

**Morrow County Board of Commissioners Meeting Minutes**  
**March 17, 2021**  
**Bartholomew Building Upper Conference Room**  
**Heppner, Oregon**

**Present In-Person**

Chair Don Russell, Commissioner Jim Doherty, Commissioner Melissa Lindsay, Darrell J. Green, John A. Bowles, Lindsay Grogan, Kate Knop, Roberta Lutchter, Richard Tovey

**Present Via Zoom**

Staff: Ronda Fox, Mike Gorman, Tamra Mabbott, Linda Skendzel, Gregg Zody; Non-Staff: Sheryll Bates, Torrie Griggs, Erika Lasater, Karen Pettigrew, David Sykes, Delbert Turner

**Call to Order, Pledge of Allegiance and Roll Call:** 9:00 a.m.

**City & Citizen Comments:** No comments

**Open Agenda:** No items

**Consent Calendar**

*Commissioner Lindsay moved to approve the following items in the Consent Calendar:*

1. *Accounts Payable and Payroll Payables*
2. *Minutes: January 20<sup>th</sup>*

*Commissioner Doherty seconded. Unanimous approval.*

**9:05 a.m. Public Hearing:** Resolution No. R-2021-6 Budget Transfer Resolution for Credit Bond Funds

Kate Knop, Finance Director

Ms. Knop explained the Budget Resolution will authorize an increase in the Capital Improvement Fund for the credit bond dollars received for the new Irrigon building in the amount of \$6,900,000. She said it will be split between two budget years.

Chair Russell explained how to offer testimony and called for abstentions, conflicts of interest or ex parte contact. Hearing none, he asked Ms. Knop to proceed with her Staff Report.

Ms. Knop said the credit bond dollars were unforeseen and exceeded the Capital Improvement Fund balance by more than 10%, thus requiring a Budget Resolution, according to Oregon Budget Law.

Chair Russell called for proponents to speak, no response. He called for opponents to speak, no response. He closed the Public Hearing at 9:12 a.m. to deliberate to a decision.

*Commissioner Lindsay moved to approve Resolution No. R-2021-6: In the Matter of Increasing Appropriations for Fiscal Year Beginning July 1, 2020. Commissioner Doherty seconded. Unanimous approval.*

**Legislative Updates**

District Attorney Justin Nelson submitted a Legislative Update form on several Senate Bills – SB 214, SB 217, SB 216, SB 218 and SB 215(4), along with his recommendations on each Bill.

## **Business Items**

### 2021 Employee Handbook & Policies

Lindsay Grogan, Human Resources Manager

Ms. Grogan explained the County's Personnel Policies hadn't seen a significant revision since 1997. She said she updated some items in the current policy and incorporated a template from CIS Risk Management, the County's insurance provider. CIS also recommended an organization's policies be reviewed annually for updates in the law and consistency with its own practices, she said. Ms. Grogan reviewed some of the changes and responded to questions. The Commissioners requested additional time to review the document and set it forward to a future agenda.

### New Position Request, Emergency Manager, Budget Options

Lindsay Grogan, HR Manager

Kate Knop, Finance Director

Ms. Grogan recapped the status of the Emergency Manager position from last week's meeting – the position was approved but Finance and HR were to report back with budget options.

Ms. Knop presented three options for the Board to consider. The Board preferred Option 1 from the Agenda Item Cover Sheet as the option to go to the Budget Committee: "FTE 1.0 in #101-117 Emergency Management, grant - \$63,600 and general dollar funding (gap)."

### Compliance Planner Position

Kate Knop, Finance Director

Tamra Mabbott, Planning Department Director

Ms. Knop said she and Ms. Mabbott met following last week's meeting and propose a \$50,000 transfer from the Building Permit Fund to the General Fund to supplement personnel.

Ms. Mabbott recommended the transfer be divided between salary in the Planning Office and perhaps other line items, such as equipment use or rental space.

### Select County Representatives for Columbia River Enterprise Zone III Board

Chair Russell said the Port of Morrow was in favor of contracting with CREZ II Enterprise Zone Manager, Greg Sweek, to be the CREZ III Enterprise Zone Manager. He said Ryan Neal, POM Executive Director, anticipated a request for an EZ exemption within the next 30 days, so the CREZ III Board representation needed to be determined.

Commissioner Lindsay said she thought a formation meeting would be held first, followed by formalizing the representation at a BOC Meeting.

Chair Russell summarized, the three Commissioners will attend the initial formation meeting and decide representation at a later date, including alternates.

### Proposed Morrow County Values

Darrell Green, Administrator

Mr. Green explained the Leadership Team within the County proposed the following values be adopted for Morrow County Government: Communication, Teamwork and Professionalism. He read the associated narrative for each value. Discussion.

*Commissioner Doherty moved to adopt Communication, Teamwork and Professionalism as Morrow County Values. Commissioner Lindsay seconded. Discussion: Commissioner Lindsay said to further promote these values, the Board could use these as part of a vision statement. She also proposed an off-site work session or retreat as the County continues to open. Unanimous approval.*

#### Emergency Operations Center Update

- Mr. Green relayed information that Undersheriff Bowles wanted noted (he had to attend another meeting): One year and one month ago, an incident management team (IMT) was stood up. Mr. Green then read the roles and responsibilities of each member of the IMT.
- Mr. Green talked about meetings with the Oregon Health Authority and the Federal Emergency Management Agency to plan a mass vaccination event in the County.

#### Building Project Updates

- Grant options were being pursued to pay for the electric charging station at the new Irrigon building.
- Sheriff Station 2 Building – the deed transfer for the property occurred. The notice to proceed went to Allstott Construction. The hope is to complete the building well before this year's Fair. Ground breaking dates were discussed.

**Correspondence** – None

#### **Commissioner Reports**

Reports of activity were provided by the Commissioners.

#### **Signing of documents**

**Adjourned:** 10:53 a.m.