

BOARD ORDERS AND MINUTES

IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON

FOR THE COUNTY OF YAMHILL

SITTING FOR THE TRANSACTION OF COUNTY BUSINESS

THE BOARD OF COMMISSIONERS OF YAMHILL COUNTY (“the Board”) sat for the transaction of county business in formal session on July 23, 2008 at 9:00 a.m. in Room 32 of the Courthouse, Commissioners Mary P. Stern, Leslie Lewis, and Kathy George being present.

Also present were John M. Gray, Jr., County Counsel; Laura Tschabold, Administrative Services Director; John Krawczyk, Budget Director; Steve Mikami, Personnel Officer; Bill Gille, Public Works Director; Dan Linscheid, Surveyor; Ron Huber, Sheriff’s Office; Barb Paladeni, Silas Halloran-Steiner, Vicki Wood, Ted Smietana, Richard Sly, Ken Huffer, and Dwight Carter, Community Corrections; Michael Robinson, 1120 NW Couch St, 10th Floor, Portland, 97209; and Monty Hurley, 13910 SW Galbreath Dr, Suite 100, Sherwood.

Commissioner Stern called the meeting to order.

SPECIAL PRESENTATION: Recognition of Dwight Carter, Community Corrections, for his 35 years of service to the county.

A. **PUBLIC COMMENT:** This thirty-minute time period is reserved for public comment on any topic other than a quasi-judicial land use matter or other topic scheduled for public hearing. Unless extended or restricted by the Chair or majority of the Board, public comment will be limited to three minutes per person. None offered.

B. **PUBLIC HEARINGS:**

1. Consideration of Public Works Docket PG-1-2008, a request by Sequoia Property Development to post a gate on a newly dedicated public road within Darcy’s Riverfront Estates Subdivision, southeasterly of Newberg. *[Tentatively approved, findings to be adopted July 30, 2008.]*

John Gray provided background information on the request, noting that the road will be created once the subdivision plat is final. He said that approving the request is a discretionary action on the Board’s part and the applicant would normally be required to maintain the gate, if approved, and to take it down if so ordered.

Staff Report - Dan Linscheid stated that he supports the applicant’s petition for a gate, along with any conditions the Board might require. Bill Gille stated that he had been concerned about the gate being too close to Wilsonville Road and causing traffic to back up, but the applicant has provided for an 86-foot setback as well as a turnaround spot before the gate.

Ms. Stern opened the public hearing.

Mike Robinson, representing the applicant, distributed copies of letters from the Sheriff's Office and the Newberg Rural Fire Protection District, along with a copy of the large display exhibit. He said that the gate is allowed by statute and a letter from Lancaster Engineering states that an 86-foot setback is sufficient to accommodate the highest amount of projected traffic as well as emergency vehicles. He said that he doesn't expect much traffic for the 11-lot subdivision and the gate can be opened in less than 30 seconds, so there shouldn't be a stacking issue.

He stated that the applicant would work with emergency services to provide access through the gate, which would be maintained by the homeowners' association. He added that the turnaround would be provided so drivers who inadvertently turn onto the road can get back onto Wilsonville Road without backing out. He said that these plans are acceptable as conditions of approval.

John Krawczyk expressed his approval of the gate setback, noting that he lives close to a gated community in McMinnville with a setback of less than half this distance and there is some stacking as a result.

Close of Public Hearing / Deliberation - Ms. Lewis moved tentative approval of Public Works Docket PG-1-2008 with the conditions stated in the record, with findings to be adopted July 30, 2008. Ms. Stern pointed out that each individual owner could have a gate if they wished, but that would make it more difficult for emergency vehicles. The motion passed, Commissioners Stern, Lewis, and George voting aye.

C. **AGENDA:**

Personnel

1. **B. O. 08-505** - Consideration of amending Board Order 08-487 to increase the hourly training rate for Brad Chase, Sheriff's Office Marine Patrol, from \$14 to \$16, retroactive to July 10, 2008.
2. **B. O. 08-506** - Consideration of the employment of Sarah Grabner, McMinnville, as Senior Office Specialist in the District Attorney's Office, regular full-time, Range 10, Step 2, effective August 4, 2008.
3. **B. O. 08-507** - Consideration of the employment of Kathryn Foster, Salem, as Juvenile Probation Officer 1 in the Juvenile Department, regular full-time, Range 16, Step 1, effective October 9, 2008.
4. **B. O. 08-508** - Consideration of approval of a memorandum of agreement between the Juvenile Department, Yamhill County Employees Association (YCEA), and Amy Kemper to allow Ms. Kemper to work in split positions, Juvenile Probation Officer Aide and Juvenile Corrections Specialist, retroactive to July 1, 2008.
5. **B. O. 08-509** - Consideration of approval of a professional services agreement between HHS Adult Mental Health and Karen Peters, PMHNP, dba Northwest Behavioral Health LLC,

for psychiatric nurse practitioner services, \$84.05/hour, retroactive to July 1, 2008.

Ms. Stern moved approval of items C(1) through C(5). The motion passed, Commissioners Stern, Lewis, and George voting aye.

Contracts/Grants

6. **B. O. 08-510** - Consideration of approval of Grant Agreement #2007-6372 between the Juvenile Department, grantee, and Oregon Commission on Children & Families for the 2007-08 Juvenile Accountability Block Grant to support the Peer Court program, \$10,000, retroactive to July 1, 2008 through June 30, 2009.

Ms. Stern moved approval of the grant agreement. The motion passed, Commissioners Stern, Lewis, and George voting aye.

Fair

7. **B. O. 08-511** - Consideration of approval of the following cash funds for the 2008 Yamhill County Fair: \$4200 change fund; \$1500 open class premiums; \$2500 4-H premiums; \$500 petty cash.

Ms. Lewis moved approval of the cash funds. The motion passed, Commissioners Stern, Lewis, and George voting aye.

D. OLD BUSINESS:

1. **B. O. 08-512** - Consideration of adoption of a legalization order for a portion of Grand Ronde Road (County Road 402), as tentatively approved March 16, 2005.

Mr. Gray explained that the Board had initiated the process in 2005 and tentatively approved the legalization order, but the order had never been adopted. Ms. Lewis moved to adopt the order. The motion passed, Commissioners Stern, Lewis, and George voting aye.

E. OTHER BUSINESS (Add-ons and non-consent items):

1. **B. O. 08-513** - Consideration of authorizing a notice of intent to terminate Account #GPO3436 with Diversified Investment Advisors to accommodate a transfer of the defined contribution plan for employees to ICMA.

Ms. Lewis moved to authorize the notice of intent. The motion passed, Commissioners Stern, Lewis, and George voting aye.

2. Consideration of approval of the following change orders to an agreement between Yamhill County and RSS Architecture, P.C. for the County Clerk/Commissioners/Planning Department parking lot remodel project, total additional cost \$21,850:

a. **B. O. 08-514** - Change Order #1 for utility pole relocation and other items, additional cost \$13,920;

b. **B. O. 08-515** - Change Order #2 for north and west approaches sidewalk replacement, additional cost \$7930.

Mr. Krawczyk stated that enough money had been budgeted to cover extra items like this. Ms. Stern moved approval of the two change orders. The motion passed, Commissioners Stern, Lewis, and George voting aye.

3. **B. O. 08-516** - Consideration of approval of a lease amendment between Yamhill County and Catholic Community Services for a portion of the YCAP building at 800 NE 2nd Street in McMinnville, \$2900/month with a CPI adjustment, retroactive to July 1, 2008 through June 30, 2011.

Mr. Krawczyk stated that the rent has been increased to be consistent with the going rate in McMinnville. Ms. Stern moved approval of the lease amendment. The motion passed, Commissioners Stern, Lewis, and George voting aye.

4. Consideration of approval of an agreement between the Jail and LexisNexis for electronic access to legal materials, \$4700 installation fee plus \$7500/year with a CPI adjustment. *[Tabled until next week.]*

Mr. Gray stated that Captain Huber is planning to replace the law library in the jail with electronic access to legal materials through the Internet. He said that LexisNexis would be the only Internet site accessible at this kiosk and Captain Huber believes that by reducing existing subscription fees, he can do this with little additional cost.

Ms. George suggested checking into the possibility of saving money by consolidating with the LexisNexis account already set up for the regular law library. Captain Huber agreed to talk to Marilyn Westfall and to the LexisNexis representative and report back to the Board at next week's informal session.

5. Discussion of a new transfer location in McMinnville for the YCTA buses. *[Further discussions to take place with city representatives.]*

Ms. Lewis stated that county and city officials had taken a joint tour of the area to look at potential locations for the transfer station. She said that the city is opposed to the county's first choice on Evans Street in front of the courthouse because that's one of the city's main roads and they are trying to reduce traffic conflicts between pedestrians and vehicles.

Mr. Krawczyk said that buses won't really increase the vehicle traffic there and are easier to see than smaller vehicles. Ms. Stern stated that having bus routes on main roads are a fact of life and people adapt. She added that the buses are hopefully taking a lot of vehicles off the road by people using public transit.

After further discussion about alternate locations, the Board agreed to have Mr. Krawczyk, Ms. Tschabold, Ms. Saunders, and Ms. Lewis talk with city officials. Ms. Tschabold suggested looking for some literature about best practices for transit locations.

F. ANNOUNCEMENTS:

1. The following positions are open to the public. Contact the Commissioners' Office for applications.

- a. Commission on Children & Families, three full members and two alternate members;
- b. Parks & Recreation Board, two positions;
- c. Road Improvement Advisory Committee, one position.

2. Northwest Senior & Disability Services has openings for Yamhill County residents on the following regional councils:

- a. Senior Advisory Council, one position;
- b. Disability Services Advisory Council, one position.

For more information, contact Sally Lawson at (503)304-3473 or by e-mail at Sally.Lawson@state.or.us.

The meeting adjourned at 10:07 a.m.

Anne Britt
Secretary

YAMHILL COUNTY BOARD OF COMMISSIONERS

Chair MARY P. STERN

Commissioner LESLIE LEWIS

Commissioner KATHY GEORGE