

Morrow County Court
February 3, 2016
Heppner, Oregon
Bartholomew Building

Present

Judge Terry Tallman
Commissioner Leann Rea
Commissioner Don Russell
Jerry Sorte, Administrative Officer
Karen Wolff, Human Resources Director
Rick Worden, Finance Department Director
Justin Nelson, County Counsel/District Attorney
Roberta Lutchter, Court Executive Assistant

Audience

Mike Gorman, Assessor/Tax Collector
Gayle Gutierrez, Treasurer
Melissa Lindsay, Lexington
Lyle Peck, Heppner
Greg Sweek, Heppner

Judge Tallman called the meeting to order at 9:03 a.m.

City and Citizen Comments – Heppner

- Lyle Peck, Heppner, asked if the County would consider an overlay project on the upper portion of Bell Canyon Loop. He said he understands budget constraints, but work is needed there. Commissioner Rea suggested he attend the next Road Committee meeting on Thursday, February 4th; Mr. Peck said he would attend.
- Gayle Gutierrez asked if something could be done about the heating and cooling system in the Courthouse. She explained the temperatures in the offices year-round can differ widely, leaving some employees cold and others very hot. Burke O’Brien, Public Works Director, said there will be someone from a heating & cooling company at the Courthouse this week to evaluate the system.
- Ms. Gutierrez said she noticed someone in the basement of the Courthouse and was unsure if he should have been there or not. Mr. O’Brien explained Ray Cecil is doing masonry work as a subcontractor for Rod Wilson, County Contractor for Construction Services. Judge Tallman asked Public Works to notify Department Heads/Elected Officials when work will be performed in their buildings.

Open Agenda

Commissioner Rea requested an update concerning the phone number for The Loop – Morrow County Transportation.

Department Report

Road Report

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

Mr. Scrivner provided the Road Report, as follows:

- The crew is working on Bombing Range Road between the road to Finley Buttes and Cascade Specialties. Once finished there, they will move to the east side of Bombing Range Road at the intersection with Homestead Lane and work north, for the rest of the month.
- Ione-Gooseberry Road – concrete abutments and wing walls were poured and forms removed. The new steel support beams were installed and backfill of the abutments and walls should be completed by the end of the week.
- Road grading has taken place on McElligott Lane, Ridge Road, Dry Fork Road, Ione-Gooseberry Road, and Shobe Canyon Road. The graders will work on Bergstrom Lane, Carlson Lane, Meadowbrook Road, Piper Canyon Road and Clarks Canyon Road.
- Winter operations – a grader worked on the day-use road at the OHV Park so it can be accessed for recreational use. The grader also worked on Sunflower Flat Road and the 21 Road.
- Little Butter Creek Road – the logging contractor allowed on the road through an Overweight Permit has been working closely with Mr. Scrivner and only hauling when weather and road conditions allow. The contractor was issued another permit for the month of February and permits may be issued on a monthly basis.
- Pothole patching took place in both the Irrigon and Boardman areas.

Permits

Mr. O'Brien said there are six Permit Applications from the Port of Morrow for the same project, and Public Works recommends approval.

On the recommendation of Public Works, Commissioner Rea moved to approve Permit Applications OJW, OJX, OJY, OJZ, OKA, and OKB from the Port of Morrow for road crossings during the installation of a waste water line. Commissioner Russell seconded. Unanimous approval.

Mr. O'Brien provided a draft copy of a letter to be sent to the residents of the West Glen subdivision about road maintenance work the County will perform.

9:40 a.m. Bid Opening – Herbicides

Sandi Putman, Public Works Management Assistant

Ms. Putman reviewed the Request for Bids, Herbicide Bid Sheet, and 2016 Herbicide Specifications received by each bidder. The following bids were then opened:

1. Morrow County Grain Growers \$57,114.00
2. Wilbur-Ellis Company \$48,541.20
3. Crop Production Services, Inc. \$48,535.50

Ms. Putman said the bids will be reviewed by Public Works and a recommendation will be ready for next week's meeting.

Old Business

Request from Joe McElligott for Clarification on Water Resources Department Complaint

After lengthy discussion, the Commissioners agreed the follow-up letter to Mr. McElligott from the Administrative Officer should state it is within a Department Head's purview to file a complaint with the appropriate agency without first consulting the County Court.

Department Report

Parks Update

Greg Close, Parks General Manager/Operations

Mr. Close's slide presentation included financial summaries of the parks and photos of various improvement projects that have taken place. Some of the park enhancements were new bridges, trail improvements, troughs, and restroom/host facility upgrades at Anson Wright Park. Mr. Close reported the restaurant at the OHV Park had a very good year, and he ended his presentation with a photo of a wolf in the middle of the road near Anson Wright Park.

Old Business

Undersheriff Position and Emergency Management Position

Sheriff Ken Matlack

John Bowles, Deputy, Parole and Probation

Karen Wolff, Human Resources Director

Sheriff Matlack reiterated his stance that the Emergency Management duties should remain within the Sheriff's Office and be assigned to the Undersheriff. Brief discussion.

Commissioner Russell moved to:

- 1. Approve the Undersheriff duties and Emergency Management duties be held by the same person, and*
- 2. Authorize the Sheriff's Office to fill the Undersheriff/Emergency Management Position, and*
- 3. Allow succession planning to take place if the current Undersheriff/Emergency Manager has given notice.*

Commissioner Rea seconded. Unanimous approval.

Ms. Wolff said the Sheriff's Office will promote from within for the Undersheriff, which will create a vacancy in Parole and Probation.

Commissioner Rea moved to approve the advertising and filling of the vacated Parole and Probation Position. Commissioner Russell seconded. Unanimous approval.

Department Report

Sheriff's Office Update

Sheriff Matlack discussed some of the items contained in the summary for January, which included a vehicle pursuit, numerous animal incidents, motor vehicle accidents, and the discovery of a drone in someone's yard. He also mentioned that the U.S. Fish & Wildlife Service, Irrigon Fish Hatchery, was closed for two days as a precaution stemming from the situation in Harney County where militants have occupied a wildlife refuge.

Old Business

Commissioner Rea said she previously expressed some reservations about a phone number change involving The Loop – Morrow County Transportation, but after attending their Advisory Committee meeting she now understands the situation better. She said the new toll-free number will be 844-676-5667, making it very similar to the local number, 541-676-5667.

Commissioner Rea moved to approve the new toll-free number for The Loop – Morrow County Transportation, with overlapping service for two months during the transition. Commissioner Russell seconded. Unanimous approval.

Department Report

Public Health Department Job Descriptions and Wages

Ms. Wolff stated there have been many staffing changes in the Public Health Department over the last 18 months and this brought about the need for updated job descriptions. She said she offers the following for consideration:

1. Rename the current “Lay Health Promoter/Healthy Families Home Visitor” to “Healthy Families Home Visitor” and assign to Pay Range 6 of the General Employee Wage Scale.
2. Create an additional job description of “Healthy Families Bilingual Home Visitor” and assign to Pay Range 7 of the General Employee Wage Scale.
3. Back date the wage change for the “Healthy Families Bilingual Home Visitor” to July 1, 2015 based on evidence of an email submission from November 2014 requesting reclassification.
4. Create an additional job description of “Office Assistant – Bilingual” and assign to Pay Range 7 of the General Employee Wage Scale.
5. Request permission to fill the “Office Assistant – Bilingual” position.

Discussion took place concerning the funding sustainability of the “Office Assistant – Bilingual” position. Ms. Wolff suggested that further discussion be delayed until Sheree Smith, Public Health Director, could join the meeting to answer their questions.

Commissioner Rea moved to approve renaming the “Lay Health Promoter/Healthy Families Home Visitor” to “Healthy Families Home Visitor” and assign to Pay Range 6 of the General Employee Wage Scale; and create an additional job description of “Healthy Families Bilingual Home Visitor” and assign to Pay Range 7 of the General Employee Wage Scale. In addition, both wage placements will be back dated to July 1, 2015. Commissioner Russell seconded. Unanimous approval.

Search for Finance Director Replacement

Ms. Wolff explained Rick Worden, Finance Director, has resigned to take a new position and the Court could consider several options for his replacement. She reviewed the following job descriptions: Finance Director, Accounting Supervisor, and Finance Management Assistant. The Court agreed the search should be conducted for a Finance Director who holds a Certified Public Accountant license, but they are willing to accept other certifications in place of the CPA license.

Commissioner Rea moved to approve advertising and filling the Finance Director position. Commissioner Russell seconded. Unanimous approval.

Assessor's Legislative Update: Senate Bill 1565

Mike Gorman, Assessor/Tax Collector

Mr. Gorman said this bill could authorize cities or counties to grant an exemption for newly constructed industrial property with an initial investment of at least \$1 million. He said while he is not against development, administering this could be time consuming and expensive. He said the Oregon State Association of County Assessors is working on amendments to make it more feasible.

Public Health Department Job Descriptions and Wages, continued

Sheree Smith, Public Health Director

Ms. Smith said she cannot definitively say the Public Health Department currently has the funds for this position, but it is a key position. She said staff members are better informed about billing practices and she expects more Medicaid administrative claiming in the future. She said this will have a positive impact on her budget. Judge Tallman asked what will happen if there is a deficit at the end of the year. Ms. Smith replied she would have to take funds from another source within her department. Discussion.

Commissioner Russell moved to approve the creation of the job description for "Office Assistant – Bilingual" and assign to Pay Range 7 of the General Employee Wage Scale; and authorize advertising and filling the "Office Assistant – Bilingual" position. Commissioner Rea seconded. Unanimous approval.

New Business

Utility Easement Modification – City of Heppner

Mr. Sorte explained the request from the City of Heppner for the property where the new fire hall will be located has a few issues that need to be resolved. He said his recommendation would be for the Court to direct staff to work on these issues and bring back an updated easement agreement. Discussion. Mr. Sorte said he would contact the City of Heppner.

Gilliam & Bisbee Rent/Lease

Mr. Sorte said the lease agreement with Community Counseling Solutions (CCS) is almost ready to be signed, but in the meantime, CCS would like to occupy the additional space. Discussion.

Commissioner Rea moved to approve the early move-in by Community Counseling Solutions into the area of the Gilliam & Bisbee Building formerly occupied by the Public Health Department, with the condition they provide a proof of insurance certificate. Commissioner Russell seconded. Unanimous approval.

Morrow County Retirement Plan Discussion

Rick Worden, Finance Department Director

Mr. Worden is back to present an estimate from the actuary for producing Retirement Plan change projections (for future participants only). The estimated cost for Milliman to produce a projection that involves two different changes of the pension percentage would be \$5,000-6,000. Discussion. Mr. Worden said he would look into whether the cost can be paid from the Retirement Plan funds instead of County funds.

Commissioner Russell moved to approve an expenditure of \$5,000-6,000 for the Retirement Plan projections from Milliman, with two points of reference – one at the lower benefit level that would pass the Equal-to-or-Better test for Safety employees (with a similar reduction to General Employee benefit levels), and another that splits the difference between current benefit levels and the previously described lower benefit level. Commissioner Rea seconded. Unanimous approval.

Commissioner Reports

Commissioner Rea said she provided a letter to T.J. Hansell in support of his grant application to the Water Resources Department.

County Counsel Report

Justin Nelson, County Counsel/District Attorney

- Details of the janitorial contract continue to be reviewed with Public Works.
- An issue over a locked gate near Cutsforth Park has arisen. Some residents in the area prefer that the gate be locked and others do not. The question becomes does the County have the right to block the road or not, he said.

12:40 p.m. – Commissioner Rea left to attend another meeting.

Claims

Commissioner Russell moved to approve the Fourth Quarter 2015 SUTA/WBF Taxes, dated January 29th; Payroll Payables, Immediate & Electronic, dated January 13th and 20th; and Accounts Payable, dated February 4th in the amount of \$110,923.36. Judge Tallman seconded. Unanimous approval.

Minutes

Commissioner Russell moved to approve the minutes of January 27th. Judge Tallman seconded. Unanimous approval.

Commissioner Reports, continued

Commissioner Russell said he attended a training on Enterprise Zone and Strategic Investment Program agreements. He also said he will be attending the Special Districts Annual Conference in Cottage Grove representing the Boardman Rural Fire Protection District, on which he serves as a board member.

Judge Tallman said he attended, by phone, an AOC (Association of Oregon Counties) meeting where the legislative bills for the short session were reviewed. He said many deal with marijuana and a movement to merge both medical and recreational use under one oversight agency.

Judge Tallman said Gilliam County Judge Steve Shaffer will attend next week's County Court meeting in Irrigon. Judge Shaffer will request Morrow County join Gilliam and several other counties in hiring someone to lobby in California asking that state to allow the purchase of Oregon's excess energy, he said.

Adjourned: 1:04 p.m.