER 7, 2017 AT 6:00 PM** IN THE 2ND FLOOR COURTROOM OF THE COURTHOUSE, WITH JUDGE MICKEY PENDERGRASS PRESIDING.

- CALL TO ORDER
- DISPOSITION OF MINUTES FROM PREVIOUS MEETING
- COMMITTEE REPORTS
- NEW BUSINESS
 1. (*3rd Reading*) AN ORDINANCE TO AMEND ORDINANCE NO. 2017-26, "AN ORDINANCE TO ADOPT CHANGES TO THE BAXTER COUNTY PERSONNEL POLICY MANUAL, DATED JULY 2015," FOR THE PURPOSE OF REVISING CERTAIN SECTIONS.
 2. (*2nd Reading*) AN ORDINANCE TO AMEND ORDINANCE NO. 2017-26, "AN ORDINANCE TO ADOPT CHANGES TO THE BAXTER COUNTY PERSONNEL POLICY MANUAL, DATED JULY 2015," FOR THE PURPOSE OF REVISING THE SECTION PERTAINING TO PAID HOLIDAYS.
 3. AN ORDINANCE ESTABLISHING THE RATES OF TAXATION TO BE LEVIED ON TAXABLE REAL AND PERSONAL PROPERTY IN BAXTER COUNTY, ARKANSAS, FOR THE USE AND BENEFIT OF BAXTER COUNTY AND THE CITIES, TOWNS, SCHOOLS AND OTHER TAXING ENTITIES OF BAXTER COUNTY FOR THE TAX YEAR 2017.
 4. AN ORDINANCE APPROPRIATING FEES AND REIMBURSEMENTS RECEIVED IN THE MONTH OF SEPTEMBER TO THE SHERIFF'S DEPARTMENT 2017 BUDGET.
 5. AN ORDINANCE APPROPRIATING FUNDS RECEIVED FROM MARION COUNTY IN THE AMOUNT OF \$589.50 AND FROM THE BAXTER COUNTY SHERIFF'S OFFICE IN THE AMOUNT OF \$50.00 INTO THE JUVENILE SERVICES BUDGET.
 6. AN ORDINANCE RE-APPROPRIATING FUNDS IN THE AMOUNT OF \$5,000.00 WITHIN THE JUVENILE SERVICES BUDGET.
 7. A RESOLUTION CONFIRMING THE APPOINTMENT OF BEN TATE BY THE COUNTY JUDGE TO THE BUFORD VOLUNTEER FIRE DEPARTMENT BOARD OF COMMISSIONERS.
 8. A RESOLUTION CONFIRMING THE RE-APPOINTMENTS OF JEFF OSWALT AND ERNIE SCHROEDER BY THE COUNTY JUDGE TO THE HENDERSON FIRE PROTECTION DISTRICT BOARD OF COMMISSIONERS.
- ANNOUNCEMENTS
- ADJOURNMENT

ORDINANCE NO. 2017 - _____

BE IT ENACTED BY THE QUORUM COURT OF THE COUNTY OF BAXTER, STATE OF ARKANSAS, AN ORDINANCE TO BE ENTITLED:

AN ORDINANCE TO AMEND ORDINANCE NO. 2017-26, "AN ORDINANCE TO ADOPT CHANGES TO THE BAXTER COUNTY PERSONNEL POLICY MANUAL, DATED JULY 2015," FOR THE PURPOSE OF REVISING CERTAIN SECTIONS.

WHEREAS, the Baxter County Personnel Committee met on August 28, 2017, and unanimously approved revisions to the *Baxter County Personnel Policy Manual (updated July 15, 2017)*, as presented by the Human Resources Director.

NOW THEREFORE, BE IT ORDAINED BY THE QUORUM COURT OF BAXTER COUNTY, ARKANSAS THAT:

Section 1. On page 12 of the manual, under "V. Definitions and Application to Pay Schedule," the paragraph on "Promotions" is being revised as follows:

V. DEFINITIONS AND APPLICATION TO PAY SCHEDULE

- B. Promotion – Assignment to a vacant position that is within a higher pay grade than the employee's previous position. ~~If an employee is promoted to a position which is one pay grade higher than his/her previous position, he/she will be paid at the step within the higher grade that gives him/her a 3% increase. If the promotion is to a position which is two or more pay grades higher than his/her previous position, he/she will be paid at the step that gives him/her a 9% increase. Step 1 will apply in all cases where it meets or exceeds these increases.~~ **The promoted employee's pay will move vertically, in 2% increments, to the new pay grade keeping his/her current pay step. Any requested exceptions will be presented by the Elected Official to the Quorum Court for approval.**

Example: Employee is currently a Jailer (Grade 19 and Step 7). Employee is promoted to Jail Sergeant in Grade 28. Employee retains his/her step 7 in the new grade of 28.

Section 2. On page 50 of the manual, under "III. Travel Policy," the paragraph setting the lodging allowance is being revised as follows:

III. TRAVEL POLICY

- A. County Elected Officials and employees shall be entitled to receive a daily allowance for lodging for any individual while traveling within the State of Arkansas at a rate of not to exceed ~~\$125.00~~ **\$150.00** per day (pre-tax), and at a rate not to exceed ~~\$130.00~~ **\$175.00** per day (pre-tax) while traveling beyond the borders of the State of Arkansas. In extraordinary circumstances, the County Judge may approve an amount in excess of these limits.

Section 3. That these revisions to the *Baxter County Personnel Policy Manual (revised July 15, 2017)* shall become effective immediately.

Section 4. Codification. This Ordinance shall be referenced in the Baxter County Code of Ordinances, Section 240.00, Personnel Policy.

APPROVED:

MICKEY D. PENDERGRASS, COUNTY JUDGE

Date Signed: _____

ATTEST:

CANDA J. REESE, COUNTY CLERK

Sponsor: Baxter County Personnel Committee

Date Adopted: _____

Votes: For: _____ Against: _____

Abstain: _____ Present: _____ Absent: _____

ORDINANCE NO. 2017 - _____

BE IT ENACTED BY THE QUORUM COURT OF THE COUNTY OF BAXTER, STATE OF ARKANSAS, AN ORDINANCE TO BE ENTITLED:

AN ORDINANCE TO AMEND ORDINANCE NO. 2017-26, "AN ORDINANCE TO ADOPT CHANGES TO THE BAXTER COUNTY PERSONNEL POLICY MANUAL, DATED JULY 2015," FOR THE PURPOSE OF REVISING THE SECTION PERTAINING TO PAID HOLIDAYS.

WHEREAS, the Baxter County Personnel Committee met on Thursday, September 14, 2017, and unanimously approved revisions to the *Baxter County Personnel Policy Manual (updated July 15, 2017)*, to incorporate the changes to the section on paid holidays.

NOW THEREFORE, BE IT ORDAINED BY THE QUORUM COURT OF BAXTER COUNTY, ARKANSAS THAT:

Section 1. The section on Holidays found on page 25 of the manual is being updated as follows:

XI. HOLIDAYS (*Ordinance No. 2017-_____*)

A. The following paid holidays shall be observed:

- New Year's Day
- **Martin Luther King, Jr. Day**
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day and the Friday following
- Christmas Eve Day
- Christmas Day

B. When a holiday falls on a Sunday, the following day will be observed as a holiday. When a holiday falls on a Saturday, the preceding day will be observed as a holiday.

C. To receive holiday pay, employee must work the regularly scheduled working day before and the regularly scheduled working day following said holiday, unless the time off before or after the holiday is an approved leave as detailed in the guidelines of this policy.

D. **Permanent full-time employees are due paid leave for holidays at a rate equal to their normal work day.**

E. Seasonal or part-time employees are not eligible to receive paid holidays.

NOTE: WITH REGARD TO THE VACATION, SICKNESS, AND OTHER FRINGE BENEFITS OUTLINED HEREIN, IT MUST BE UNDERSTOOD THAT THESE BENEFITS ARE NOT REQUIRED BY LAW NOR ARE THEY GUARANTEED BY THE COUNTY. NO CONTRACT IS ENTERED INTO BY THE COUNTY WITH ANY EMPLOYEE, NOR DOES THE COUNTY INCUR ANY DEBT OR OBLIGATION.

Section 2. This policy shall be effective immediately upon its passage and approval by the Baxter County Quorum Court and shall be incorporated into the *Baxter County Personnel Policy Manual*.

Section 3. Codification. This Ordinance shall be referenced in the Baxter County Code of Ordinances, Section 240.00, Personnel Policy.

APPROVED:

MICKEY D. PENDERGRASS, COUNTY JUDGE

Date Signed:_____

ATTEST:

CANDA J. REESE, COUNTY CLERK

Sponsor: Baxter County Personnel Committee

Date Adopted: _____

Votes: For:_____ Against:_____

Abstain:_____ Present:_____ Absent:_____

APPROPRIATION ORDINANCE NO. 2017 - _____

BE IT ENACTED BY THE QUORUM COURT OF THE COUNTY OF BAXTER, STATE OF ARKANSAS, AN APPROPRIATION ORDINANCE TO BE ENTITLED:

AN ORDINANCE ESTABLISHING THE RATES OF TAXATION TO BE LEVIED ON TAXABLE REAL AND PERSONAL PROPERTY IN BAXTER COUNTY, ARKANSAS, FOR THE USE AND BENEFIT OF BAXTER COUNTY AND THE CITIES, TOWNS, SCHOOLS AND OTHER TAXING ENTITIES OF BAXTER COUNTY FOR THE TAX YEAR 2017.

WHEREAS, the voters of the various taxing entities within Baxter County have authorized the Quorum Court to levy millage taxes in the following amounts to maintain basic governmental services provided to the citizens of Baxter County.

NOW, THEREFORE, BE IT ORDAINED BY THE QUORUM COURT OF BAXTER COUNTY, ARKANSAS, THAT:

Section 1. The following tax millage rates for personal and real property for the year 2017, to be collected in the year 2018, are hereby levied as follows:

CITIES:

- | | | |
|----|-----------------------------|----------------------------|
| 1. | City of Big Flat | 3.5 Mills General |
| 2. | City of Briarcliff..... | 5.0 Mills General |
| 3. | City of Cotter..... | 5.0 Mills General |
| | | 4.0 Mills Voluntary Fire |
| 4. | City of Gassville..... | 5.0 Mills General |
| 5. | City of Lakeview..... | 3.0 Mills General |
| 6. | City of Mountain Home | 2.0 Mills General |
| 7. | City of Norfolk..... | 5.0 Mills General |
| | | 1.9 Mills Voluntary Street |
| 8. | City of Salesville | 5.0 Mills General |

SCHOOL DISTRICTS:

- | | | |
|----|---------------------------------|-------------|
| 1. | District 9 (Mtn. Home) | 32.16 Mills |
| 2. | District 15 (Viola) | 40.62 Mills |
| 3. | District 30 (Mtn. View)..... | 28.91 Mills |
| 4. | District 50 (Calico Rock) | 42.30 Mills |
| 5. | District 60 (Cotter)..... | 32.67 Mills |
| 6. | District 61 (Norfolk)..... | 34.39 Mills |

FIRE DISTRICTS:

- 1. Buford FPD.....5.0 Mills
- 2. Clarkridge FPD5.0 Mills
- 3. Cotter-Gassville Rural FPD.....5.0 Mills *(increase from 4.0 mills in 2016)*
- 4. 101-Gamaliel FPD5.0 Mills
- 5. Grover Township FPD3.0 Mills
- 6. Hand Cove FPD.....5.0 Mills
- 7. Henderson FPD.....5.0 Mills
- 8. Lone Rock FPD5.0 Mills
- 9. Midway FPD4.0 Mills
- 10. Mountain Home Rural FPD.....3.0 Mills
- 11. Norfolk FPD.....5.0 Mills
- 12. Northeast Lakeside FPD.....3.5 Mills
- 13. Rodney-Jordan FPD5.0 Mills
- 14. Tracy Area FPD.....5.0 Mills

IMPROVEMENT DISTRICTS:

- 1. Briarcliff Improvement District0.023 Assessed Valuation

COUNTY:

- 1. County General.....0.8 Mill
- 2. County Road.....3.0 Mills *(increase from 2.7 mills in 2016)*
- 3. Library1.0 Mill
- 4. ASU-Mtn. Home Campus2.0 Mills

Section 2. This ordinance shall be in full force and effect from and after its passage and approval.

APPROVED:

MICKEY D. PENDERGRASS, COUNTY JUDGE

Date Signed:_____

ATTEST:

CANDA J. REESE, COUNTY CLERK

Sponsor: _____

Date Adopted: _____

Votes: For:_____ Against:_____

Abstain:_____ Present:_____ Absent:_____

APPROPRIATION ORDINANCE NO. 2017 - _____

BE IT ENACTED BY THE QUORUM COURT OF THE COUNTY OF BAXTER, STATE OF ARKANSAS, AN ORDINANCE TO BE ENTITLED:

**AN ORDINANCE APPROPRIATING FEES AND REIMBURSEMENTS RECEIVED
IN THE MONTH OF SEPTEMBER TO THE SHERIFF'S DEPARTMENT 2017 BUDGET.**

WHEREAS, the Sheriff's Department has collected the following fees, reimbursements and donations in excess of the anticipated budgeted revenue amount in the month of September, 2017:

- \$ 82.50 received from DWI Fines from District Court
- \$ 340.00 received from Drug Enforcement Fines from District Court
- \$ 720.00 received from Act 770 fees
- \$ 70.00 received for Retired Law Enforcement Qualification
- \$ 341.35 received from Seized Evidence
- \$ 263.48 reimbursement for Inmates' Prescriptions
- \$ 192.40 reimbursements for Inmates' Postcards and 309's Cable Bill
- \$ 189.56 received for Inmates' Medical Reimbursement
- \$ 71.20 received from the Sale of Scrap Metal
- \$ 70.00 received in Restitution (Horses)
- \$ 150.00 received in Restitution (Repairs)

WHEREAS, it is necessary to appropriate said monies totaling **\$2,490.49** to the appropriate line items in the Sheriff's Department 2017 budget for future expenditure.

Section 1. There is hereby appropriated from the 2017 County General Fund (#1000) the following designated sums of money for the following designated expenditures:

- \$ 70.00 to GL# 1000-0400-1005 (Overtime/Other Premium Comp)
- \$ 720.00 to GL# 1000-0400-2001 (General Supplies)
- \$ 82.50 to GL# 1000-0400-2007 (Fuel, Oil, Lubricants)
- \$ 70.00 to GL# 1000-0400-3101 (Training & Education)
- \$ 263.48 to GL# 1000-0418-2004 (Jail: Medicine & Drugs)
- \$ 192.40 to GL# 1000-0418-2011 (Jail: General Supplies)
- \$ 150.00 to GL# 1000-0418-2023 (Jail: Parts & Repairs)
- \$ 189.56 to GL# 1000-0418-3006 (Jail: Medical & Hosp.)

Section 2. There is hereby appropriated from the 2017 Sheriff's Special Projects Fund (#3400) the following designated sum of money for the following designated expenditure:

\$ 340.00 to GL# 3400-0400-2001 (General Supplies)

\$ 412.55 to GL# 3400-0400-2020 (Bldg Materials/Supplies)

APPROVED:

MICKEY D. PENDERGRASS, COUNTY JUDGE

Date Signed: _____

ATTEST:

CANDA J. REESE, COUNTY CLERK

Sponsor: Rick Steiner, JP-3

Date Adopted: _____

Votes: For: _____ Against: _____

Abstain: _____ Present: _____ Absent: _____

APPROPRIATION ORDINANCE NO. 2017 - _____

BE IT ENACTED BY THE QUORUM COURT OF THE COUNTY OF BAXTER, STATE OF ARKANSAS, AN ORDINANCE TO BE ENTITLED:

AN ORDINANCE APPROPRIATING FUNDS RECEIVED FROM MARION COUNTY IN THE AMOUNT OF \$589.50 AND FROM THE BAXTER COUNTY SHERIFF'S OFFICE IN THE AMOUNT OF \$50.00 INTO THE JUVENILE SERVICES BUDGET.

WHEREAS, two checks have been received and deposited with the County Treasurer: \$589.50 from Marion County for their portion of the County's fleet insurance premium already expensed from the Juvenile Services budget; and \$50.00 from the Baxter County Sheriff's Office for restitution; and

WHEREAS, these funds are not included in the anticipated revenues and are available for appropriation into the Juvenile Services budget.

NOW, THEREFORE, BE IT ORDAINED BY THE QUORUM COURT OF BAXTER COUNTY, ARKANSAS, THAT:

Section 1. The IT Manager is authorized to appropriate from the County General revenue fund (#1000-8706) the following designated sums of money into the following designated budget line items:

- \$ 589.50 appropriated into GL# 1000-0415-3053 (Fleet Insurance)
- \$ 50.00 appropriated into GL# 1000-0415-2001 (General Supplies)

APPROVED:

MICKEY D. PENDERGRASS, COUNTY JUDGE

Date Signed: _____

ATTEST:

CANDA J. REESE, COUNTY CLERK

Sponsor: _____

Date Adopted: _____

Votes: For: _____ Against: _____

Abstain: _____ Present: _____ Absent: _____

RE-APPROPRIATION ORDINANCE NO. 2017 - _____

BE IT ENACTED BY THE QUORUM COURT OF THE COUNTY OF BAXTER, STATE OF ARKANSAS, AN ORDINANCE TO BE ENTITLED:

AN ORDINANCE RE-APPROPRIATING FUNDS IN THE AMOUNT OF \$5,000.00 WITHIN THE JUVENILE SERVICES BUDGET.

WHEREAS, the Juvenile Services Department is requesting a reallocation of funds within their budget for the purpose of properly assigning expenditures related to the improvement of the security system at the facility; and

WHEREAS, there are sufficient funds available within the Juvenile Services budget for said transfers.

NOW THEREFORE, BE IT ORDAINED BY THE QUORUM COURT OF BAXTER COUNTY, ARKANSAS, THAT:

Section 1. The IT Manager is hereby authorized to make the following re-appropriations within the Juvenile Services budget:

\$ 2,500.00 from #1000-0415-2007 (Fuels, Oils & Lubr.) to #1000-0415-3009 (Other Prof. Svcs.)

\$ 1,000.00 from #1000-0415-2023 (Parts & Repairs) to #1000-0415-3009 (Other Prof. Svcs.)

\$ 1,000.00 from #1000-0415-3020 (Telephone & Fax) to #1000-0415-3009 (Other Prof. Svcs.)

\$ 500.00 from #1000-0415-3021 (Postage) to #1000-0415-3009 (Other Prof. Svcs.)

APPROVED:

MICKEY D. PENDERGRASS, COUNTY JUDGE

Date Signed:_____

ATTEST:

CANDA J. REESE, COUNTY CLERK

Sponsor: _____

Date Adopted: _____

Votes: For:_____ Against:_____

Abstain:_____ Present:_____ Absent:_____

RESOLUTION NO. 2017 - _____

A RESOLUTION CONFIRMING THE APPOINTMENT OF BEN TATE BY THE COUNTY JUDGE TO THE BUFORD VOLUNTEER FIRE DEPARTMENT BOARD OF COMMISSIONERS.

BE IT RESOLVED BY THE QUORUM COURT OF BAXTER COUNTY, ARKANSAS, THAT:

Section 1. The following member of the Buford Volunteer Fire Department Board of Commissioners, having been appointed by the County Judge for a term of three (3) years to expire November 2020, is hereby confirmed by the Quorum Court:

BEN TATE

Section 2. This resolution shall be in full force and effect from and after its passage and approval.

APPROVAL:

MICKEY D. PENDERGRASS, COUNTY JUDGE

Date Signed: _____

ATTEST:

CANDA J. REESE, COUNTY CLERK

Sponsor: Edna Fusco, JP-8

Date Adopted: _____

Votes: For: _____ Against: _____

Abstain: _____ Present: _____ Absent: _____

RESOLUTION NO. 2017 - _____

A RESOLUTION CONFIRMING THE RE-APPOINTMENTS OF JEFF OSWALT AND ERNIE SCHROEDER BY THE COUNTY JUDGE TO THE HENDERSON FIRE PROTECTION DISTRICT BOARD OF COMMISSIONERS.

BE IT RESOLVED BY THE QUORUM COURT OF BAXTER COUNTY, ARKANSAS, THAT:

Section 1. The following members of the Henderson Fire Protection District Board of Commissioners, having been re-appointed by the County Judge for terms of three (3) years to expire October 2020, are hereby confirmed by the Quorum Court:

JEFF OSWALT

ERNIE SCHROEDER

Section 2. This resolution shall be in full force and effect from and after its passage and approval.

APPROVAL:

MICKEY D. PENDERGRASS, COUNTY JUDGE

Date Signed: _____

ATTEST:

CANDA J. REESE, COUNTY CLERK

Sponsor: Rick Steiner, JP-3

Date Adopted: _____

Votes: For: _____ Against: _____

Abstain: _____ Present: _____ Absent: _____