

**Morrow County Court
December 2, 2015
Heppner, Oregon
Bartholomew Building Conference Room**

Present

Judge Terry Tallman
Commissioner Leann Rea
Commissioner Don Russell
Jerry Sorte, Administrative Officer
Karen Wolff, Human Resources Director
Richard Tovey, County Counsel/Deputy District Attorney
Roberta Lutchter, Court Executive Assistant

Audience

Greg Sweek, Retired Assessor/Tax Collector

Judge Tallman called the meeting to order at 10:30 a.m. (delayed due to inclement weather).

Open Agenda

- Gayle Gutierrez, Treasurer, reviewed the Fund Cash Report (after the receipt of taxes), through November 30, 2015. Ms. Gutierrez noted a general fund balance of \$9,483,450.70. Several long-time County employees commented they could remember in the not-too-distant past when the general fund balance was \$100,000 or less. Ms. Gutierrez discussed various aspects of the report.
- Ms. Gutierrez asked the Commissioners to consider offering County employees half a day off on Christmas Eve. Discussion. Ms. Wolff suggested the Commissioners have a discussion about the request.
- Ms. Wolff said there will be an addition to the agenda regarding a job description from the Public Health Department.

City and Citizen Comments – Heppner

No comments

Department Reports

Road Report

Burke O'Brien, Public Works Director
Matt Scrivner, Assistant Road Master

- De-icer tanks – two new 5,000 gallon stationary tanks have been installed and filled with magnesium chloride. The new gas powered pump to fill the pickup tank has been installed on a pickup. The crew will continue to pre-treat prior to forecasts of snow, freezing rain or freezing fog.
- Culvert cleaning was completed on Willow Creek Road.
- Road blading completed on Balm Fork Road, Sanford Canyon Lane, Lunceford Canyon Road, Clarks Canyon Road, Hanna-Arbuckle Road, Blackhorse Canyon Lane, Dee Cox

Road, Palmateer Road, Ely Canyon Lane, Zinter Road, Smith Road, Halvorsen Lane, Jason Road, Olden Lane, Doherty Road, Alpine Lane, and Grieb Lane. Blading took place on portions of Stock Drive, Fuller Canyon Lane, Bell Canyon Loop, and Spur Loop.

- The crew cleaned up excess asphalt on Balm Fork Road and Big Butter Creek Lane from patching and overlay projects.
- Winter operations – sand was hauled to the intersection of Bombing Range Road and Highway 207. Loaders will be stationed at Bombing Range Road and Highway 207, North Transfer Site in cooperation with Hermiston ODOT (Oregon Department of Transportation), and the Kinzua mill site in Heppner. Plow routes and priority road lists were discussed.
- Coal Mine Hill Closure Date Extended – the scheduled road closure of December 1st was extended to December 20th. Mr. O’Brien said he met with the Forest Service’s District Ranger for the Heppner Ranger District, Ann Niesen, and they came to a reasonable agreement. Important factors considered were potential liability issues for the County and business interests for the Forest Service’s logger, he said.
- The Safety Committee purchased ice/snow traction cleats which fit over shoes for Road Crew employees, General Maintenance, and Sheriff’s Office Deputies. The Committee also purchased headlamps for the Road Crew and General Maintenance (Sheriff’s Office said they weren’t necessary for deputies.)
- Steep Manufacturing provided a pot hole patching machine for the Road Crew to try out. Mr. O’Brien said the advantage of this type of machine is in its versatility and flexibility for scheduling patching. He said when the Road Department has enough funds (around \$90,000), he will request the County purchase one.

Permit Application for Approach Site Approval

On the recommendation of Public Works, Commissioner Rea moved to approve Application #201 from Monty Lynch, Boardman, for a Public Access Road to Garrison Lane. Commissioner Russell seconded. Unanimous approval.

- Mr. O’Brien reported on a meeting he and Judge Tallman attended with Dave Rodgers, Plant Manager, Boardman Coal Fire Plant, regarding two railroad crossings that have the same crossing numerical designation. Both crossings are on Tower Road, one near the plant, and the other is on the far end of Tower Road near the freeway. He said in the past, the County agreed to contribute several thousand dollars toward maintenance of the rail crossing, but Mr. Rodger’s estimate from a third party contractor is \$33,600. Judge Tallman said the County is not interested in paying \$33,600. Mr. O’Brien said there were good discussions, which will continue on this matter.
- Mr. O’Brien said the person contracted to do mason work at the Courthouse has been released from his contract. The process to contract a mason will begin again, he added.

Surplus Vehicles – Bid Awards

Commissioner Russell moved to accept the following bids:

Vehicle #1 (2003 Chevrolet Impala, brown) – Gene Harris, \$1,166,

Vehicle #2 (2001 Ford Taurus, blue) – declined by Gene Harris; accepted by next bidder, Mary Rennings, \$900,

*Vehicle #3 (1994 Ford Explorer, green) – Michelle Quinconi, \$799.99,
Vehicle #5 (2002 Crown Victoria, white) – Bill Beard, \$550,
Vehicle #6 (2003 Ford Expedition, white) – John Collins, \$3,050,
Commissioner Rea seconded. Unanimous approval.*

Ms. Putman explained no bids were received for Vehicle #4, a white 1998 Crown Victoria, and the minimum bid was not met for Vehicle #7, a 2005 Ford E 450 Super Duty 20 Passenger Bus. Discussion.

Commissioner Rea moved to authorize:

- *Public Works swapping Vehicle #7 for the bus currently in use by the Road Department, and*
- *Sandi Putman disposing of the bus that will no longer be used by the Road Department and Vehicle #4, the white 1998 Crown Victoria.*

Commissioner Russell seconded. Unanimous approval.

Sheriff's Office Monthly Update

Sheriff Ken Matlack

- Sheriff Matlack reviewed the Report of Activity for November 2015. He discussed an ongoing case of a missing man who suffers from Alzheimer's. The man may have gotten a ride from a truck driver and left the area, so flyers have been posted at truck stops from Portland to Idaho. Motor vehicle accidents, a power outage, and animal incidents were also discussed.

Personnel Changes – Sheriff's Office

Current Parole & Probation Work Crew Supervisor, Frank Jones, has been hired as the new Parole & Probation Officer in that same department, effective December 1st. Sheriff Matlack requested permission to fill the Work Crew Supervisor position.

Commissioner Rea moved to authorize the Sheriff's Office to advertise and fill the Work Crew Supervisor position in the Parole & Probation Department. Commissioner Russell seconded. Unanimous approval.

Sheriff Matlack said a Communications Deputy position is vacant and requested permission to hire from an existing list of applicants.

Commissioner Rea moved to authorize the Sheriff's Office filling the vacant Communications Deputy position. Commissioner Russell seconded. Unanimous approval.

- Sheriff Matlack said there could be an increase in the number of people released from prison back to the supervision of Morrow County because they have no other place to live and/or no job (and were originally convicted in Morrow County). When these situations have arisen in the past, the County paid to house them in area motels. He asked if the County would consider purchasing a property to be used when needed, or increase the budget line item that covers motel and associated costs. After discussion, the

Commissioners said they would rather continue the current arrangement and were open to the idea of increasing the budget amount.

Lunch Recess: 12:10 p.m.

Reconvene: 1:15 p.m.

Administrative Officer Update

Jerry Sorte, Administrative Officer

Mr. Sorte said, while this is only his second day, he has enjoyed speaking with Department Heads and learning County operations. He said his main objective will be to work with the Court for the next few weeks, in addition to taking on more administrative duties.

Old Business

Courthouse Copier Proposals

Rick Worden, Finance Director

At the Court's request, Mr. Worden, provided a detailed comparison of the proposals solicited by Clerk, Bobbi Childers. After review, Mr. Worden recommended Pacific Office Automation.

Commissioner Rea moved to approve the lease of a new photocopier for the Courthouse from Pacific Office Automation. Commissioner Russell seconded. Unanimous approval.

New Business

Equity Fund Loan Application from Morrow County Health District (MCHD)

Commissioner Rea recused herself from participation as she is a member of the MCHD Board.

MCHD made application to the Equity Fund to finance the purchase of the Pioneer Annex Building and improvements to other properties in the amount of \$190,000. The Equity Fund only has an available balance of approximately \$174,000. According to a memo from Rex Baker, Loan Officer, Greater Eastern Oregon Development Corporation (GEODC), the Court stipulated in 2012 the aggregate total MCHD could borrow was \$250,000. Taking into consideration their current loans, it leaves \$88,000 available to MCHD, according to Mr. Baker.

At the last MCHD Board meeting, Commissioner Rea explained, the board revised its requested loan amount to \$80,000.

Commissioner Russell moved to approve the loan to the Morrow County Health District, with a cap of \$250,000 on any one entity in aggregate of the loans outstanding from the Equity Fund. Judge Tallman Seconded. Unanimous approval (Commissioner Rea abstained).

Commissioner Russell amended his previous motion to include no single entity can request more than \$250,000 from the Morrow County Equity Fund. Judge Tallman seconded. Unanimous approval (all voted).

New Business

Morrow County Enterprise Zone Board Member Appointment

Commissioner Rea moved to appoint Commissioner Don Russell as a representative of Morrow County to the Columbia River Enterprise Zone II Board, and Greg Sweek as alternate, both terms effective January 1, 2016 – December 31, 2017. Commissioner Russell seconded. Unanimous approval.

Jacquez Property Deed

Rich Tovey, County Counsel/Deputy District Attorney

Mr. Tovey said Rosa Jacquez met all of the County Court's provisions and her attorney, William J. Kuhn, reviewed this deed.

Commissioner Rea moved to approve the Quitclaim Deed between Morrow County and Rosa J. Jacquez for the transfer of property located in the County of Morrow, Township 4 North, Range 25 EWM, Section 20: Lot 2, Block 3, West Glen, with consideration for this conveyance of \$2,556.84. Commissioner Russell seconded. Unanimous approval.

Claims

Commissioner Rea moved to approve the Accounts Payable dated December 3rd, in the amount of \$133,687.60. Commissioner Russell seconded. Unanimous approval.

Minutes

Commissioner Rea moved to approve the October 7th Executive Session minutes, as presented. Commissioner Russell seconded. Unanimous approval.

Commissioner Rea moved to approve the minutes of October 7th, as presented. Commissioner Russell seconded. Unanimous approval.

Commissioner Russell moved to approve the minutes of November 18th, as presented. Commissioner Rea seconded. Unanimous approval.

Commissioner Rea moved to approve the minutes of November 25th, as presented. Commissioner Russell seconded. Unanimous approval.

Commissioner Reports

Judge Tallman explained there are \$50,000 remaining in a contingency fund from the construction of the Bartholomew Building. Wenaha Group can return the funds or issue a credit on the final invoice. Mr. Worden said he asked Wenaha Group to issue the credit; the Commissioners agreed.

Commissioner Rea said it was announced at a meeting she attended that Abeinsa/Abengoa filed for bankruptcy. Abeinsa is the firm contracted by PGE to construct the natural gas fired power plant in Boardman. She said she is concerned for the local vendors who supplied materials. Discussion.

Commissioner Russell said he would like to attend the Oregon County Leadership Institute, which takes place the fourth Monday of each month for 10 months, starting in January. He said the cost will be \$1,950 for tuition, plus associated travel costs.

Correspondence Reviewed:

- Notice of Morrow County Planning Commission meeting, Tuesday, December 8th, 7:00 p.m., Heppner City Hall.

Christmas Eve Paid Time Off

Commissioner Rea moved to allow all County employees to leave at 12:00 p.m. on Christmas Eve, Thursday, December 24th. Commissioner Russell seconded. Unanimous approval.

New Business**Public Health Department Request to Hire Care Coordinator**

Sheree Smith, Public Health Department Director

Ms. Smith explained Morrow County School District Superintendent, Dirk Dirksen, offered to fund this new position, with some help from Morrow County. Ms. Smith said she was unsure of the amount but was confident in the District's commitment to the position. She said she and Mr. Dirksen agreed this person will be an employee of Morrow County. In addition, it will be based in Boardman and will have a bilingual requirement (English and Spanish). The job description was reviewed and salary placement was discussed.

Commissioner Russell moved to approve the creation of, and job description for, the Care Coordinator position in the Public Health Department, with the assigned wage to be Range 7 of the 2015-2016 General Scale (\$2,678 per month); and authorize Public Health to advertise and fill the position. Commissioner Rea seconded. Unanimous approval.

Adjourned: 2:43 p.m.