

INFORMAL MINUTES

September 12, 2005

2:00 p.m.

Room 108, Courthouse

PRESENT: Commissioners Mary P. Stern, Leslie Lewis, and Kathy George.

Staff: John M. Gray, Jr., John Krawczyk, Steve Mikami, Dave Lawson, Richard Sly, Vicki Woods, Lisa Settell, Murray Paolo, Lt. Ken Summers, Dan Linscheid, Bill Gille, and Allison Musillami.

Guests: John Englebrecht and David Bates, News-Register.

* indicates item forwarded to formal agenda

Mary called the meeting to order.

* Personnel - Steve presented personnel requests from various departments. See agenda for details.

* Policy - Approve a modification to county policy to allow employees with over 800 hours of Personal Extended Leave (PEL) to sell back two weeks this fiscal year.

John K stated that he had received a request from Chris Johnson to allow Paul Kushner to sell back an extra week of his PEL time accumulated during the Raintree project. He suggested that if the request were granted, the same opportunity be extended to all employees. He noted that only six employees would be eligible. He stated that elected officials would not be able to sell back additional hours without approval from the Classification Committee.

* Contracts - See agenda for details.

Ken Summers discussed an intergovernmental mutual aid agreement between Yamhill County law enforcement agencies. John G suggested waiting until all signatures have been collected from the other agencies before bringing to the Board for adoption.

HVAC Proposals - John K presented proposals from Mechanical Systems Engineering for a preliminary engineering study and an energy study for the replacement of the courthouse HVAC system. He said that only one quote was obtained for each study, but this company is the same one that did the previous ventilation study. John G stated that the Contract Review Board will need to meet to approve an exemption from competitive bidding

Discretionary Spending - John K stated that Leslie's discretionary expenditures for 2004-05 were overestimated, leaving her with a balance greater than previously reported (see attachment). He requested that she be allowed to transfer the remaining funds to the Fairgrounds, in accordance with her intentions last year.

Assessor's Tax Records - Dave expressed his support of allowing exemptions to the online tax information for law enforcement personnel with public safety concerns and his hope of coming to a

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consensus on the matter so that he can easily manage the A&T website and reduce his staff time. He said that there has been much positive public response to the plan so far. John G agreed with Lane County's position that electronic records are different than written property records and can be restricted by the Board. He suggested that the Board define limited categories of positions that could be exempted by request, and that the order go into effect mid-November. Murray and Dave will work out a process to handle exemption requests and to keep the list updated.

Credit Card Payments - Dave discussed a proposal from U.S. Payments which would give his department the ability to accept credit card payments in person or over the Internet for no fee to the county. John K said that if the process works well for the Assessor's Office, the county may want to offer the same service to other departments which take payments. He will circulate a brochure about the service around to the Board.

Resource Advisory Committee - Mary announced that RAC has recommended a trash and vehicle removal project for Yamhill County as one of the Siuslaw RAC projects for FY06, estimated cost \$3077.

Road Vacation - Consideration of approval of Public Works Docket RV-5-2005, the conditional vacation of a portion of Redmond Hill Road, no hearing necessary under ORS 368.351, as continued from August 3, 2005. Dan explained that because one neighbor was opposed to the vacation, the remaining neighbors requested the vacation of only half the road width along that stretch. John G expressed concern about doing a 100% ownership vacation in such a situation and said that although the Board would be willing to vacate just the part of the request that has 100% ownership approval, the petitioners should be approached first to see if that's what they want.

Willamette Falls Locks - Mary reviewed a letter from Senator Gordon Smith expressing his commitment to pursuing funding for the Willamette Falls Locks.

Grants - Mary announced that Yamhill County has been awarded a \$70,000 Community Development Block Grant (CDBG) for the Yamhill/Polk Regional Housing Center. John K stated that a committee including Kathy George, Laura Tschabold, and Chris Johnson would interview potential applicants for the remaining CDBG slots.

* Rainbow Lodge - Designate the Yamhill County Parks Department to oversee and provide management of the Rainbow Lodge facilities.

Carlton Water Line - Bill Gille stated that the water line west of the existing bridge is supposed to be buried, but instead is lying above the ground and has to be either buried or moved before the contractor can continue on the bridge project. He presented a proposed agreement with the City of Carlton for a \$107,000 loan, with the city paying the remaining \$71,000 cost of putting in a permanent line. John K suggested that the \$107,000 come from property disqualifications. Leslie stated that although it is not certain yet whether or not the city will agree to pay the \$71,000, she is hopeful that an agreement can be reached.

Systems Development Charges - Mary raised the issue of SDCs or developer fees for the county, a

matter which had been postponed by the commissioners several months ago. Leslie stated that Multnomah County requires developers to make improvements to county roads when safety issues are created by the development, and suggested that Yamhill County take a similar approach. Bill added that the improvements required would be proportionate to the impact created. Mary emphasized the importance of moving forward with discussions on this issue. The Board agreed to schedule a work session on systems development charges with John G, Bill, a land use lawyer, and Mike Brandt.

Bicycle Event Permits - The Board briefly discussed a proposed ordinance for bicycle event permitting and agreed to continue discussions via email until the ordinance is ready for adoption. Kathy suggested requiring applicants to carry insurance in case of damage to private property along the bike route.

Committees - Allison presented recommendations for appointments to the Commission on Children and Families. She stated that CCF would like the Board to remove one member who has only attended three out of ten meetings in the past year. The Board agreed to have Allison write him a letter first asking him to resign. They agreed to postpone the appointments until the following week to give him a chance to respond.

Abrams Subdivision - Mary reviewed a request for the Board to set a public hearing in the Abrams subdivision application. She stated that Mike feels it would be proper for him to prepare his staff report and decision first, then give the Board the opportunity to decide about the public hearing if no appeals are filed.

Books & Records - John K presented the semi-annual books and records report, reviewing the ending balances of each fund and each department within the general fund compared to earlier estimates. He stated that the general fund looks very healthy and the county's overall ending balance came in at \$2.4 million over the projected figure, subject to audit adjustments.

AOC Report - Leslie gave a report on this morning's AOC Board of Directors meeting.

The meeting adjourned at 4:18 p.m.

Anne Britt
Secretary