

Morrow County Court
March 9, 2016
Irrigon, Oregon
Oregon Trail Library District Community Room

Present

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

Audience

Melissa Lindsay, Lexington
Greg Sweek, Heppner

1. Call to order: 9:00 a.m.

2. City and Citizen Comments – Irrigon

No comments

3. Open Agenda

- Staffing request from the Sheriff's Office

4. Department Reports

- a. Planning Department Update, Carla McLane, Planning Department Director
 - Boardman to Hemingway Transmission Line Project - Ms. McLane said she learned the Bureau of Land Management took Morrow County's input for the Agency Preferred Route into full consideration and she could speak in more detail to each Commissioner, on an individual basis.
 - Ms. McLane briefly reviewed the information packets for the March 23rd Public Hearing to amend the Economic Element of the County's Comprehensive Plan.
 - i. Fee Waiver Request
Ms. McLane said the Planning Department received a request from CAPECO (Community Action Program of East Central Oregon) to waive a \$50 Land Use Compatibility Statement fee, but such requests require County Court approval. After discussion of staff time spent to compile the statement, and learning that similar agencies do not ask for exemptions, the Court declined the request.

Commissioner Russell moved to deny the request from CAPECO to waive the \$50 Land Use Compatibility Statement fee. Commissioner Rea seconded. Unanimous approval.

5. Sheriff's Office Staffing Request

Ms. Wolff said the Sheriff's Office hired from within for the soon to be vacant Civil Deputy position, and this created a Dispatcher opening. They are now requesting permission to fill the Dispatcher position.

Commissioner Rea moved to approve the Sheriff's Office advertising and filling the Dispatcher position. Commissioner Russell seconded. Unanimous approval.

6. Old Business

- a. Contract: General Building Services Contractor
Sandi Putman, Public Works Management Assistant
Ms. Putman reminded the Court the bid was awarded last week, but the contract required a minor correction before it could be approved.

Commissioner Rea moved to approve the contract for General Building Services with Wilson Construction Services, LLC, for a five year period, effective upon signing by all parties. Commissioner Russell seconded. Unanimous approval.

- b. Public Works Miscellaneous
 - A Request for Qualifications for Janitorial Services was issued and a committee will review the responses. Somewhat related to this, Ms. Putman said employees contact Public Works with comments and complaints about janitorial service, but this process presents some challenges. In an effort to streamline communications, she and Public Works Director, Burke O'Brien, have come up with a few ideas. Mr. Sorte said when the committee meets to review the responses, it would also be an appropriate time to address those issues and discuss ideas.
 - Household Hazardous Waste Event will take place Friday, April 1st, at the South End Transfer Station. She said the postcards received by County residents had incorrect location information on one side, but the correct site is the South End Transfer Station.

7. 9:30 a.m. Bid Opening – Portable Toilets

Two bids were received for providing portable toilets at the Transfer Stations and Parks:

1. Doug's Septic Service Inc. - \$990 per month
2. CB's LLC - \$850.50 per month

Ms. Putman stated Public Works will review the bids and return with a recommendation.

8. New Business

- a. Utility Easement Amendment, Jerry Sorte, Administrative Officer
Mr. Sorte said this is a correction to the recently approved utility easement request from the City of Heppner for the property where the new fire hall will be located.

Commissioner Rea moved to approve the Amendment to February 10, 2016 Modification of Easement between Morrow County and the City of Heppner, dated March 9, 2016. Commissioner Russell seconded. Unanimous approval.

- b. Human Resources
 - i. Step Increase for Finance Management Assistant due to Working Out of Class

Ms. Wolff explained the resignation of the Finance Director brought added responsibilities for Ronda Fox, Finance Management Assistant. According to Morrow County Personnel Policy, if an employee works out of class for more than one month, a pay increase of one Step can be considered. Ms. Wolff said she hopes to schedule interviews for the Finance Director position during the latter half of March, and if all goes well, filling that position by mid-April. Brief discussion.

Commissioner Russell moved to approve the designation of Ronda Fox, Finance Management Assistant, as working out of class as of April 4, 2016; and making the action retroactive to March 5, 2016; and extending it until such time as a Finance Director begins work for Morrow County. Commissioner Rea seconded. Unanimous approval.

ii. Sheriff's Pay Increase Under ORS 204

Mr. Sorte said he, County Counsel, and Human Resources have reviewed the matter and recommend it be presented to the Compensation Committee for consideration, who in turn, will make a recommendation to the Budget Committee at their hearings scheduled for April 19-21.

Commissioner Rea moved to approve presenting the matter regarding a possible increase to the Sheriff's salary, be presented to the Compensation Committee, who will then make a recommendation to the Budget Committee during their hearings of April 19th-21st, with final approval coming from the County Court. Commissioner Russell seconded. Unanimous approval.

iii. Compensation Committee Meeting

Ms. Wolff said the meeting has been changed to March 29th, 9:00 a.m. in the Bartholomew Building Upper Conference Room. She said it is a public meeting and comment memos from elected officials can still be included in the review, but she hasn't received any yet.

c. Department Credit Card Requests

Mr. Sorte reviewed the written requests from the County Parks Manager and the County Weed Coordinator/Inspector.

Commissioner Russell moved to approve the issuance of new credit cards, as follows:

- 1. Morrow County Weed Department with a credit limit of \$1,500*
- 2. Morrow County Parks Department with a credit limit or \$2,000*

Commissioner Rea seconded. Unanimous approval.

Commissioner Rea moved to approve an increase to the credit limit for the Public Works and Road Department credit cards to \$5,000. Commissioner Russell seconded. (Discussion. The Commissioners decided to wait for a written request from the Public Works Director.) All opposed; motion failed.

9. Department Reports, continued

- b. Veteran's Department Update, Linda Skendzel, Veterans Services Officer

Ms. Skendzel introduced Jill Juers, Homeless Outreach Coordinator, Walla Walla Veterans Affairs Medical Center. Ms. Juers discussed the HUD-VASH program, which assists homeless veterans in finding and maintaining permanent housing. She said of the 10 housing vouchers for Morrow and Umatilla Counties, only two remain available. However, she said a few more vouchers may become available. She discussed the various aspects of assistance she provides and asked to be contacted if anyone is aware of a homeless veteran. Ms. Juers' telephone numbers is 509-525-5200, ext. 26284, or a 24-hour, toll free hotline is available by calling 877-424-3838.

Break 10:19 a.m. to notarize documents. Resumed 10:34 a.m.

10. New Business, continued

d. Purchase Pre-Authorization for County Vehicles

Mr. Sorte asked to reschedule this until next week to allow additional time for receipt of bids.

11. County Counsel Report

Richard Tovey, County Counsel

Mr. Tovey reported a resolution may be before the Court next week regarding eminent domain for a property at the Laurel Road and Wilson Lane intersection.

12. Administrative Officer Report

Mr. Sorte said dealing with the furnishings in storage is a priority, especially with the impending sale of one of the buildings where some of it is stored. He said the majority of remaining items are office cubicle partitions, not actual furniture, and he will work with Public Works to liquidate what the County doesn't plan to use.

An evacuation drill took place Tuesday morning at the Courthouse and Bartholomew Building, and this morning at the Irrigon Annex. He said staff were very cooperative and there are a few minor details to be worked out. Ms. Wolff stated the Heppner Fire Department participated in the Tuesday drill, and she plans to include other fire departments in the future. She added there will be a drill soon in the Boardman facility.

13. Claims

Commissioner Rea moved to approve the Payroll Payables, Monthlies, dated February 22nd; Immediate & Electronic, dated March 2nd; and HRA VEBA, dated March 3rd; March 2016 Retirement Taxes, dated March 2nd; and the Accounts Payable, dated March 10th, in the amount of \$58,299. Commissioner Russell seconded. Unanimous approval.

14. Minutes

Commissioner Rea moved to approve the March 2nd minutes, as presented. Commissioner Russell seconded. Unanimous approval.

Commissioner Rea moved to approve the March 2nd Executive Session minutes, as presented. Commissioner Russell seconded. Unanimous approval.

15. Correspondence

- Invitation from the Heppner FFA Chapter to an appreciation dessert social on Thursday, March 10th

16. Commissioner Reports

- Commissioner Russell said he plans to attend the Boardman Community Development Association meeting on Thursday, March 10th, and the Columbia River Enterprise Zone Committee meeting on Friday, March 11th. He will also be travelling to Salem to attend AOC (Association of Oregon Counties) committee meetings related to transportation and economic development.

17. North County Tour

Mr. Sorte invited the members of the public to join the Commissioners and staff on the tour starting at the 1:15 p.m., leaving from this location.

18. Recessed: 11:15 a.m. (The Commissioners attended the Irrigon Chamber of Commerce Annual Luncheon at 12:00 noon.)

Resumed 1:15 p.m.

19. North County Tour

Present:

Judge Terry Tallman

Commissioner Leann Rea

Commissioner Don Russell

Jerry Sorte, Administrative Officer

Rich Tovey, County Counsel/Deputy D.A.

Roberta Lutchter, Court Administrative Assistant

Melissa Lindsay, Lexington

Stops were made at the following locations:

- Public Works Yard behind the Irrigon Annex Building
- Former Community First Credit Union building in Boardman
- Blue Mountain Community College building in Boardman at the corner of N.E. Front and N.E. 2nd
- Health Department/District Attorney/Juvenile Office in Boardman
- Vacant lot near Pacific Pride card lock pumps

3:10 p.m. – returned to the Oregon Trail Library District Community Room

The Commissioners will offer their observations and ideas from the tour at the next County Court meeting (March 16th in Boardman).

Adjourned: 3:15 p.m.