

APRIL 3, 2019

The meeting was called to order at 8:30 a.m. by Larry Rackley, Chairman. Those present were Robert McDougal and Carol Shank, Commissioners; Bryce Shields, District Attorney; Karen Wesner, Administrative Assistant; and Rachel Craspay, Deputy Clerk.

APPROVAL OF MINUTES: Mrs. Shank made a motion to approve the minutes of the special meetings of January 15th, January 31st, and March 5th 2019, and for the regular meeting of March 6th, 2019, noting that the minutes for the January meetings were over 45 days. Motion seconded by Mr. McDougal and passed.

PUBLIC INPUT: There was no public input at this time.

REVIEW OF ALL AGENDA ITEMS TO DETERMINE IF ANY DO OR DO NOT IMPOSE A DIRECT AND SIGNIFICANT ECONOMIC BURDEN ON A BUSINESS OR DIRECTLY RESTRICT THE FORMATION, OPERATION OR EXPANSION OF A BUSINESS: Mrs. Shank made a motion that no agenda items impose a burden. Motion seconded by Mr. McDougal and passed.

UNCLASSIFIED DEPARTMENTS:

ROAD DEPARTMENT – Dan Hill was present.

Mr. Hill stated that as per usual, they bladed the roads but then it rained so they need to be done again, same with spraying weeds. Mr. Hill was asked to help remove the crow's nest at the softball fields. The road department doesn't have a piece of equipment that could reach high enough so they asked Mr. Knisley to help with his telehandler, which he was happy to do. Mr. McDougal noted that Mr. Knisley has always helped out whenever needed. They've been working on Derby road, the bridge isn't quite wide enough so they've been working on adding some gravel to the roadside to make it so the big trucks can swing out wider before they actually get on the bridge and that has helped. There was a big mud hole on Mud Springs ranch that was fixed. They are also blading Grass Valley road and the road towards Buffalo Valley and Jersey Valley. They finished at the Frog Ponds, north of Limbo. They are currently blading Reservation, Westfall, Derby, Fuss and Big Meadow. Mr. Rackley asked about hay trucks on Muddy Road and if the shoulder deterioration was due to those big trucks and if so should they put a weight limit on the road. Mr. Hill stated that when roads are chip sealed and big trucks have to get off the shoulder that the chip seal crumbles quickly. Mr. Hill stated that they'll just re-seal and patch the road.

Request to purchase Mig Arc-Millermatic 252 welder for the road shop not to exceed \$3,000:

Mrs. Shank made a motion to approve the purchase of the welder, noting that it is in the budget. Motion seconded by Mr. McDougal and passed.

Salary resolution for Jason Barrick: Mrs. Shank made a motion to approve the Salary Resolution for Mr. Barrick, moving him from a Road Equipment Mechanic I, Range 33, Step 1 to a Range 33, Step 4 effective April 9, 2019. Motion seconded by Mr. McDougal and passed.

Mr. Hill reiterated what a great employee Mr. Barrick is and what an asset he is to the department.

LANDFILL DEPARTMENT – Dan Hill was present.

They got the burn pile at the landfill cleaned up and burned. The new loader and bucket are really helping out. They need more dumpsters in Grass Valley to accommodate the amount of garbage that's being brought in. Mrs. Shank asked about the Imlay transfer site and asked if they'll use sterilizer on the road by the Imlay School for the puncture vine. Mr. Hill stated that he's not comfortable using something so toxic by the school.

Approval of contract with Hoss Disposal for rural waste disposal service: Hoss Disposal had the lowest bid. Mrs. Shank asked how the contract could be terminated, in the event they don't follow through with the contracted work. Mr. Shields explained how and when the contract could be terminated.

Mrs. Shank made a motion to approve the contract with Hoss Disposal for waste removal as presented. Motion seconded by Mr. McDougal and passed.

Approval for Dan Hill to attend SWANA training in San Diego, CA on May 6-8, 2019, out of state travel and higher room rate: Mr. Hill will be getting his SWANA certification after this training.

Mrs. Shank made a motion to approve the training and travel, for a cost of approximately \$3,000.00. Motion seconded by Mr. McDougal and passed.

SENIOR CENTER – Jordan McKinney was present.

Burning Man donated \$1,500.00, an increase over last year's donation, to the Senior Center, the funds were deposited into the gift fund. They played an April Fool's joke on the Seniors saying they'd be closed for three weeks while Kristie is gone, it took them until about Bingo time before the Senior's figured out it was a joke. They are doing an excursion to see the Illusionist at the Eldorado on April 17th. They'll be hosting an AARP safe driver class on May 23rd. The birdhouse raffle will be May 24th. Mrs. McKinney got the swatches for the sound panels; she just needs to pick a color. The new bus should be done soon as well; they had to repair a defect in the floor before delivery.

BUILDINGS AND GROUNDS – John Handka was present.

They have started the construction on the bathrooms and concessions at the ballfields. He thanked Mr. Hill and Mr. Knisley for their help removing the crow's nest. The roof is sheeted and the plumbing is roughed in. The building is much more solid than it was previously. Mr. McDougal stated that there is a refrigerator that is being used as storage in the concession area, it doesn't actually work and needs to be removed as it's in the way of the crew. Mr. McDougal will get with Mrs. Wilcox to let the sports teams know that their 'storage' fridge will be moved outside. There is a standard refrigerator and a freezer in the concession stand that are in current working order so the big un-working fridge doesn't need to be replaced.

The crew is splitting up the work between the ballfields and the pool building. The Rec Board was looking at replacing the dressing room doors at the pool, but because they are put in with concrete the cost to remove the old doors is prohibitive. The upkeep and repairs on the pool building are getting so high that Mr. McDougal thinks the building may need to be torn down and replaced, but there isn't money in the budget.

Approval of bid/quote for re-roofing Imlay Community Center: There is \$35,000 budgeted for the roof, painting, and flooring. The quote is for a 30-year composite roofing material.

Mrs. Shank made a motion to approve the bid from Authentic Roofing LLC, Sparks for \$23,600 for the Imlay Community Center roof. Motion seconded by Mr. McDougal and passed.

There has been a problem with cattle out in Grass Valley and they need to work on the fencing on Herschell Road to help alleviate the issue. They will utilize the NDF (Nevada Division of Forestry) inmate crew, but there is no funding for this until the next budget year.

COMMUNITY CENTER/ECONOMIC DEVELOPMENT – Heidi Lusby-Angvick was present.

Mrs. Lusby-Angvick will be going to the rural round up with Karen Lerner and Robert McDougal next week starting Wednesday afternoon. Mrs. Lusby-Angvick will also attend the legislative rural caucus on Friday, this event happens every other week. There is a local Economic Development meeting on Monday and a steering committee meeting as well.

The bid that was approved at the last meeting for speakers at the Community Center didn't include the re-wiring cost because the company that the bid was awarded to stated that the current wiring is adequate. The contractor will be starting on the project after the speakers get ordered and he finishes getting his business license renewed. The carpet/flooring bid will be moved to the next meeting.

PERSHING CO. FIRE/AMBULANCE –
AMBULANCE: Rod Wilcox was present.

The Ambulance department is working on the contract for the billing. One company is based in Reno, but their bills all come from somewhere back East. The other company is out of Sacramento and they've just signed a contract with Mineral County. Mr. McDougal suggested that Mr. Wilcox get with Mr. Burke as he handles the billing for the ambulance with HGH. They attended an Image Trend class in Elko.

LOVELOCK: Rod Wilcox was present.

They inspected the greenhouses where hemp will be grown in the Industrial Park, it looks good. They had one person finish the exterior firefighter program and there is a wildland class on the 16th. They are starting an evening study class to help with Wildland and Hazmat certifications for the volunteers.

RYE PATCH: Tom Helms was present.

Mr. Helms asked about going out to bid the firetruck. He stated that he had a 1980 International engine. The brush truck is also a 1980 and their excavator is a 1995. Mr. Rackley stated that they are getting a truck from BLM that will be getting outfitted as a brush truck. Mrs. Shank stated that they will start looking at state and federal surplus trucks as well. He thanked the board for approving the new extradition equipment they are getting.

WESTNET, LLC: PRESENTATION OF NETWORK INFRASTRUCTURE UPGRADE PROPOSAL – Brent Hutchinson, who handles Northern Nevada and Kevin Hayes, President and CEO, both of WESTNET Nevada, a subsidiary of Commnet, were present. They have worked in Hawthorne, Walker Lake, Gabbs, Lund and other towns and cities in rural Northern Nevada. They gave a presentation detailing their response to the RFP for the Network Infrastructure Upgrade proposal. The total 60 month cost of ownership would be \$1,072,020.00 including an equipment cost of \$560,464.84.

WANRack: PRESENTATION OF NETWORK INFRASTRUCTURE UPGRADE PROPOSAL – Brian Profit, Vice President of Business Development for WANRack was present. He gave a presentation detailing their response to the RFP for the Network Infrastructure Upgrade proposal. WANRack is currently working with the Pershing County School District and Mr. Profit described how that system could tie into the County's project. The total 60 month cost of ownership would be \$517,995.00, not including an equipment cost.

PLANNING AND BUILDING DEPARTMENT/IMLAY WATER SYSTEM: James Evans was present.

Mrs. Shank asked Mr. Evans if he had found out any other information on classes or courses to take to meet the requirements to update his skills. Mr. Evans stated that the classes he looked at would only help maintain the certification once it was achieved. He will look into other classes to gain certification. Mr. Rackley asked about the T-Mobile, Derby Field Road tower modification. Mr. Evans stated that they take antennas off or change them out about every six months. Mr. Evans didn't have any other updates.

UNCLASSIFIED DEPARTMENTS, CONT:

COOPERATIVE EXTENSION – Steve Foster and Joshua McKinney were present.

Mr. Foster hosted an Industrial Hemp meeting on March 8th and 50-60 people attended. He also attended the Tribal Industrial Hemp meeting on March 26th. Many growers are moving their production from regular marijuana to cannabis/hemp due to an overproduction of marijuana. They also had pesticide training on March 19th and got some local producers CEU credits. They had some webinars on moving from conventional to organic farming, but they were not really well attended. Mr. Foster helped

with the 4-H livestock show as a judge last weekend. On April 23rd there will be a Dairy and Livestock summit in Fallon. Mr. Foster is preparing to attend an annual Western SARE (Sustainable Agriculture Research & Education) conference in Guam in May.

Mr. McKinney stated that Dalton McNeff will be attending the 4-H camp as a teen counselor. He stated that when he started with 4-H last October they had 52 members and now they have 97. They have lots of new volunteers as well. They have restarted the Sign Language club. They are getting the bathrooms fixed at the 4-H building using funds from the Tom Stoker grant. They also have some scholarships available to Seniors and he will forward those to the appropriate person at the High School. The Pershing County Junior Livestock Show is coming up on May 5th as well. They have been approved for archery and muzzle loading shooting programs as well and classes will start next week.

Request to advertise/hire Administrative Clerk I (3/4 time) position to fill vacant 4-H Program Coordinator position: This item will be updated and moved to the next agenda as Mr. McKinney is staying in the position.

IT DEPARTMENT – Justin Abbott was present.

Mr. Abbott worked on getting the Safety office set up. He is gearing up for the new antivirus software, WEBROOT, which is a cloud based service. Instructions to department heads will be forthcoming, it'll be mostly informational. He'll need to schedule time in each office to install the new software. Mr. Abbott been working with Heidi about the re-connect and community connect grants. He stated that what it boils down to is that we need a more comprehensive broadband plan.

Approval of upgrade or replacement for Antivirus protection contract: Mr. McDougal made a motion to approve the contract with Webroot as presented. Motion seconded by Mrs. Shank and passed.

PUBLIC DEFENDER – Steve Cochran was present.

Mr. Cochran submitted a report of cases for March. He notified the board will be putting in for more leave than usual because of a schedule change this summer.

ELECTED DEPARTMENTS:

LAUREEN BASSO-CERINI, ASSESSOR – *Request to remove inventory item, 2005 Hyundai, VIN #SNKM8JN72U132469 / property #CA1516:* Mrs. Shank asked what kind of shape the vehicle was in and Mrs. Basso-Cerini stated that the Road Department would be better asked of that question. Mr. Rackley asked if the vehicle would be a good one to go back and forth to Reno and Mrs. Basso-Cerini stated she thought it would. She stated that it just didn't do well with as much stop and go as their department used it for.

Mrs. Shank made a motion to remove the 2005 Hyundai from the Assessor's inventory and move it to the General inventory. Motion seconded by Mr. McDougal and passed.

NEVADA DIVISION OF FORESTRY: APPROVAL OF INTERLOCAL CONTRACT BETWEEN PERSHING COUNTY AND NEVADA DIVISION OF FORESTRY FOR THE WILDLAND FIRE PROTECTION PROGRAM, EFFECTIVE JULY 1, 2019 TO JUNE 30, 2021, FOR A COST OF FY2019/20 - \$113,864; FY2020/21 - \$113,864 NOT TO EXCEED \$227,728.00 – Joe Fording, the Western Region Battalion Chief and Mike Friend, the Fire Management Officer, both with the Nevada Division of Forestry, were present.

Mr. Friend told the commission that about six years ago, their department was directed by the Governor to assist the counties and all parties involved with a way to cover their wildfire bill. They developed a formula using data from a Wildfire Risk Assessment and past costs to estimate the costs that would be allocated to the counties. Pershing County has a large amount of high risk areas and the costs of fighting fires in increasing dramatically. Mr. Friend explained how areas get a high risk rating, for example if there is a nearby residence, areas along the river, and areas with high amount of cheat grass. Mr. McDougal asked what the County had paid in previous years. Mrs. Shank stated that it was about \$50,000/year. The proposed contract will be evaluated every two years. Mr. Friend also asked

the board to ask the fire chief to check on any reimbursement bills that may be due from Pershing County to NDF for the volunteers and equipment used in fighting wildfires. In the contract it's allowed for the volunteer departments to get reimbursed for their help in fighting wildfires. It's not a large amount of money, but it's something. The board will be looking into this.

Mrs. Shank made a motion to approve the Interlocal Contract between Pershing County and the Nevada Division of Forestry for the Wildland Fire Protection Program, effective July 1, 2019 to June 30, 2021, for a cost of FY2019/20 - \$113,864; FY2020/21 - \$113,864 not to exceed \$227,728.00. Motion seconded by Mr. McDougal and passed.

ELECTED DEPARTMENTS CONT.:

JERRY ALLEN, SHERIFF – Sheriff Allen stated that other than being short staffed and working on the budget that things are going as per usual. Mrs. Shank asked if there was a problem with dogs at large in Imlay and if he would be attending the town hall meeting. Sheriff Allen stated that barring any emergency he would be in attendance, and that dogs at large are a problem throughout the county.

Approval of out of state travel to Chico, CA, decoy agitator class April 15-16, 2019 (\$400.00) and higher room rate at \$114.00 plus tax: Sheriff Allen will be attempting to send a deputy to this training. The training is necessary for our dogs because if you don't learn how to catch a dog right you can injure yourself or the dogs and ruin a huge investment. It's a two day training and Sheriff Allen couldn't find a cheaper room.

Mrs. Shank made a motion to approve the travel and the higher room rate for the decoy agitator class April 15-16, 2019. Motion seconded by Mr. McDougal and passed.

Salary Resolution, Leslie Steward: When Sheriff Allen was going over the budget he discovered that one of his supervisors is not making what he believes a supervisor should be making. He wants to move Mrs. Steward to a higher pay rate. Mrs. Steward's anniversary date was March 11, at that time Sheriff Allen just moved her up one grade and it wasn't until he started doing the budget that he noticed the numbers were 'out of whack'. Mrs. Shank asked why HR hadn't signed off on the salary resolution. Mrs. Wesner stated that she didn't know if the increase was budgeted for. Mrs. Shank asked Mrs. Childs if there was room in his budget for the increase. Mrs. Childs stated that the Dispatch would be over in salary and benefits. Mr. Rackley asked that Sheriff Allen meet with HR to discuss this further before a decision is made. The item will be moved to the next meeting.

The regular County Commission meeting recessed at 10:56 a.m. for a Liquor Board meeting and reconvened at 11:00 a.m.

ELECTED DEPARTMENTS, CONT.:

RENE CHILDS, RECORDER-AUDITOR – *Update on 2019-2020 proposed tentative budgets:* Mrs. Shank asked if they had another budget meeting scheduled. Mrs. Childs stated that they do not, but they need to do it as soon as possible as she just got the Sheriff's budget. Mrs. Childs gave an update on the current status of the county budget and ending fund balances. Mr. McDougal asked about any potential Net Proceeds of Minerals and if there are any new mines where funds could be coming from. They will ask the BLM for an updated status of current mining operations in the county. Mrs. Childs also asked about changing the Buildings and Grounds supervisor from an hourly position to a salary position, and what the final decision was on the amount of the salary. She gave some other updates about how to submit the tentative budget. Mrs. Childs asked if she had the board's permission to update the budget without their authority if they couldn't meet again. The board will schedule a meeting before the deadline.

Mr. Shields stated that the departments who are responsible for submitting budgets need to be held responsible for getting their budgets in on time so that the board isn't scrambling to get things done before the deadline. He stated that Mrs. Childs shouldn't have to work over the weekend to get things

done. Mr. Shields suggested that the board develop a policy for all departments, even elected, to get their budgets in on time and submitted with only a reasonable increase over the previous year.

Imlay Water System Budget: Mrs. Childs and Mr. Evans went over the history of the budget, and the problem that the board thought was there isn't really an issue. Prior to 2011 there were transfers from PILT to Imlay Water but there have been no transfers since then.

UPDATE ON LAW ENFORCEMENT CENTER: Mr. Rackley and Mr. Shields have met with a real estate agent she suggested hiring a surveyor to update the legal description of the property because there was a problem with the current legal description of the property the county is thinking of buying. Mr. Rackley asked the landowner if he was still interested in selling and he said yes.

PROCLAMATIONS AND AWARDS: Mrs. Shank made a motion to approve a proclamation for National Volunteer Week April 1-7, 2019. Motion seconded by Mr. McDougal and passed.

DERBY FIELD AIRPORT: Mr. Rackley gave update. Aero Tech has paid this year's and last year's lease. Trans Aero also paid their annual lease and they are working on where they want to move their fuel tank. Granite Propane has a tank and line out there, but stated they needed an account with the County as they currently do not have one. The three garage doors were delivered. The heat guy is starting tomorrow and should be done by the end of next week.

DISCUSSION REGARDING PRESENTATION BY KRISTOFFER FISCHER, ENTERPRISE FLEET MANAGEMENT PRESENTED AT THE MARCH 20, 2019 COMMISSION MEETING AND WHETHER TO PURSUE CONTRACT NEGOTIATIONS WITH ENTERPRISE FOR VEHICLE FLEET MANAGEMENT SERVICES: Mr. Rackley spoke with Mr. Fischer and notified him that this item would only be for discussion. The decision agenda item will be on the agenda for the next meeting. Mr. Rackley spoke with the Humboldt County Comptroller and she stated that they are saving money using this service. The County is still waiting on the numbers.

APPROVAL TO CONTRACT WITH VERONICA FRENKEL, PATHWAYS COUNSELING, TO PROVIDE MEDIATION NOT TO EXCEED \$4,500.00: Mr. Shields has reviewed the contract and said that it is adequate for the County's needs. Mr. McDougal stated that he feels this is essential at this point. The funds will come out of the General Fund.

Mrs. Shank made a motion to approve the contract with Veronica Frenkel, Pathways Counseling, to provide mediation not to exceed \$4,500. Motion seconded by Mr. McDougal. Mr. Rackley was opposed. Motion carried.

UPDATE ON MATTERS RELATING TO THE PERSHING COUNTY ECONOMIC DEVELOPMENT AND CONSERVATION ACT: Mr. McDougal spoke with a gentleman with the Nevada Minerals Exploration Commission. He called and asked about the legislation and if it was moving along. Mr. McDougal asked if their organization and the Nevada Mining Association would provide verbal support to our Senators and he didn't have a problem with that. They were concerned with the slight adjustment to the legislation that would combine the mines with the regular checkerboard area. Mr. McDougal indicated that it would be a very minimal change and possibly a benefit because it can include other mineral interests that maybe weren't included originally on the mining claims.

LEGISLATIVE UPDATE: Mrs. Wesner stated that she still has 36 fiscal notes on BDRs that she needs to get turned in by the end of the week. Mr. McDougal stated that all parties testifying for AB30, which he testified against, were also in opposition.

LETTER OF SUPPORT TO CONGRESS FOR PAYMENTS IN LIEU OF TAXES (PILT) FUNDING; APPROVAL OF A LETTER ENCOURAGING CONGRESS TO CONTINUE TO SUPPORT FULL FUNDING FOR THE PILT PROGRAM: Mrs. Shank made a motion to send the letter of support encouraging Congress to continue to support full funding for the PILT Program. Motion seconded by Mr. McDougal and passed.

DISCUSSION/APPROVAL TO PARTICIPATE IN THE FEDERAL SURPLUS PROGRAM (GSAXCESS.COM) THROUGH THE STATE OF NEVADA: Mrs. Shank told the board she wanted this item on the agenda so we can get signed on as an agency. They have things that the Road Department, Fire Departments and many other agencies could use. We can get the department heads access so that everyone will have the ability to see if there is anything they can buy used for their departments. The equipment on the site is in very good shape because the Federal Government turns over their equipment more frequently. Mrs. Shank stated that she'd do the paperwork; she just needed approval to move forward.

Mr. McDougal made a motion to approve participation in the Federal Surplus Program. Motion seconded by Mrs. Shank and passed.

ITEMS FOR FUTURE AGENDA: Mrs. Shank said they need to schedule a jail inspection and a joint meeting with the School Board.

REPORT FROM ADMINISTRATIVE ASSISTANT: Mrs. Wesner stated that she is working on BDRs in addition to her regular work.

The Board recessed for a Litigation meeting at 11:39 a.m. and returned at 11:45 a.m.

REPORT FROM LEGAL COUNSEL: Mr. Shields stated that he wanted to comment on the statement made by Mr. Helms about the board supposedly making a decision to remove a bid for a fire truck for the Rye Patch Fire Department, insinuating a back room deal was made outside of a public meeting. Mr. Shields stated that it simply did not happen. He also wanted to reiterate that the Volunteer departments are all autonomous and separate, they are all non-profit corporations who are independent of the county and they work on contract for the County. The County contractually equips them and provides maintenance for their equipment and some other services to the extent of the budget. Mr. Shields also stated that he has concerns about the Volunteer Fire Departments being part of the County network because they are separate and independent. He thinks it needs to be evaluated before the county incurs the expense to add them to the network. Mr. Shields stated that they do very good work for the county and he values the volunteers and all the work they do.

MATTERS OF THE BOARD FOR DISCUSSION, BOARD MEMBER REPORTS, BOARD LIAISON REPORTS: Mrs. Shank attended the Coeur Rochester scoping meeting. She's been working heavily with the new safety coordinator and looking at risk management grants. The Centennial Planning Committee has been meeting and they are coming up with some great plans.

Mr. Rackley commented that Channel 8 isn't the Pershing County TV Board's responsibility yet, but they are working on it. He's been working with the TV boards in Humboldt County and Elko County about taking over their systems that are on Toulon Peak. Mr. Rackley has gone up and tried to fix the issue but he was unable to.

PUBLIC INPUT: Justin Abbott stated that the reasoning for putting the Volunteer Fire Departments on the County Infrastructure plan is that there may be more grant funding if they were included and that it would help with the Sheriff's substation.

The Board recessed to review vouchers at 11:55 p.m. and returned at 12:04 p.m.

APPROVAL OF VOUCHERS: Mr. McDougal made a motion to approve all vouchers with the Exception of a voucher for Vendor #276, Carol Shank. Motion seconded by Mrs. Shank and passed.

Mr. McDougal made a motion to approve the voucher for Vendor #276, Carol Shank. Motion seconded by Mr. Rackley. Mrs. Shank abstained. Motion carried.

The meeting adjourned at 12:05 p.m. and the Board returned for a workshop at 1:30 p.m.

WORKSHOP: REVIEW FIRE INSPECTION FEES AND WHETHER FEES SHOULD BE INCLUDED IN THE BUSINESS LICENSE FEES OR CHARGED SEPARATELY, WHICH BUSINESSES REQUIRE A FIRE INSPECTION AND SHOULD THE FEES BE CHARGED EITHER AS A FLAT FEE, SLIDING SCALE BASED UPON THE NUMBER OF EMPLOYEES OR BUILDING SIZE; DETERMINATION OF WHO WILL BE RESPONSIBLE FOR CONDUCTING THE FIRE INSPECTIONS; FIRE CHIEF, INDEPENDENT INDIVIDUAL PAID BY STIPEND OR SET CONTRACT AMOUNT-DISCUSSION AND APPROVAL OF DETAILS OF THE ABOVE –

Mr. McDougal stated that not all business license holders would need an inspection, for instance, only brick and mortar businesses, not home based or service providers, i.e. contractors who do not carry hazardous materials. Mr. Shields stated that there is a cap that the county has to stay under per year for increased revenue from business licenses do this needs to be taken into account if and when fees would be increased. Mrs. Shank asked if it would be better to charge a separate fee instead of increasing the business license fees for all license holders.

There was discussion of creating a licensing department, outside of the Sheriff's office, who would process all business licensing and collect the proposed fire inspection fees. The commissioner's suggested that an appropriate office to move the Business Licensing processing to be would be the Planning and Building Department.

Mrs. Shank suggested an initial fee of \$75 for a new inspection and then a separate renewal fee for subsequent years. Mr. Wilcox suggested that the business license fees be increased and a separate fire inspection fee would be appropriate. Mr. Shields suggested that the 2018 Fire Code be adopted which would spell out what businesses need to have the inspections and which ones wouldn't and also stated that a county ordinance would need to be passed to move the business licensing into a separate department.

No decisions were made during the workshop; an action item will be placed on a future agenda for approval.

The workshop adjourned at 2:39 p.m.

Approved 5/15/19: _____ /s/
Larry Rackley, Chairman

Attest: _____ /s/
Lacey Donaldson, Clerk