

**INFORMAL MINUTES**

**October 29, 2007**

2:00 p.m.

Oval Office

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

**Staff:** John M. Gray, Jr., John Krawczyk, Laura Tschabold, Steve Mikami, Murray Paolo, Ron Huber, Ken Summers, and Kellye Fetters.

**Guests:** David Bates, News-Register; Jody Christensen, Kelly McDonald, Celia Wheeler, David Wiegand, and Paul Elias, McMinnville Economic Development Partnership.

\* indicates item forwarded to formal agenda

Kathy called the meeting to order.

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

Radio Update - Murray Paolo provided an update on the Phase 1 Radio Project, the High Heaven Tower Project, and Homeland Security Grants (see Exhibit A). He stated that the Phase 1 Radio Project is well under budget. The Board agreed that all tower base stations should be upgraded from 40-watt to 100-watt transmitters. Murray stated that the funding priorities should be finishing Phase 1, bringing up Law 2, a 20% grant match requirement, and Phases 2 and 3. Leslie estimated that Law 2 would cost approximately \$50,000.

Teamsters Negotiations - The meeting recessed to executive session at 2:47 p.m. pursuant to ORS 192.660(2)(d) for the purpose of discussing labor negotiations. The meeting reconvened at 3:02 p.m. with no final decisions made and the sense of the Board conveyed to John G.

\* Economic Development - Authorize the payment of \$10,000 from the Economic Development Fund to the McMinnville Economic Development Partnership (MEDP).

Jody Christensen presented an update on MEDP (see Exhibit B) and provided copies of McMinnville’s Current Economic Analysis Report. Paul Elias requested that the Board commit to a \$10,000/year contribution for the next five years. The Board agreed that this would be a good use of Economic Development funds since the work done by MEDP benefits the entire county. The consensus was to approve the payment for the current year and have MEDP make a request to the Budget Committee in subsequent years.

Mary discussed a potential technical assistance grant that would hopefully allow the county to work together with a representative from each of the cities to promote economic development. She noted that she is working on a proposal to make the Economic Development Roundtable into a committee that can make formal recommendations to the Board.

Mary stated that Marcia Bagnall had talked to her about requesting \$25,000 from the

Economic Development Fund to continue the MicroEnterprise Resources, Initiatives & Training (MERIT) program for another two years. She said she would ask Marcia to submit a written request.

\* Contracts/Grants - See agenda for details.

\* Committees - Appoint Jeff Hanson to the Ambulance Service Area Advisory Committee to fill the unexpired term of Julia Florea through December 31, 2008.

Facilities - John K provided an update on the courthouse remodel project, noting that the projected move-in date for Trial Court Services is New Year's weekend. He stated that the courts will be paying for a buzzer entry system, which will cost about \$3800.

Kathy discussed the need to come up with a name for the new HHS building. John K suggested using the Sitton name because the sidewalk plaque commemorating the former mayor's residence had inadvertently been broken during the construction and the county had agreed to preserve the plaque.

John K stated that the Emergency Management office would be moving into the Clerk's building on November 15, 2007. He said that the long-range plan for the law library is to bring it back into the courthouse.

Biosolids - Mary reported that the Oct. 25 public hearing regarding the Class B biosolids application had a big turnout and the end result was the withdrawal of the application by the City of Salem. She pointed out that a lot of good discussion came out of this application.

Teamsters Negotiations - The meeting recessed to executive session at 3:55 p.m. pursuant to ORS 192.660(2)(d) for the purpose of discussing labor negotiations. The meeting reconvened at 4:13 p.m. with no final decisions made and the sense of the Board conveyed to John G.

Ballot Box - John K stated that many elderly people are still going into the courthouse looking for a place to drop their ballots and it is difficult for them to then go over to the Clerk's Office. He said that it would not be too expensive for the Clerk to buy another ballot box and have it located at the foot of the courthouse steps. Kathy agreed to talk to Jan about the request.

Criminal Justice Data Flow - The Board discussed the possibility of terminating work on the project until it can be determined whether or not there is a positive cost benefit. Kathy agreed to get input from each of the departments involved and then report back to the Board.

The meeting adjourned at 4:30 p.m.

Anne Britt  
Secretary

**Summary Report to the Board of Commissioners**  
**Phase I Radio Project, HH Tower, HS Grants**  
**29 October, 2007**

**Phase I Radio Project:**

- 1)- FCC licensing.
  - a)- All Phase I licensing is completed.
  - b)- Received notice that the pending license modification moving a Fire Ground frequency from Mt. Top to Eola Hills is approved.
- 2)- Channel alias worksheets, and Fire Radio templates.
  - a)- Channel aliases approved.
  - b)- Fire radio template designed and approved.
  - c)- Law radio template designed and approved.
  - d)- Issue with loss of functionality, LAW2.
- 3)- Equipment ordering and configuration.
  - a)- The majority of equipment items have been received at this time.
  - b)- We have received updated Engineering drawings.
  - c)- All Base Stations have been re-programmed.
  - d)- Took substantially longer to get the transmitter/combiners designed and ordered. They are approximately four weeks from delivery.
  - e)- Finalized budget vs. actual numbers.
- 4)- Installation.
  - a)- Climbers have completed Eagle Crest and Mac Fire.
  - b)- Goal is to get two per week done.
  - c)- Next towers, Bald Peak, Doane Creek, and Spirit Mountain.
- 5)- Tower agreements.
  - a)- Bald Peak, we have proposed language from WCCCA, (May need BOC approval).
  - b)- Mac Fire, done.
  - c)- Mt Top East, done. (WCCCA to negotiate their own agreement)
  - d)- Spirit Mountain, language completed.
  - e)- Eagle Crest, Doane Creek – Polk County approving MOU this week.
  - f)- Eola Hills, received new agreement, modifications made, draft ready.
- 6)- Project status.
  - a)- Project task sheets. Some Project tasks are about three weeks behind (transmitter/combiner equipment). Correct configuration is critical and it took several modifications by the manufacturer to get it right.
  - b)- Risks. Equipment manufacturer lead times, weather(tower work).
  - c)- At this point, the tasks are manageable and project is within a reasonable time-frame.
- 7)- Cost reviews.

**EXHIBIT A 1/3**

**High Heaven Tower Project:**

**1)- Project Status.**

- a)- BLM site plan approval documents signed last Friday.
- b)- Tower costs being finalized now.
- c)- Preliminary review, it appears we will be well under budget.
- d)- Once we have completed documents back from BLM, ordering can proceed and construction can start.

**Homeland Security Grants:**

**1)- Eola Hills tower project, \$140,232.**

- a)- Includes all Phase I equipment.
- b)- Includes an extension of the tower.
- c)- Includes equipment for microwave link to the rest of our system.
- d)- Includes funds to cover an exercise.

**2)- Mt. Hebo project, \$61,732.**

- a)- Includes a radio repeater and antennas.
- b)- Includes equipment necessary to connect OSP microwave circuit to the site from Doane Creek.
- c)- May need to revisit this proposal for modification.
- d)- Also includes funds for an exercise.

**EXHIBIT A 2/3**

**Project Cost/Revenue Information**  
**Phase I Radio Project**  
**29 October, 2007**

**EXPENSES:**

<u>Item</u>	<u>Budgeted</u>	<u>Projected Exp.</u>	<u>Balance</u>
Engineering	\$75,900	\$75,900	\$0
Equipment	364,810	204,545	160,265
Installations	0	10,000	-10,000
Contingency	<u>\$25,000</u>	<u>0</u>	<u>0</u>
<b>TOTALS</b>	<b>\$465,719</b>	<b>\$290,445</b>	<b>\$-150,265</b>

Cost Savings:

Internal Reconfigurations: \$70,411 (-120,006, +49,595)  
Change DC Power Plant at towers, additional transmitter/combiner(net)

GSA Pricing Schedules: \$89,854

**AVAILABLE REVENUES:**

Per JK E-mail, 7/16/07	\$414,647
Previous HS grant (Eng)	62,360
HS Grant (Eola Hills tower)	<u>50,000</u>
<b>TOTAL</b>	<b>\$527,007</b>

Note: Engineering Expenses amount of \$62,360 already paid with previous HS grant.

**OTHER ITEMS:**

Propose upgrading all tower Base Stations to 100 watt transmitter, cost quoted at \$14,469.12 for quantity of 18. Current power is 40 watts.

**EXHIBIT A 3/3**

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**INFORMAL SESSION**

**October 29, 2007**

2:00 p.m.

KG\_\_\_MS\_\_\_LL\_\_\_

## McMinnville

ECONOMIC DEVELOPMENT PARTNERSHIP

County Commissioners

MEDP Update/October 29, 2007

- MEDP's Strategic Plan will be presented in Q1 08.
- McMinnville's Current Economic Analysis Report has been assembled and is available on [www.McMinnvilleEDP.com](http://www.McMinnvilleEDP.com). A copy has been provided for you.
- Orchard Avenue 26-Acre Industrial Site Shovel Ready Certification is in the final phase—The State has recommended that we begin marketing the property. This state certification process will continue.
- **McMinnville Business Pulse**—retention & expansion program is being implemented and is on-going. This program helps to identify the opportunities and challenges facing our businesses.
- Currently MEDP is managing eight possible business relocation and expansion projects. In addition, we are working with four developers on a variety of ventures.
- Frontier Packaging (headquartered in Washington State) has opened a wine bottle & packaging operation on MIP property (15,000 sq.ft) with the assistance of MEDP.
- We are tracking inventory of industrial land, buildings & commercial property.
- MEDP is supporting the High Performance Consortium—local & regional companies share best practices—opens funding opportunities. (Members include Freelin-Wade, Applied Physics, Meggitt Silicone, Forest Grove Lumber, Cascade Steel and Betty Lou's.)
- We are working with Chemeketa Community College-McMinnville Campus to bring executive management courses and other professional training programs to area businesses. In addition, we are helping to identify partnership and funding opportunities.
- We are developing a prospect information packet including maps, community profile & customizable data.
- Staff has completed executive courses in Basic Economic Development and Business Retention & Expansion. MEDP is participating in on-going training in Lean Manufacturing.
- McMinnville is currently being represented on the Oregon Economic Development Association Board, Enterprise for Employment and Education (local Workforce Investment Act) Board and the Yamhill County Employers Council.

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**EXHIBIT B 1/1**

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**INFORMAL SESSION**

**October 29, 2007**

2:00 p.m.

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