

MORROW COUNTY BOARD OF COMMISSIONERS MEETING AGENDA
Wednesday, May 24, 2017 at 9:00 AM
Bartholomew Building Upper Conference Room
110 N. Court St., Heppner, OR

- 1. Call to Order - 9:00 AM**
- 2. Pledge of Allegiance**
- 3. City and Citizen Comments** – This is the time provided for individuals wishing to address the Board regarding issues that are not already on the agenda.
- 4. Open Agenda** – This is the time for the Board to introduce subjects that are not already on the agenda.
- 5. Consent Calendar**
 - a. Approve Claims: Accounts Payable dated May 25th; Void Check dated May 17, 2017; 2017 Q1 SUTA Tax Rate Adjustment Payment dated May 18, 2017
 - b. Public Works Permit Applications for Necessity to Build on Right-of-Way #OLR and #OLT
- 6. Public Hearing – Transportation System Plan Appendix B Update.** To consider the Planning Commission recommendation to adopt Appendix B – Recommended Roadway System Projects of the Transportation System Plan, originally put forward by the Road Committee (Carla McLane, Planning Department Director)
Due to Commissioner travel, this Public Hearing will be continued to May 31, 2017, 9:00 a.m., Bartholomew Building Upper Conference Room, 110 N. Court St., Heppner, Oregon
- 7. Business Items**
 - a. Corrected Board of Commissioners Meeting minutes of May 3, 2017
- 8. Department Reports – Written Only**
 - a. Road Department monthly report (Matt Scrivner, Assistant Road Master)
 - b. Sheriff's Office monthly report (Melissa Ross, Administrative Lieutenant)
- 9. Adjournment**

Agendas are available every Friday on our website (www.co.morrow.or.us/boc under "Upcoming Events"). Meeting Packets can also be found the following Monday.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Roberta Lutchter at (541) 676-5613.

Pursuant to ORS 192.640, this agenda includes a list of the principal subjects anticipated to be considered at the meeting; however, the Board may consider additional subjects as well. This meeting is open to the public and interested citizens are invited to attend. Executive sessions are closed to the public; however, with few exceptions and under specific guidelines, are open to the media. The Board may recess for lunch depending on the anticipated length of the meeting and the topics on the agenda. If you have anything that needs to be on the agenda, please notify the Board office before noon of the preceding Friday. If something urgent comes up after this publication deadline, please notify the office as soon as possible. If you have any questions about items listed on the agenda, please contact Jerry Sorte, Administrative Officer at (541) 676-2529.



AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 1 of 2)

Item #

This document must be completed for each agenda item submitted for consideration by the Board of Commissioners.

Staff Contact: Matt Scrivner
 Department: Public Works / Road
 Person Attending BOC Meeting (*REQUIRED*): Matt Scrivner
 Short Title of Agenda Item: Permit Application #OLR

Phone Number (Ext): 541-989-8584
 Requested Agenda Date: 5-24-2017

This Item Involves: (Check all that apply for this meeting.)	
<input type="checkbox"/> Order or Resolution <input type="checkbox"/> Ordinance/Public Hearing: <input type="checkbox"/> 1st Reading <input type="checkbox"/> 2nd Reading <input type="checkbox"/> Public Comment Anticipated: Estimated Time: <input type="checkbox"/> Document Recording Required <input type="checkbox"/> Contract/Agreement	<input type="checkbox"/> Appointments <input type="checkbox"/> Update on Project/Committee <input type="checkbox"/> Discussion Only <input type="checkbox"/> Discussion & Action Estimated Time: <input type="checkbox"/> Department Report <input checked="" type="checkbox"/> Other: Permit Application

<input checked="" type="checkbox"/> N/A	For Contracts and Agreements Only
Contractor/Entity:	
Contractor/Entity Address:	
Effective Dates – From:	Through:
Total Contract Amount:	Budget Line:
Does the contract amount exceed \$5,000? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, Attach Purchase Pre-Authorization Request if Applicable	

Reviewed By:

<i>Bruce Martin</i>	<i>May 17 2017</i>	Department Head	Required for all BOC meetings
<i>JS/RJ</i>	<i>5-19-17</i>	Admin. Officer/BOC Office	Required for all BOC meetings
	DATE	County Counsel	Required for all legal documents
	DATE	Finance Office	Required for all contracts; Other items as appropriate.
	DATE	Human Resources	If appropriate

Note: All entities must sign documents before they are presented to the Board of Commissioners. Original documents are preferred. Agenda requests, including this completed form and supporting documents, must be received by the Board's office by Noon on the Friday prior to the Board of Commissioners Wednesday meeting. County Counsel and Finance review is required for all contracts.

AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 2 of 2)

-
1. TITLE OF AGENDA ITEM: Permit Application #OLR
 2. ISSUES, BACKGROUND, AND DISCUSSION: ZAYO fiber optic line is requesting a permit to attached fiber optic lines to the North side of the bridge on Cecil road where it crosses Willow creek.
 3. OPTIONS: Approve/Deny
 4. FISCAL IMPACT: None
 5. STAFF RECOMMENDATIONS: After review and approval from Ferguson engineering of the design and location of holders, Public works recommends approval.
 6. SUGGESTED ACTION(S) / MOTION(S): Approval of permit application #OLR

- Attach additional background documentation as needed.

Routing: Original or copies of signed contract or document should be sent to the following:

- | | |
|---|---|
| <input type="checkbox"/> Clerk (Original for recording) | <input type="checkbox"/> Finance Department (Copy for file) |
| <input type="checkbox"/> Board of Commissioners (Copy for file) | <input checked="" type="checkbox"/> Department – For distribution |
| <input type="checkbox"/> Other | |

Return to:
MORROW COUNTY PUBLIC WORKS
365 West Highway 74
P.O. Box 428
Lexington, Oregon 97839
Phone: (541) 989-9500



Applicant Mailing Address
ZAYO - DAN BARCOMB
Name (Business Name, Attn: Name)
22651 83RD AVE S
Mailing Address (Street/Post Office Box)
KENT, WA 98032
City, State, Zip Code
509.727.3345
Phone Number

APPLICATION #: OLR

COUNTY ROAD #: 542

ROAD NAME: Cecil Rd

APPLICATION FEE:
(CHECK ONE)
 Private (\$50.00) Utility Company (No Fee)

PAYMENT RECEIVED:
04-24-2017 - [Signature]
(Date Payment Received / Amount Received - Initials)

**APPLICATION FOR NECESSITY TO BUILD ON RIGHT OF WAY
(Water, Gas, Communication Service Lines, Fixtures, Signs, and other Facilities)**

Please fill out this form completely in ink (Blue or Black) or type.

We, ZAYO No physical address for job WILLOW CRK BRID
(Name - Individual/Business) (Physical Address) (Work Order Number)

hereby request permission either to locate within County Road right of way or cross
Morrow County road Cecil Rd. at 0 miles from nearest
(Name of County Road) (Miles)
interstecction with road Highway 74 29-31 2 23 E
(Name of County Road) (Section) (Township) (Range)

E.W.M. with a 4-1.25" conduit & fiber cable of see plans, Center Line 34' distance
(Water, Gas, Telephone Lines, ect.) (Dimensions) (Distance)
from R/W line 42" depth of line or pipe, S X side of road.
(Depth) (Note N, S, E, W)

As more particularly described by the attached sketch.

PERMITTEE AGREES TO TERMS AND CONDITIONS ON THE ATTACHED TWO PAGES

Page 1 DB
(Initial)

Page 2 DB
(Initial)

Additional Terms and Conditions to be noted here.

When work is completed call Morrow County Public Works Office for final inspection at (541) 989-9500.

PERMITTEE SIGNATURE: [Signature]
(Signature of Authorized Permittee)

DATE: 4/21/17
(Date Signed)

State of Washington
County of Franklin

This instrument was acknowledged before me on April 21st, 20 17
by Dan Barcomb

Lisa M. Vargas
Notary Public - State of Washington

LISA M. VARGAS
Notary Public
State of Washington
Commission Expires
October 18, 2020

APPROVED BY: [Signature]
(Public Works Director)

DATE: May 11 2017
(Date Signed)

AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 2 of 2)

1. TITLE OF AGENDA ITEM: Permit Application #OLR

2. ISSUES, BACKGROUND, AND DISCUSSION: Centurylink is requesting a permit to install a fiber optic line on the north side of Columbia lane (Boardman). The line will be a direct burial installation next to an existing phone line already permitted in this area.

3. OPTIONS: Approve/Deny

4. FISCAL IMPACT: None

5. STAFF RECOMMENDATIONS: After review, Public works recommends approval.

6. SUGGESTED ACTION(S) / MOTION(S): Approval of permit application #OLT

- Attach additional background documentation as needed.

Routing: Original or copies of signed contract or document should be sent to the following:

- | | |
|---|---|
| <input type="checkbox"/> Clerk (Original for recording) | <input type="checkbox"/> Finance Department (Copy for file) |
| <input type="checkbox"/> Board of Commissioners (Copy for file) | <input checked="" type="checkbox"/> Department – For distribution |
| <input type="checkbox"/> Other | |

Return to:
MORROW COUNTY PUBLIC WORKS
365 West Highway 74
P.O. Box 428
Lexington, Oregon 97839
Phone: (541) 989-9500



APPLICATION #: OLT

COUNTY ROAD #: 971

ROAD NAME: COLUMBIA BLVD/Ln

Applicant Mailing Address
CENTURYLINK
Name (Business Name, Attn: Name)
902 WASCO ST
Mailing Address (Street/Post Office Box)
HOOD RIVER OR 97031
City, State, Zip Code
541-538-0192
Phone Number

APPLICATION FEE:
(CHECK ONE)
 Private (\$50.00) Utility Company (No Fee)

PAYMENT RECEIVED:
05-10-2017 [Signature]
(Date Payment Received - Amount Received - Initials)

APPLICATION FOR NECESSITY TO BUILD ON RIGHT OF WAY
(Water, Gas, Communication Service Lines, Fixtures, Signs, and other Facilities)

Please fill out this form completely in ink (Blue or Black) or type.

We, CENTURYLINK N.233880
(Name - Individual/Business) (Physical Address) (Work Order Number)
hereby request permission either to locate within County Road right of way or cross
Morrow County road COLUMBIA BLVD/Ln at _____ miles from nearest
(Name of County Road) (Miles)
interstecion with road BETWN CARGILL AND RAIL LOOP 2 4N 25E
(Name of County Road) (Section) (Township) (Range)
E.W.M. with a TELEPHONE-FIBER of 4" DUCT, Center Line 15' APP distance
(Water, Gas, Telephone Lines, ect.) (Dimensions) (Distance)
from R/W line 48" depth of line or pipe, NORTH X side of road.
(Depth) (Note N, S, E, W)

As more particularly described by the attached sketch.

PERMITTEE AGREES TO TERMS AND CONDITIONS ON THE ATTACHED TWO PAGES

Page 1 ACA [Signature] Page 2 ACA [Signature]
(Initial) (Initial)

Additional Terms and Conditions to be noted here.

When work is completed call Morrow County Public Works Office for final inspection at (541) 989-9500.

PERMITTEE SIGNATURE: Noah Piley DATE: 5.9.2017
(Signature of Authorized Permittee) (Date Signed)

State of Oregon
County of Hood River
This instrument was acknowledged before me on May 9th, 20 17
by Noah Piley
Josefina Murillo
Notary Public - State of Oregon

OFFICIAL STAMP
JOSEFINA MURILLO GUZMAN
NOTARY PUBLIC-OREGON
COMMISSION NO. 948565
MY COMMISSION EXPIRES MARCH 16, 2020

APPROVED BY: Burke Olson DATE: May 17 2017
(Public Works Director) (Date Signed)



AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
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Item #
6

This document must be completed for each agenda item submitted for consideration by the Board of Commissioners.

Staff Contact: Carla McLane Phone Number (Ext): 541-922-4624 or 5505
Department: Planning Requested Agenda Date: May 24, 2017
Person Attending: Carla McLane
Short Title of Agenda Item: TSP Update Public Hearing

This Item Involves: (Check all that apply for this meeting.)
Order or Resolution
[X] Ordinance/Public Hearing:
Ist Reading 2nd Reading
Public Comment Anticipated:
Estimated Time: Less than 5 minutes
Document Recording Required
Contract/Agreement
Appointments
Update on Project/Committee
Discussion Only
Discussion & Action
Estimated Time:
Department Report
Other:

N/A For Contracts and Agreements Only
Contractor/Entity: Oregon Health Authority
Contractor/Entity Address:
Effective Dates - From: Through:
Total Contract Amount: Budget Line:
Does the contract amount exceed \$5,000? Yes No
If Yes, Attach Purchase Pre-Authorization Request if Applicable

Reviewed By:
Carla McLane 5/8/2017 Department Head Required for all BOC meetings
ASIRY 5-8-17 Admin. Officer/BOC Office Required for all BOC meetings
County Counsel Required for all legal documents
Finance Office Required for all contracts; Other items as appropriate.
Human Resources If appropriate

Note: All entities must sign documents before they are presented to the Board of Commissioners. Original documents are preferred. Agenda requests, including this completed form and supporting documents, must be received by the Board's office by Noon on the Friday prior to the Board of Commissioners Wednesday meeting. County Counsel and Finance review is required for all contracts.

AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 2 of 2)

1. TITLE OF AGENDA ITEM: Transportation System Plan Appendix B Public Hearing

2. ISSUES, BACKGROUND, AND DISCUSSION: Due to schedule conflicts the Board of Commissioners have requested that this hearing be postponed until May 31, 2017. To preserve the public notice published on May 3, 2017, the Board of Commissioners agreed to open the public hearing, immediately continue the public hearing, then close the public hearing.

3. OPTIONS:

4. FISCAL IMPACT:

5. STAFF RECOMMENDATIONS:

6. SUGGESTED ACTION(S) / MOTION(S): The following motion is necessary to continue the public hearing to May 31, 2017, to preserve the public notice.

“I move to continue the public hearing concerned with the Transportation System Plan Appendix B Update to next Wednesday, May 31, 2017, at 9:00 a.m. at the Bartholomew Building in Heppner, Oregon.”

- Attach additional background documentation as needed.

Routing: Original or copies of signed contract or document should be sent to the following:

- | | |
|---|---|
| <input type="checkbox"/> Clerk (Original for recording) | <input type="checkbox"/> Finance Department (Copy for file) |
| <input type="checkbox"/> Board of Commissioners (Copy for file) | <input type="checkbox"/> Department – For distribution |
| <input type="checkbox"/> Other _____ | |



AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 1 of 2)

Item #

This document must be completed for each agenda item submitted for consideration by the Board of Commissioners.

Staff Contact: Carla McLane
Department: Planning
Person Attending BOC Meeting (REQUIRED): Carla McLane
Short Title of Agenda Item: TSP Appendix B Update
Phone Number (Ext): 541-922-4624 or 5505
Requested Agenda Date: May 24, 2017

This Item Involves: (Check all that apply for this meeting.)
Order or Resolution
Ordinance/Public Hearing:
1st Reading 2nd Reading
Public Comment Anticipated:
Estimated Time: 30 minutes
Document Recording Required
Contract/Agreement
Appointments
Update on Project/Committee
Discussion Only
Discussion & Action
Estimated Time:
Department Report
Other:

N/A For Contracts and Agreements Only
Contractor/Entity:
Contractor/Entity Address:
Effective Dates - From: Through:
Total Contract Amount: Budget Line:
Does the contract amount exceed \$5,000? Yes No
If Yes, Attach Purchase Pre-Authorization Request if Applicable

Reviewed By: [Signature] 4/26/2017 Department Head Required for all BOC meetings
[Signature] 4-26-17 Admin. Officer/BOC Office Required for all BOC meetings
County Counsel Required for all legal documents
Finance Office Required for all contracts; Other items as appropriate.
Human Resources If appropriate

Note: All entities must sign documents before they are presented to the Board of Commissioners. Original documents are preferred. Agenda requests, including this completed form and supporting documents, must be received by the Board's office by Noon on the Friday prior to the Board of Commissioners Wednesday meeting. County Counsel and Finance review is required for all contracts.

AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 2 of 2)

1. TITLE OF AGENDA ITEM: Transportation System Plan (TSP) Appendix B Update Public Hearing

2. ISSUES, BACKGROUND, AND DISCUSSION: This Public Hearing is to consider the Planning Commission recommendation to adopt an update to Appendix B Recommended Roadway System Projects of the Transportation System Plan. The three tables within Appendix B – High Priority, Medium Priority, and Bridge Deficiencies – were originally reviewed and put forward by the Road Committee and are now ready for final review and adoption by the Board of Commissioners.

3. OPTIONS: Once the public hearing is concluded the Board can adopt the material as presented, amend the material for adoption, or deny the request.

4. FISCAL IMPACT: Without this updated TSP Appendix B the Public Works Department will not have a current projects list to work from in the 2017-2018 fiscal year.

5. STAFF RECOMMENDATIONS: To adopt the recommended TSP Appendix B.
Should the recommended motion be made Planning staff would work to have adoption documents available for a first reading on June 7, and a second reading and adoption on June 14, to include an emergency clause with an effective date of July 1, 2017.

6. SUGGESTED ACTION(S) / MOTION(S): The following motion would achieve adoption timely.

I move to approve the proposed Transportation System Plan Appendix B Table 1 High Priority Recommended Roadway System Projects, Table 2 Medium Priority Recommended Roadway System Projects, and Table 3 Bridge Deficiencies; authorize Planning staff to prepare the necessary adoption documents; and authorize the inclusion of an emergency clause to assure that Appendix B is in place at the beginning of the 2017-2018 fiscal year.

- Attach additional background documentation as needed.

Routing: Original or copies of signed contract or document should be sent to the following:

- | | |
|---|---|
| <input type="checkbox"/> Clerk (Original for recording) | <input type="checkbox"/> Finance Department (Copy for file) |
| <input type="checkbox"/> Board of Commissioners (Copy for file) | <input type="checkbox"/> Department – For distribution |
| <input type="checkbox"/> Other _____ | |



AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
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Item #
 7a

This document must be completed for each agenda item submitted for consideration by the Board of Commissioners.

Staff Contact: Jerry Sorte Phone Number (Ext): 5-22-2017
 Department: Board of Commissioners Requested Agenda Date: 5-24-2017
 Person Attending (Required): Jerry Sorte
 Short Title of Agenda Item: Corrected Board of Commissioners Meeting minutes of May 3, 2017

This Item Involves: (Check all that apply for this meeting.)	
<input type="checkbox"/> Order or Resolution	<input type="checkbox"/> Appointments
<input type="checkbox"/> Ordinance/Public Hearing:	<input type="checkbox"/> Update on Project/Committee
<input type="checkbox"/> 1st Reading <input type="checkbox"/> 2nd Reading	<input type="checkbox"/> Discussion Only
<input type="checkbox"/> Public Comment Anticipated:	<input checked="" type="checkbox"/> Discussion & Action
Estimated Time:	Estimated Time:
<input type="checkbox"/> Document Recording Required	<input type="checkbox"/> Department Report
<input type="checkbox"/> Contract/Agreement	<input type="checkbox"/> Other:

<input checked="" type="checkbox"/> N/A		For Contracts and Agreements Only	
Contractor/Entity: Oregon Health Authority			
Contractor/Entity Address:			
Effective Dates – From:		Through:	
Total Contract Amount:		Budget Line:	
Does the contract amount exceed \$5,000? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes, Attach Purchase Pre-Authorization Request if Applicable			

Reviewed By:

<i>DATE</i>	Department Head	Required for all BOC meetings
<i>DATE</i>	Admin. Officer/BOC Office	Required for all BOC meetings
<i>DATE</i>	County Counsel	Required for all legal documents
<i>DATE</i>	Finance Office	Required for all contracts; Other items as appropriate.
<i>DATE</i>	Human Resources	If appropriate

Note: All entities must sign documents before they are presented to the Board of Commissioners. Original documents are preferred. Agenda requests, including this completed form and supporting documents, must be received by the Board's office by Noon on the Friday prior to the Board of Commissioners Wednesday meeting. County Counsel and Finance review is required for all contracts.

AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

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1. TITLE OF AGENDA ITEM: Corrected Board of Commissioners Meeting minutes of May 3, 2017
 2. ISSUES, BACKGROUND, AND DISCUSSION: The Board minutes of May 3, 2017 were approved on May 10, 2017. Those minutes describe the Board's discussion on who should be able to inquire about Morrow County's bank accounts. The minutes include a motion that states:

Commissioner Russell moved to authorize the Administrative Officer to draft policy that lists the three Commissioners, Finance Director and Treasurer have access to inquire about all bank functions with all financial institutions. Commissioner Doherty seconded. Unanimous approval

Staff believes that this motion is inaccurate because it states that the Administrative Officer would *draft* a policy. Staff's recollection of this discussion is that the Board of Commissioners set the policy at the May 3 meeting and authorized the Administrative Officer to draft a letter to the banks that conveys the policy that was made on May 3. Staff reviewed in detail the notes from the May 3 meeting and provided the attached updated minutes. The included motion is as close to verbatim as possible.

3. OPTIONS:

1. Approve the attached, corrected minutes (specify changes if needed); or
2. Do not approve the attached, corrected minutes and retain the minutes adopted May 10, 2017.

4. STAFF RECOMMENDATIONS:

Staff recommends that the BOC review the corrected minutes and make any additional corrections that are needed.

- Attach additional background documentation as needed.

Routing: Original or copies of signed contract or document should be sent to the following:

- | | |
|---|---|
| <input type="checkbox"/> Clerk (Original for recording) | <input type="checkbox"/> Finance Department (Copy for file) |
| <input type="checkbox"/> Board of Commissioners (Copy for file) | <input type="checkbox"/> Department – For distribution |
| <input type="checkbox"/> Other _____ | |

**Board of Commissioners Meeting Minutes
May 3, 2017_CORRECTED***
**Bartholomew Building Upper Conference Room
Heppner, Oregon**

*(Additions underlined in red; deletions struck through)

Formatted: Underline, Font color: Red

Present

Chair Melissa Lindsay
Commissioner Don Russell
Commissioner Jim Doherty
Jerry Sorte, Administrative Officer
Richard Tovey, County Counsel
Roberta Lutchter, Executive Assistant

Call to Order: 9:00 a.m., followed by pledge of allegiance

City and Citizen Comments: No comments

Open Agenda: Requests to add the following were approved:

1. Award and sign Trucking Contract
2. Contract for Roofing Repairs for three County buildings
3. Application for Necessity to Build on Right-of-Way #OLS

Consent Calendar

Commissioner Russell moved to approve the following items in the Consent Calendar:

1. *Accounts Payable dated May 4, 2017; Shell Oil/Chevron AP Run dated April 24, 2017; Payroll Payables, Immediates & Electronic dated April 25, 2017; April 2017 One-Time Retirement Tax Payment dated April 26, 2017*

Commissioner Doherty seconded. Unanimous approval.

Business Items

Minutes

Commissioner Doherty moved to approve the revised minutes of April 5, 2017 and the minutes of April 12, 2017 as presented. Commissioner Russell seconded. Unanimous approval.

Discussion – Rodeo Committee

Jerry Sorte, Administrative Officer

Mr. Sorte said the Rodeo Committee recently chose to separate from the County and become a 501(c) organization. Toward that end, the County will draft an agreement for the rodeo itself and bring it to the Board for review, he said. After a brief discussion, the Board agreed to Chair Lindsay acting as a liaison between the County and the Rodeo Committee. Commissioner Doherty said he would like to know how the change will impact the Rodeo Committee's future monetary requests to the County.

Trucking Contract for Public Works – Road Department

Sandi Pointer, Public Works Management Assistant

Ms. Pointer explained the contract is for work on an as-needed basis, specifies the rates, and does not guarantee work will be available. It's similar to other contracts for services, such as our fencing contract, she said.

Commissioner Doherty moved to approve the Contract for Trucking Services with Andy Ashbeck Trucking LLC, effective on the date signed by all parties and set to expire three years from execution of this agreement. Commissioner Russell seconded. Unanimous approval.

Roofing Contract

Sandi Pointer, Public Works Management Assistant

Ms. Pointer reviewed the Request for Proposal process that was undertaken and asked the Board to approve the Roofing Contract with Seth Moses Roofing and Restoration. The three buildings in need of roof repairs are the Museum Building on Main Street in Heppner; Quonset hut that houses the General Maintenance shop at the Lexington Airport; and the Public Health Department Building in Boardman. Ms. Pointer said the questions about warranties after the Bid Opening on April 19th were answered and, after review by committee, the recommendation is Seth Moses Roofing and Restoration.

Commissioner Russell moved to approve the Contract for Roofing Repairs on Three County Buildings with Seth Moses Roofing and Restoration, as outlined in the contract. Commissioner Doherty seconded. Unanimous approval.

Purchase Pre-Authorization Requests – Roofing Repairs

Sandi Pointer, Public Works Management Assistant

Commissioner Russell moved to approve the following Purchase Pre-Authorization Requests for Roofing Repairs with Seth Moses Roofing and Restoration and authorize Chair Lindsay to sign on behalf of the County:

- 1. Elastomeric Roof Coating for Quonset hut at Lexington Airport: \$6,250*
- 2. Elastomeric Roof Coating and other repairs on the Morrow County Museum Building, 444 N. Main St., Heppner: \$11,425*
- 3. Re-roof Morrow County Public Health Building, 101 Boardman Ave., Boardman: \$20,200*

Commissioner Doherty seconded. Unanimous approval.

Permit Application #OLS

Matt Scrivner, Assistant Road Master

Commissioner Russell moved to approve Application for Necessity to Build on Right-of-Way #OLS from the Port of Morrow for a freshwater line and sleeve to be bored under Columbia Lane near the intersection with Laurel Road. Commissioner Doherty seconded. Unanimous approval.

Department Reports

Administrative Officer Monthly Report

Jerry Sorte, Administrative Officer

Mr. Sorte discussed recent activities such as:

- Meetings regarding space issues on the second floor of the Courthouse with the involved parties - Circuit Court, Justice Court, District Attorney's Office
- Budget preparation meetings with the Finance Director and staff
- Project meetings with Department Heads
- BOC meeting preparation, attendance and follow-up
- Budget Committee meetings preparation and attendance
- Day-to-day administrative tasks
- Worked with Greater Eastern Oregon Development Corporation on the structuring of the Equity Fund Loan Committee meetings

Additional details were provided on a variety of projects in Mr. Sorte's written report. When the topic of north County facility planning was brought up, various discussions ensued. The Board ultimately directed Mr. Sorte to obtain cost figures on acquiring the vacant Blue Mountain Community College building in Boardman and converting it for use by departments already in Boardman at the Docken Building (Public Health, Juvenile Department, Deputy District Attorney, Local Public Safety Coordinating Council Coordinator). That would necessitate selling the Docken Building, which the Board asked Mr. Sorte to research, as well. Mr. Sorte was also asked to gather figures on constructing a new facility in Irrigon to house current departments located there with the exception of the Clerk's Office, which could be in either Irrigon or Boardman for the one day per week she is in north County. Commissioner Russell put forth the idea of sharing costs to hire a Building Project Manager with other government entities in the area such as the Port of Morrow, and the communities in the County.

Treasurer's Monthly Report

Gayle Gutierrez, Treasurer

Ms. Gutierrez provided the Pooled Cash Report, and current interest rates for the Local Government Investment Pool (1.3%), and Bank of Eastern Oregon (0.05%). She also informed the Board she revised the Treasurer's Investment Policy and submitted it to the Oregon State Treasury for the required review. She said the revision adds the ability of the Treasurer to invest funds for a time period longer than the current 18 months. Ms. Gutierrez noted several items were not included in the report due only to timing issues. Chair Lindsay suggested future reports be for the most recent month that has been closed out, even if it means running a month behind.

Assessment & Tax Quarterly Report

Mike Gorman, Assessor/Tax Collector

Mr. Gorman's report covered the following:

- 2016-2017 taxes left to collect: \$1,872,897
- Taxes become delinquent May 16th, one day after the May 15th due date
- Real Property taxes must be delinquent for four years before the foreclosure process begins.

- Unpaid Personal Property taxes (including personal manufactured homes) become a lien against the owner and the assets can be seized the day they become delinquent.
- No reappraisal efforts this year as the focus is to get the two new Appraiser Trainees certified. Reappraising will begin in Boardman January 1, 2018.
- Staff will be reviewing all Market Farmland and Mountain Recreational tracts this summer.
- There have been numerous legislative bills involving Assessment and Tax, and Mr. Gorman said he is on a legislative committee for the State Assessor's Association. He said he has submitted written testimony on several bills. Chair Lindsay asked that the Commissioners be copied on correspondence for informational purposes or in the event they could further any causes. Commissioner Doherty agreed and added he would like to see all Department Heads informing the Board about legislative matters that could impact the County, again in the capacity of providing assistance in some way.
- Mr. Gorman discussed the need to increase the limit on the credit card for the Assessor's Office to \$5,000. He said the card already had a balance from trainings last month when four staff members attending training this week attempted to use it but it was declined. He said he called Ms. Gutierrez to increase the limit from \$2,000 to \$2,500. Ms. Knop explained the Finance Director is the contact person for Visa cards and generally when Departments become aware of the need for staff travel, they contact her to either temporarily increase the credit limit or make arrangements to pay lodging by check. She said the Assessor's Office is one of only a few Departments with just one Visa card. Mr. Gorman asked that the limit be increased instead of having to contact the Finance Department each time. Mr. Sorte said permanent increases to credit card limits require Board approval and perhaps the Board should review the credit card policy. After brief discussion, and since the Assessor's Office card limit was already raised to \$2,500, the Board agreed to review the County's credit card policy.

Board Request for Access to County Bank Accounts

Chair Lindsay said because of the County's Budget Committee Meeting process she delayed the discussion of access to County bank accounts. She said currently the Treasurer is the only person who can inquire about County accounts, loans, etc. She said she would like to draft a letter authorizing the Finance Department, at a minimum, and the Board of Commissioners to obtain information from our banks. She clarified it would be for information and inquiry, not to move money.

Ms. Gutierrez said the Board does have access by asking her. Chair Lindsay said inquiry access should not be in the hands of a singular person. Ms. Gutierrez said she would not sign the letter.

Mr. Sorte said he could draft a letter for signature by the Chair to allow the Finance Director and the Board of Commissioners the ability to inquire about loans, deposit accounts and other accounts at banking institutions.

Ms. Gutierrez asked the Commissioners about the kind of information they are seeking. Chair Lindsay said she wanted to be able to ask any kind of question, and she didn't believe it should be a one-person situation for proper checks and balances. Commissioner Russell agreed and said often times the answer to one question leads to another and going through the Treasurer for each question would be inefficient. Ms. Gutierrez said she wasn't sure and that she wouldn't sign. Shortly thereafter she left the meeting.

Mr. Sorte said the Board could set a policy that lists certain individuals have inquiry access to accounts. He said we can make reference to this Board meeting on May 3, 2017 that the Board determined this list shall have inquiry access to our bank accounts, as opposed to signing a letter.

Commissioner Russell moved to authorize the Administrative Officer to ~~set draft~~ policy that lists the three Commissioners, Finance Director and Treasurer have access to inquire about all bank functions with all financial institutions. Commissioner Doherty seconded. Unanimous approval.

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Correspondence

- Information packet and announcements from the Irrigon Chamber of Commerce.
- Email from Rex Baker, Loan Officer, Greater Eastern Oregon Development Corporation, informing the Board he was in error when he told them of the term length on the most recent Equity Fund loan. Mr. Baker's correspondence stated, "I would like to have it noted, or amended as need be, that while the original loan completed in 2011 for the Millers, now Blue Mountain Manufacturing, was originally approved with a 'term of up to 10 years,' that the original loan was actually amortized over 84 months (7 years), at closing. As I am only modifying the original note, I would like the record to indicate that the new, modified term, matches the original term of 7 years, and not the 10 years, as I had explained at the Commissioners meeting. The original loan amount, and interest rate of \$85,000 and 6.5% respectively, are the same as the original note."

Regarding the approval of the Morrow County Equity Fund loan to Blue Mountain Manufacturing on April 26, 2017, Commissioner Doherty moved that the record reflect the original note has been modified and the term is 7 years, not 10 years. Commissioner Russell seconded. Unanimous approval.

Commissioner Reports

- Commissioner Doherty attended the Military Economic Advisory Committee meeting, followed by a meeting with Karen Wagner, Senator Jeff Merkley's Field Representative, to discuss Payments in Lieu of Taxes and Secure Rural Schools (SRS) funding. He said he and Chair Lindsay attended Senator Ron Wyden's Town Hall event on April 21st and subsequently met with his Field Representative to discuss those same topics. Commissioner Doherty said a communication with Association of Oregon Counties indicated President Donald Trump plans to keep the PILT program intact, and possibly increase it. That means about \$300,000 to Morrow County, he said. Commissioner

Doherty and Chair Lindsay attended the most recent session of County College which held at the NORCOR Juvenile Detention Facility in The Dalles. Commissioner Doherty said the Board attended last week's Budget Committee meetings and while there were a few "bumps," he commended Mr. Sorte and Ms. Knop for the user-friendly presentation of materials. He did ask that materials be to the Board and Budget Committee earlier next year. Commissioner Doherty said the Road Committee met and were informed of the funding for roads and infrastructure by the Budget Committee. The Road Committee members seemed to be enthusiastic about the decision, he said. Commissioner Doherty also discussed a meeting with Patrick McGuire, a consultant with Oregon State University who is working on a project studying the interaction between water, agriculture and energy on the economies of Morrow and Umatilla Counties.

- Commissioner Russell said he may attend the National Association of Counties, Western Interstate Region Conference in Chair Lindsay's place because she has a scheduling conflict. He said he attended the ribbon cutting ceremony for the new Workforce Training Center in Boardman and noted one of the meeting rooms in the facility is named after former County Judge Louis Carlson and his wife Betty. In a meeting with Kathleen Cathey, Sen. Wyden's Field Representative, he said he was asked to support Sen. Wyden's position on PILT and SRS, which he said he agreed to as they're important programs to Morrow County and the State of Oregon. Commissioner Russell said he and Chair Lindsay also attended the Road Committee meeting and he agreed with Commissioner Doherty's assessment that they were pleased with the County's funding level to the Road Department/Public Works.
- Chair Lindsay attended the Neighborhood Center Board meeting where it was noted the Center's statistics have increased substantially. She said she learned a great deal about the juvenile justice system at the County College session at NORCOR. Chair Lindsay attended the Pioneer Memorial Hospital Foundation dinner as one of its Board members and informed the Commissioners of some of the cooperative efforts of the foundation to keep the hospital more viable. The foundation is also a source of scholarships, she said. Chair Lindsay also complimented staff for the information presented during the Budget Meetings. She said she attended a Planning Commission Work Session but is concerned at the length of those meetings. The Bylaws of the Road Committee are yet to be finalized, she reminded. Chair Lindsay provided an update on the Energy Facility Siting Council hearing process for Wheatridge Wind Energy. She said the application was issued and the Council will not move further on the contested case. Chair Lindsay said she and Mr. Sorte attended Sen. Merkley's Town Hall meeting on April 30th, as well as a pre-meeting. The Senator's plan to have 100% renewable energy by 2050 was discussed. She voiced her opinion it may be difficult to achieve when it's already hard to get across Federal land with an existing line.

Adjourned: 11:21 a.m.

AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 2 of 2)

1. TITLE OF AGENDA ITEM: Road Report

2. ISSUES, BACKGROUND, AND DISCUSSION:

Homestead lane: One mile of road was realigned, shaped, 2" road rock added, 1" road rock added, drainage improved and intersection with Mendrick dairy was widened and improved. Soil stabilization was applied on 5-18-17.

Columbia lane: Reclamation of pavement was perform in 1.5 days. 1" road rock was added.

Laurel/Wilson Intersection: Reclamation of pavement was performed in 1.5 days. Grindings were shaped into new road profile. 1" road rock was added to bring grade to final grade. Soil stabilization was applied on 5-18-17.

Ione-Boardman: Reclamation of pavement is completed in 6 days. Asphalt was less than 2" in areas and required all new subbase material. 3" road rock is being applied in three lifts, two lifts have been completed to the intersection with Strawberry lane. One lift has been installed to the Crum road. (2) Existing concrete culverts have been removed and 36" culverts have been installed. Over the next few weeks more 3" subbase rock and 1" road rock will be added to make the road passable. Later this fall new culverts, bank sloping, ditch work and road profile work will be completed.

3. OPTIONS: Review

4. FISCAL IMPACT: None

5. STAFF RECOMMENDATIONS: N/A

6. SUGGESTED ACTION(S) / MOTION(S): N/A

Routing: Original or copies of signed contract or document should be sent to the following:

- | | |
|---|---|
| <input type="checkbox"/> Clerk (Original for recording) | <input type="checkbox"/> Finance Department (Copy for file) |
| <input type="checkbox"/> Board of Commissioners (Copy for file) | <input type="checkbox"/> Department – For distribution |
| <input type="checkbox"/> Other | |

AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 2 of 2)

1. TITLE OF AGENDA ITEM: Sheriff's Office Monthly Report
2. ISSUES, BACKGROUND, AND DISCUSSION:

Please see attached

3. OPTIONS:

4. FISCAL IMPACT:

5. STAFF RECOMMENDATIONS:

6. SUGGESTED ACTION(S) / MOTION(S):

- Attach additional background documentation as needed.

Routing: Original or copies of signed contract or document should be sent to the following:

- | | |
|---|---|
| <input type="checkbox"/> Clerk (Original for recording) | <input type="checkbox"/> Finance Department (Copy for file) |
| <input type="checkbox"/> Board of Commissioners (Copy for file) | <input type="checkbox"/> Department – For distribution |
| <input type="checkbox"/> Other _____ | |

Morrow County Sheriff's Office



325 Willow View Drive P.O. Box 159
Heppner, OR 97836
Phone: (541)676-5317
Fax: (541)676-5577

Kenneth W. Matlack, Sheriff
John A. Bowles, Undersheriff

April 2017

911 Hang up or Accidental dials

- April - 35

Press Releases

- 4-15 "Click It or Ticket" Safety Belt and Distracted Driving Enforcement May 15-28, 2017.
- 4-15 Disturbance in the Irrigon area led to arrest of Jason Kane Kissler, 35years old. Lodged in Umatilla County Jail on charges of Rape I, Sodomy I and Unlawful Sexual Penetration I. Umatilla and Boardman PD's assisted.
- 4-26 Pursuit/Agency Assist. Umatilla County pursuit, led into Morrow County where Chester Brent Paradiso 45, of Irrigon was arrested and lodged on charges of Felony Elude, Poss. of Meth & Crim. Misd. He was also driving under a suspended license. No injuries involved in incident. UCSO, MCSO, OSP and BPD all responded.

Heppner Area

- 4/5 Juvenile female, 2-3 years old, found alone.
- 4/9 Animal complaint. Person from out of the area picked up a dog near Hardman. Thought it was a bait dog for a dog fighting ring. She took the dog out of state, then refused to return the dog when owner was identified and it was determined that no dog fighting ring was involved.
- 4/20 Search & Rescue/Citizen Assist. Struck in snow in the mountains. MCSO and UCSO both went to attempt to locate subjects. UCSO found them on the Umatilla County side, freed the vehicle.

Irrigon Area

- 4/3 ID Theft/False ID to police (what are sisters for?) Deborah Renee Cameron 5-30-1962 arrested on charges of ID Theft and False info to police. (She was issued a ticket and provided her sister's information instead of her own) Also arrested on Justice Ct Warrant for Fail to Appear on Forgery II. Lodged in Umatilla County Jail. Total Bail \$16,991.00.
- 4/15 Animal complaint. Dead Cow floating in the Columbia River near the Irrigon Marina.

Boardman Area

- 4/11 Hazmat. Zeachem at Port of Morrow. Hose came loose, chemicals vaporized inside facility.
- 4/16 Welfare Check. Man lying by side of Freeway, help for his vehicle on the way, just resting.
- 4/18 Fraud. \$100 Counterfeit bill came into the bank in a Devin Oil deposit from Irrigon Shell.
- 4/21 Marine. Boat dead in the water, middle of the channel. MCSO towed boat back to marina.