

**JOURNAL OF PROCEEDINGS OF THE BAXTER COUNTY QUORUM
COURT REGULARLY SCHEDULED MEETING OF
DECEMBER 5, 2023.**

Be it remembered that the Baxter County Quorum Court met in the regularly scheduled meeting on December 5, 2023, at 6:00 PM in the Baxter County Courtroom, which is located at the Baxter County Courthouse, 1 East 7th Street, Mountain Home, Arkansas, 72653. Present were Baxter County Judge Kevin Litty, Quorum Court Members Rhonda "Tink" Albright, Ty Chapman, Cameron Davis, Angela DeGroote, Maryanne Edge, Dennis Frank, Charles Osgood, Roger Steele, Rick Steiner, Dirk Waldrop, and Shannon Walker. Attending the Judge and Quorum Court was Baxter County and Circuit Clerk, Canda J. Reese.

Judge Litty called the meeting to order at 6:00 p.m. with the Pledge of Allegiance and a moment of silence.

Judge Litty directed the Clerk to call the roll, which indicated that all Quorum Court members were present.

Judge Litty called for and received no revisions to the minutes of the Quorum Court's regularly scheduled meeting on November 7, 2023.

**1. A MOTION TO APPROVE THE MINUTES OF THE NOVEMBER 7, 2023,
QUORUM COURT MEETING**

A motion to adopt the November 7, 2023, minutes, as presented, was made by Justice Angela DeGroote, duly seconded by Justice Maryanne Edge. Voting "YEA" were Justices: Rhonda "Tink" Albright, Ty Chapman, Cameron Davis, Angela DeGroote, Maryanne Edge, Dennis Frank, Charles Osgood, Roger Steele, Rick Steiner, Dirk Waldrop, and Shannon Walker. All voted in favor of approving the November 7, 2023, minutes as submitted.

REPORTS:

TREASURER:

The Baxter County Treasurer Jenay Mize reported to the Court that the regular legislative audit is complete with exit conferences completed in October and an audit report forthcoming. The Treasurer reported that sales tax remains steady, that the rates were down slightly compared to December 2022, and that the last notable decrease was in May 2019.

PERSONNEL COMMITTEE:

Justice Waldrop reported on the meeting of the Personnel Committee, which occurred at 3:45 p.m. in the second-floor conference room of the Baxter County Courthouse, located at 1 East 7th Street, Mountain Home, Arkansas, on November 20th, 2023. Justice Waldrop stated that the Human Resources Director, Vance Jones, and the Baxter County Sheriff, John Montgomery met with the Personnel Committee to discuss errors and corrections to the Baxter County Personnel Policy (Manual) as it relates to pay-outs for sick time for exempt and salaried employees. Minutes of the Personnel Committee will be attached to this journal of proceedings.

BUDGET COMMITTEE:

Justice Frank reported that on November 20th, 2023, the members of the Budget Committee excluding Justice Rick Steiner, (who was absent) met at 4:00 p.m. in the second-floor conference room of the Baxter County Courthouse, located at 1 East 7th Street, Mountain Home, Arkansas, 72653. Justice Frank stated that the Human Resources Director, Vance Jones, and the Baxter County Sheriff, John Montgomery met with the Committee to discuss errors and corrections to the Baxter County Personnel Policy (Manual) as it relates to pay-outs for accrued sick time for exempt and salaried employees. The minutes of the Budget Committee will be attached to this journal of proceedings.

2. AN ORDINANCE APPROPRIATING FEES AND REIMBURSEMENTS RECEIVED IN THE MONTH OF OCTOBER TO THE SHERIFF'S DEPARTMENT 2023 BUDGET SPONSORED BY JUSTICE ALBRIGHT

Appropriation Ordinance #2023-75, sponsored by Justice Albright was read by title only by the Clerk with a motion to adopt made by Justice Steele, seconded by Justice Edge. Hearing no discussion, the roll was called. Voting "YEA" were Justices: Rhonda "Tink" Albright, Ty Chapman, Cameron Davis, Angela DeGroote, Maryanne Edge, Dennis Frank, Charles Osgood, Roger Steele, Rick Steiner, Dirk Waldrop, and Shannon Walker. The motion passed and Ordinance #2023-75 was adopted with a vote of 11 YEA, 0 NAY.

3. AN ORDINANCE PROVIDING FOR AND ADOPTING A BUDGET FOR BAXTER COUNTY, ARKANSAS FOR THE PERIOD BEGINNING JANUARY 1, 2024, AND ENDING DECEMBER 31, 2024, SPONSORED BY THE BUDGET COMMITTEE

Ordinance #2023-76, sponsored by the Budget Committee was read by title only by the Clerk with a motion to adopt made by Justice Edge, seconded by Justice Frank. Hearing no discussion, the roll was called. Voting "YEA" were Justices: Ty Chapman, Cameron Davis, Angela DeGroote, Maryanne Edge, Dennis Frank, Charles Osgood, Roger Steele, Rick Steiner, Dirk Waldrop, Shannon Walker, and Rhonda "Tink" Albright. The motion passed, and Ordinance #2023-76 was adopted with a vote of 11 YEA, 0 NAY, with a total budget of twenty-eight million, six hundred twenty-nine thousand two hundred and ninety-two dollars and forty-two cents, (\$28,629,292.42).

4. AN ORDINANCE APPROPRIATING FUNDS IN THE AMOUNT OF \$55,795.12 FROM THE EMPLOYEE LIABILITY FUND (#1805) INTO THE 911 AND SHERIFF'S OFFICE 2023 BUDGETS, SPONSORED BY JUSTICES ALBRIGHT AND FRANK

Ordinance #2023-77, sponsored by Justices Albright and Frank was read by title only by the Clerk with a motion to adopt made by Justice DeGroot, seconded by Justice Edge. Hearing no discussion, the roll was called. Voting "YEA" were Justices: Cameron Davis, Angela DeGroot, Maryanne Edge, Dennis Frank, Charles Osgood, Roger Steele, Rick Steiner, Dirk Waldrop, Shannon Walker, Rhonda "Tink" Albright, and Ty Chapman. The motion passed, and Ordinance #2023-77 was adopted with a vote of 11 YEA, 0 NAY.

5. AN ORDINANCE APPROPRIATING FUNDS IN THE AMOUNT OF \$225,000.00 FROM (#2003) ADD'L MOTOR FUEL TAX FUND INTO THE (#2003) ADD'L MOTOR FUEL TAX FUND 2023 BUDGET, SPONSORED BY JUSTICE EDGE

Ordinance #2023-78, sponsored by Justice Edge was read by title only by the Clerk with a motion to adopt made by Justice Albright, seconded by Justice Edge. Hearing no discussion, the roll was called. Voting "YEA" were Justices: Angela DeGroot, Maryanne Edge, Dennis Frank, Charles Osgood, Roger Steele, Rick Steiner, Dirk Waldrop, Shannon Walker, Rhonda "Tink" Albright, Ty Chapman, and Cameron Davis. The motion passed, and Ordinance #2023-78 was adopted with a vote of 11 YEA, 0 NAY.

6. AN ORDINANCE APPROPRIATING FUNDS IN THE AMOUNT OF \$8,462.00 INTO THE RECYCLING PROJECT (#1000) 2023 BUDGET SPONSORED BY JUSTICE ALBRIGHT

Ordinance #2023-79, sponsored by Justice Albright was read by title only by the Clerk with a motion to adopt made by Justice Davis, seconded by Justice Steele. Hearing no discussion, the roll was called. Voting "YEA" were Justices: Maryanne Edge, Dennis Frank, Charles Osgood, Roger Steele, Rick Steiner, Dirk Waldrop, Shannon Walker, Rhonda "Tink" Albright, Ty Chapman, Cameron Davis, and Angela DeGroot. The motion passed, and Ordinance #2023-79 was adopted with a vote of 11 YEA, 0 NAY

7. AN ORDINANCE TO AMEND THE ANNUAL OPERATING BUDGET FOR THE CALENDAR YEAR 2023, TO CORRECT A LINE ITEM IN THE (#1007) LATC FUND OEM BUDGET SPONSORED BY JUSTICE EDGE

Ordinance #2023-80, sponsored by Justice Edge was read by title only by the Clerk with a motion to adopt made by Justice Albright, seconded by Justice Walker. Hearing no discussion, the roll was called. Voting "YEA" were Justices: Dennis Frank, Charles Osgood, Roger Steele, Rick Steiner, Dirk Waldrop, Shannon Walker, Rhonda "Tink" Albright, Ty Chapman, Cameron Davis, Angela DeGroote, Maryanne Edge. The motion passed, and Ordinance #2023-80 was adopted with a vote of 11 YEA, 0 NAY.

8. AN ORDINANCE TO APPROPRIATE SICK LEAVE PAYOUT FOR BAXTER COUNTY SALARY/EXEMPT EMPLOYEES FROM (#1805) EMPLOYEE LIABILITY FUND SPONSORED BY THE BUDGET COMMITTEE

Ordinance #2023-81, sponsored by the Budget Committee was read by title only by the Clerk with a motion to adopt made by Justice Edge, seconded by Justice Albright. Hearing no discussion, the roll was called. Voting "YEA" were Justices: Charles Osgood, Roger Steele, Rick Steiner, Dirk Waldrop, Shannon Walker, Rhonda "Tink" Albright, Ty Chapman, Cameron Davis, Angela DeGroote, Maryanne Edge, and Denis Frank. The motion passed, and Ordinance #2023-81 was adopted with a vote of 11 YEA, 0 NAY.

9. AN ORDINANCE RE-APPROPRIATING FUNDS IN THE 2022 BUDGET, PREVIOUSLY AUTHORIZED IN ORDINANCE NO. 2021-49, FOR THE PURPOSE OF THE STATE-MANDATED BUDGET CLEAN-UP SPONSORED BY JUSTICE EDGE

Ordinance #2023-82, sponsored by Justice Edge was read by title only by the Clerk with a motion to adopt made by Justice Albright, seconded by Justice Osgood. Hearing no discussion, the roll was called. Voting "YEA" were Justices: Roger Steele, Rick Steiner, Dirk Waldrop, Shannon Walker, Rhonda "Tink" Albright, Ty Chapman, Cameron Davis, Angela DeGroote, Maryanne Edge, Denis Frank, and Charles Osgood. The motion passed, and Ordinance #2023-82 was adopted with a vote of 11 YEA, 0 NAY.

10. AN ORDINANCE ADOPTING REVISIONS AND ADDITIONS TO THE BAXTER COUNTY PERSONNEL POLICY MANUAL AND TO THE BAXTER COUNTY SHERIFF'S OFFICE PERSONNEL POLICY MANUAL SPONSORED BY THE PERSONNEL COMMITTEE

Ordinance #2023-83, sponsored by the Budget Committee was read by title only by the Clerk with a motion to adopt made by Justice Waldrop, seconded by Justice Edge. Hearing no discussion, the roll was called. Voting "YEA" were Justices: Rick Steiner, Dirk Waldrop, Shannon Walker, Rhonda "Tink" Albright, Ty Chapman, Cameron Davis, Angela DeGroot, Maryanne Edge, Denis Frank, Charles Osgood, and Roger Steele. The motion passed, and Ordinance #2023-83 was adopted with a vote of 11 YEA, 0 NAY.

11. A RESOLUTION CONFIRMING THE REAPPOINTMENTS OF MARY NORGAARD AND SIDNEY EDELBROCK BY THE COUNTY JUDGE TO THE CLARKRIDGE VOLUNTEER FIRE DEPARTMENT BOARD OF COMMISSIONERS SPONSORED BY JUSTICE DEGROOTE

Resolution Number 2023-23, a resolution confirming the re-appointments of Mary Norgaard and Sidney Edelbrock by the Baxter County Judge, to the Clarkridge Volunteer Fire Department Board of Commissioners sponsored by Justice DeGroot was read in its entirety by the Clerk. Justice DeGroot made a motion to adopt duly seconded by Justice Albright. Hearing no discussion, the roll was called. Voting "YEA" were Justices: Dirk Waldrop, Shannon Walker, Rhonda "Tink" Albright, Ty Chapman, Cameron Davis, Angela DeGroot, Maryanne Edge, Denis Frank, Charles Osgood, Roger Steele, and Rick Steiner. The motion passed, and Resolution Number 2023-23 was adopted with a vote of 11 YEA, 0 NAY.

12. A RESOLUTION CONFIRMING THE RE-APPOINTMENT OF GENE CARSON, JAMES HIGGINS, AND DAVID WITHERINGTON BY THE COUNTY JUDGE TO THE MIDWAY FIRE PROTECTION DISTRICT BOARD OF COMMISSIONERS SPONSORED BY JUSTICES FRANK AND ALBRIGHT

Resolution Number 2023-24, a resolution confirming the re-appointment of Gene Carson, James Higgins, and David Witherington by the Baxter County Judge to the Midway Fire Protection District Board of Commissioners sponsored by Justices Frank and Albright was read in its entirety by the Clerk. Justice Frank made a motion to adopt duly seconded by Justice Albright. Hearing no discussion, the roll was called. Voting "YEA" were Justices: Shannon Walker, Rhonda "Tink" Albright, Ty Chapman, Cameron Davis, Angela DeGroot, Maryanne Edge, Denis Frank, Charles Osgood, Roger Steele, Rick Steiner, and Dirk Waldrop. The motion passed, and Resolution Number 2023-24 was adopted with a vote of 11 YEA, 0 NAY.

13. A RESOLUTION CONFIRMING THE APPOINTMENT OF DALE WHEELER BY THE COUNTY JUDGE TO THE HENDERSON VOLUNTEER FIRE DEPARTMENT BOARD OF COMMISSIONERS SPONSORED BY JUSTICE STEINER

Resolution Number 2023-25, a resolution confirming the appointment of Dale Wheeler by the Baxter County Judge to the Henderson Volunteer Fire Department Board of Commissioners sponsored by Justice Steiner was read in its entirety by the Clerk. Justice Steiner made a motion to adopt duly seconded by Justice Walker. Hearing no discussion, the roll was called. Voting "YEA" were Justices: Rhonda "Tink" Albright, Ty Chapman, Cameron Davis, Angela DeGroote, Maryanne Edge, Denis Frank, Charles Osgood, Roger Steele, Rick Steiner, Dirk Waldrop, and Shannon Walker. The motion passed, and Resolution Number 2023-25 was adopted with a vote of 11 YEA, 0 NAY.

14. A MOTION TO ADJOURN UNTIL 6:00 PM ON TUESDAY JANUARY 2ND, 2024.

Justice Waldrop moved that the Baxter County Quorum Court adjourn until the next regularly scheduled meeting of January 2nd, at 6:00 PM in the Baxter County Courtroom, which is located at the Baxter County Courthouse, 1 East 7th Street, Mountain Home, Arkansas. Justice Albright seconded, and the motion passed, with a vote of 11 YEA, 0 NAY, and the meeting was adjourned.

CANDA J. REESE, BAXTER COUNTY AND CIRCUIT CLERK

SIGNED AND SEALED THIS ___ DAY OF _____ 2024.

Baxter County Personnel Committee Minutes

Monday, November 20, 2023 @ 3:45 pm
3rd Floor Conference Room of the Courthouse

Attendees:

Dirk Waldrop
Tink Albright
Cameron Davis
Angela DeGrootte
Judge Kevin Litty

The Personnel Committee was called to order at 3:45 pm by Chairman Dirk Waldrop. A quorum was declared with all members in attendance, except for Charles Osgood.

Approval of Minutes - A motion was made by Cameron Davis to approve the minutes from the July 5, 2023 meeting as written with a second from Angela DeGrootte. All were in favor and the motion passed unanimously.

Human Resources – Director, Vance Jones stepped out of the office before the meeting started and in his absence Sheriff Montgomery informed the Personnel Committee that the County was not following FLSA guidelines with having Salary/Exempt employees accrue sick time and to correct it, proposed to pay out the accrued sick time liability for salary/exempt employees, and moving forward sick time would not be accrued by Salary/Exempt employees and to make changes to the Baxter County and Baxter County Sheriff's Office Personnel Policy manuals to reflect corrections made to the FMLA Leave section. Vance Jones also presented corrections to the Holiday Leave, and Sick Leave sections of the Baxter County and Baxter County Sheriff's Personnel Policy manuals. After lengthy discussion Tink Albright made a motion to approve the payout of accrued sick time liability for Salary/Exempt employees and the changes to the Baxter County and Baxter County Sheriff's Office Personnel Policy manuals, with a second from Angela DeGrootte. All were in favor and the motion passed unanimously.

Next Meeting – TBD

Adjournment – The meeting adjourned at 4:05 pm.

Respectfully submitted,
Trish Beck
Administrative Assistant
Baxter County Judge's Office

BAXTER COUNTY BUDGET COMMITTEE MINUTES

Monday, November 20, 2023, at 4:00 pm
2nd floor Courtroom of the Baxter County Courthouse

Attendees:

Dennis Frank - Chairman
Cameron Davis
Maryanne Edge
Shannon Walker
Kevin Litty, County Judge

The meeting was called to order at 4:10 by Chairman Dennis Frank and a quorum was declared with all members present except for Rick Steiner.

Minutes – A motion was made by Maryanne Edge to approve the minutes from the October 26, 2023 meeting as written, with a second from Shannon Walker. All were in favor and the minutes were approved unanimously.

2023 Budget – Human Resources Director, Vance Jones presented to the Budget Committee a proposal approved by the Personnel Committee to pay out sick time liability for salary/exempt employees in December 2023. After discussion, Cameron Davis made a motion to approve the payout liability in the amount of \$284,290.41 and send to the full Quorum Court for approval, with a second from Maryanne Edge. All were in favor and the motion passed unanimously.

2024 Budget – Treasurer, Jenay Mize gave a brief overview of a few additions to the 2024 Budget and handed out a Revenue/Budget Comparison report that stated the 2024 Budget was budgeted overall at 70.71%. After brief discussion, Maryanne Edge made a motion to approve the 2024 Budget and send to the full Quorum Court for approval, with a second from Shannon Walker. All were in favor and the motion passed unanimously.

Next Meeting – TBA

Adjournment – A motion to adjourn was made by Maryanne Edge, with a second from Shannon Walker. The meeting adjourned at 4:24 pm.

Respectfully submitted,

Trish Beck
Baxter County Judge's Office

