

**INFORMAL MINUTES**

**January 28, 2008**

2:00 p.m.

Oval Office

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

Staff: John M. Gray, Jr., John Krawczyk, Steve Mikami, Murray Paolo, Paul Kushner, Stephanie Armstrong, and Jan Coleman.

Guests: David Bates, News-Register.

\* indicates item forwarded to formal agenda

Mary called the meeting to order at 2:23 p.m.

\* Personnel - Steve presented personnel requests from various departments. See agenda for details. Mary stated that Ken Summers had underestimated Kari Lewers' desire for the comp/vacation time benefits that would come with being a regular employee. She raised the possibility of adding that language to her contract. John G expressed concern about setting a precedent for contract employees. He agreed to discuss the issue with Steve and Ken.

\* Special Procurement - The Board discussed a request for exemption from competitive bidding for the purchase of furnishings for the new Evans Street HHS Building (see Exhibit A). The commissioners agreed to schedule a public hearing before the Contract Review Board on February 13, 2008 at 8:45 a.m.

Land Use - Stephanie Armstrong briefed the Board on Planning Dockets PAZ-12-07(SA) and PAZ-13-07(SA). The Board scheduled a site visit for February 5, 2008 at 9:00 a.m.

Minutes

**B.O. 08-70** - Kathy moved approval of informal session minutes from December 17, 2007. The motion passed, Mary and Kathy voting aye.

\* Refunds - Authorize a refund from HHS Public Health to Hun Bak, \$524.

\* Boat Races - Schedule a public hearing for February 27, 2008 regarding a mass gathering permit application for the 2008 Memorial Weekend Boat Races at Rogers Landing, applicants Newberg Boat Club and Columbia Outboard Racing Association.

Sesquicentennial Commission - The Board discussed a request from the Association of Oregon Counties to form a Sesquicentennial Commission (see Exhibit B). They agreed to ask Dan Linscheid to participate and discussed additional possibilities for finding interested citizens to serve, such as through the Historical Society.

Election - Jan Coleman discussed the importance of doing an advisory election on March 11, 2008

**MINUTES**

**INFORMAL SESSION**

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**January 28, 2008**

2:00 p.m.

MS\_\_LL\_\_KG\_\_

as a test of the new system, for a total cost of about \$10,000. She reviewed the changes on the new ballot style and explained that a portion of the grant for the new equipment is for voter education and the Help America Vote Act also sponsors part of the training. She noted that recording is down right now and regular staff would be utilized as much as possible. The Board gave its consensus for Jan to proceed with the election.

The meeting adjourned at 3:06 p.m.

Anne Britt  
Secretary

**RECEIVED**

JAN 25 2008

YAMHILL COUNTY  
COMMISSIONERS

**Memo**

**To:** Board of Commissioners  
**From:** Paul Kushner  
**CC:** Chris Johnson; John Gray  
**Date:** January 24, 2008  
**Re:** Special Procurement Rule Request

We are requesting that HHS be allowed an exemption from the traditional competitive bid process for the purchase of furnishings for the Evans Street Annex. This will only apply where we are not purchasing from an existing government contract bid. This request is contract specific and for this project only.

In order for us to meet what are likely to be unpredictable and short timelines for the actual ordering and installation of these items, we have proposed below an alternate method that will ensure that we get good comparisons, yet allows us to select the best bid based on cost, timeliness and flexibility required for our move in schedule. This should meet the public interests of encouraging a competitive process yet accomplish this in the most cost efficient manner.

Proposal:

- HHS will generate a list of items to be purchased with approximate quantities of items and specifications. We will get a minimum of three bids.
- Create bid sheet for vendors to list unit prices for items.
- Identify the cost (if any) for installation and delivery detailed by category of purchases (ie desks, file cabinets, reception furniture, etc). This will allow us to purchase from a single vendor or multiple vendors based on best bid per category or as a whole. Bid will detail any additional cost for installation or delivery for items back ordered or corrections to the principal order.
- Vendors will provide a time table to identifying how many calendar days lead time they will need from notification that the building will be ready for occupancy until the furniture will be delivered and installed. This applies primarily to offices where window repair is occurring and furniture cannot be installed in advance.

Please contact me if you have any questions regarding this contract. Chris or I can be reached at ext 7523.

Thanks in advance for your consideration. .

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ASSOCIATION OF  
OREGON COUNTIES

Local Government Center 1201 Court St. NE P.O. Box 12729 Salem, Oregon 97309  
www.aocweb.org Phone: 503-585-8351 Fax: 503-373-7876

"LINKING GOVERNMENTS LOYALLY"

RECEIVED

JAN 07 2008 January 4, 2008

MEMORANDUM

YAMHILL COUNTY  
COMMISSIONERS

TO: County Judges & Commissioners  
County Administrators

FROM: Bill Hansell, Umatilla County Commissioner  
AOC Representative to the Oregon 150 Board

SUBJECT: County Sesquicentennial Commissions

*Bill Hansell*

It has been my honor to represent you on the Oregon 150 Board. My goal has been to make sure that County Government has a place at the table as we plan and implement Oregon's Sesquicentennial observance. It is my understanding that counties played a key role in the Centennial observance in 1959. Let's do it again!

I believe we have a great opportunity to further connect with your constituents and to produce a local commemoration of the state's 150 birthday that is positive and affirming.

On November 15<sup>th</sup> at our annual conference, First Lady Mary Oberst requested that you designate a commission of any size that reflects "broadly on diverse populations, cities, towns, and economic, historic, cultural and other local interests." A memo outlining how this might be accomplished was included in your conference folder (a copy is posted at [www.aocweb.org](http://www.aocweb.org) under Oregon 150).

I would ask that you make assembling a Sesquicentennial Commission a priority. I would also request that you designate a single point of contact to serve as a liaison to Oregon 150, and to do so as soon as possible. Some of you have already been contacted by members of the Oregon 150 Board, and are a step ahead of the rest of us in your planning.

As you may know, Oregon 150, through the Oregon Parks and Recreation Department, is seeking \$2 million in the February Special Session to encourage and support local sesquicentennial projects and observances. If successful, funds can only be allocated if there is a local commission and a local plan. This has the potential to be a great partnership.

I appreciate your attention to this request. I am working closely with James Hamrick, one of the Oregon 150 staff. If you have any questions, please contact him at (503) 872-5448 or at [james.hamrick@state.or.us](mailto:james.hamrick@state.or.us). He will also need to know your county contact person once your commission is formed. Please feel free to contact me as well if you have any questions or thoughts about the sesquicentennial planning.

Best wishes for a super 2008!

Ex.B 1/1