

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, Oregon sat for the transaction of County business in formal/informal session on June 23, 2011 at 10:00 a.m. in Room 32 of the Courthouse, Commissioners Mary P. Stern, Leslie Lewis, and Kathy George being present.

Also present were Laura Tschabold, County Administrator; Chuck Vesper, Deputy County Administrator; Rick Sanai, County Counsel; John Krawczyk, Budget Officer; Mike Brandt, Planning Director; Paul Kushner, HHS Administrative Services Program Manager; Pat Anderson, Human Resources Manager; Stephanie Armstrong, Associate Planner.

Commissioner Stern called the formal/informal session to order.

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. No public comment was offered.

B. **AGENDA:**

Personnel

1. **B. O. 11-338** - Consideration of the change of status of Alicia Schelb to .4 FTE in the Planning Department, effective June 24, 2011, through September 8, 2011.

Commissioner Stern moved approval of the change of status as listed; the motion carried, Commissioners Stern, Lewis, and George voting aye.

2. **B. O. 11-339** - Consideration of a change in status for John Krawczyk from County Budget Officer to Extra Help in Administrative Services as needed for a monthly amount of \$250 for routine work and additional compensation of \$50/hour for special AOC or County projects.

Commissioner Stern moved approval of the change in status as listed above; the motion carried, Commissioners Stern, Lewis, and George voting aye.

3. **B. O. 11-340** - Consideration of granting an additional floating holiday for YCEA employees and associated non-bargaining employees for fiscal year 2011-12.

Ms. Tschabold stated that in appreciation for the YCEA bargaining unit's cooperation in accepting a pay freeze for the coming fiscal year, she recommends that an additional floating holiday

be granted for YCEA employees and associated non-bargaining employees.

Commissioner Stern moved approval of the additional floating holiday. The motion carried, Commissioners Stern, Lewis, and George voting aye.

Contracts

4. **B. O. 11-341** - Consideration of approval of the Grant Agreement #27737 between the Transit Division, grantee, and Oregon Department of Transportation for public transit operations, \$608,500, effective July 1, 2011, through June 30, 2013.

Commissioner Lewis moved approval of Grant Agreement #27737. The motion carried, Commissioners Stern, Lewis, and George voting aye.

5. **B. O. 11-342** - Consideration of approval of Grant Agreement #2515 between the Assessor's Office, grantee, and Oregon Department of Revenue for ORMMap project funding, \$9632, effective through June 30, 2012.

Commissioner Stern moved approval of the grant agreement, stating that unfortunately the grant amount is approximately \$6000 less than budgeted. The motion carried, Commissioners Stern, Lewis, and George voting aye.

6. **B. O. 11-343** - Consideration of approval of a Microenterprise Regional Program Memorandum of Understanding between the City of Independence, Polk County and Yamhill County related to support of development of small businesses and participation in an application for a Community Development Block Grant for Microenterprise Assistance.

Commissioner Stern stated that Yamhill County has been participating in this program for a number of years and that there are no associated costs. Commissioner Stern moved to approve the Memorandum of Understanding as presented. The motion carried, Commissioners Stern, Lewis, and George voting aye.

7. **B. O. 11-344** - Consideration of a contract between Administrative Services and Kizer Excavating Co., Inc., of McMinnville, for the sewer lateral replacement project, in the amount of \$17,790 (as awarded by B.O. 11-326).

Mr. Vesper stated this contract will upgrade the lateral sewer lines for four houses owned and used by the County and the work is needed to bring the properties into compliance with City standards.

Commissioner Stern moved approval of the contract; the motion carried, Commissioners Stern, Lewis, and George voting aye.

8. **B. O. 11-345** - Consideration of approval of an annual service support proposal for HVAC

temperature controls systems submitted by Essential Building Technologies, LLC, Vancouver, WA, in the amount of \$1410, effective July 1, 2011 through June 30, 2012.

Mr. Vesper stated this proposal will bring the HVAC control system in the Corrections Annex into line with other County campus buildings.

Commissioner Stern moved approval of the proposal as submitted. The motion carried, Commissioners Stern, Lewis, and George voting aye.

9. **B. O. 11-346** - Consideration of a contract between the Commission on Children & Families and Child Care Resource and Referral of Marion, Polk, and Yamhill Counties for babysitter basic training, not to exceed \$6,000 (depending on the number of participants) effective retroactive to May 16, 2011 through June 30, 2011.

Commissioner George moved approval of the contract as listed above; the motion carried, Commissioners Stern, Lewis, and George voting aye.

10. **B. O. 11-347** - Consideration of an intergovernmental agreement “Juvenile Crime Prevention Basic Services and Diversion Services, # 12030, between the Juvenile Department and the Oregon Youth Authority, for a total grant amount of \$443,920, effective July 1, 2011 through June 30, 2013.

Commissioner Stern moved approval of the intergovernmental agreement. The motion carried, Commissioners Stern, Lewis, and George voting aye.

11. **B. O. 11-348** - Consideration of the First Amendment to Agreement between Health & Human Services and Northwest Human Services, Inc., relating to crisis hotline services provided by NW Human Services, for \$1218/month, effective July 1, 2011 through June 30, 2012.

Commissioner Stern moved approval of the agreement. The motion carried, Commissioners Stern, Lewis, and George voting aye.

Surplus Property

12. **B. O. 11-349** - Consideration of declaring an inkjet plotter as surplus county property to be sold, as requested by the Surveyor.

Commissioner Lewis moved approval of declaring the inkjet plotter as surplus County property, to be sold. The motion carried, Commissioners Stern, Lewis, and George voting aye.

13. **B. O. 11-350** - Consideration of donating a Sesquicentennial Pendleton Woolen Mills blanket to a Yamhill County agency for a silent auction/fund-raising event.

Commissioner Stern moved approval of the donation for the fund-raising event. The motion carried, Commissioners Stern, Lewis, and George voting aye.

14. **B. O. 11-351** - Consideration of declaring an Olympus Stylus Zoom camera, purchase price

in 1996 of \$199.87, as surplus to be sold at the next County surplus property sale.

Commissioner Stern moved approval of declaring the camera listed above as surplus to be sold at the next County surplus property sale. The motion carried, Commissioners Stern, Lewis, and George voting aye.

Budget

15. **B. O. 11-352** - Consideration of transfers of appropriation authority for FY 2010-11; adoption of Resolution 2011-6-23-1, Authorization and Approval to Expend Funding Received by a Federal Drug Court Grant to the Oregon Judicial Department for the Yamhill County Circuit Court Drug Court Program.

John Krawczyk provided line-by-line information regarding which departments and funds need appropriation or cash adjustments to balance through the fiscal year.

Commissioner Stern moved approval of the transfers of appropriation authority and adoption of Resolution 2011-6-23-1. The motion carried, Commissioners Stern, Lewis, and George voting aye.

16. Consideration of proposed budget changes from the Approved Budget for FY 2011-12.

There was discussion of proposed changes and departments affected.

Consensus: Approve changes as discussed and forward to Board session on June 30, 2011.

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

1. **B. O. 11-353** - Consideration of approval of Invoice #644 for payment of \$55,119.21 to Public Works for materials and equipment used for the Old Sheridan Road Rosco Bridge pedestrian bridge (see B.O. 10-401).

Commissioner Lewis stated that the funds are budgeted for the bridge, but the Board must officially transfer from fund 41-30-611.02 to 11-60-235.01. Commissioner Lewis moved approval of transfer of funds as listed for payment of Invoice #644. The motion carried, Commissioners Stern, Lewis, and George voting aye.

2. **B. O. 11-354** - Consideration of approval of the purchase and installation by DND Security and Communications of a video surveillance system in the Yamhill County Annex.

Commissioner Stern moved approval of the purchase and installation of the video surveillance system as listed. The motion carried, Commissioners Stern, Lewis, and George voting aye.

3. **B. O. 11-355** - Consideration of approval of an independent contract agreement between Administrative Services and Don Parrish for his services as back-up mail clerk on a part-time basis, \$15/hour, retroactive to May 1, 2011 through June 30, 2013.

Commissioner Stern moved to approve the contract as listed. The motion carried, Commissioners Stern, Lewis, and George voting aye.

4. **B. O. 11-356**- **VOID**. See Board Order 11-347 above.
5. **B. O. 11-357** - Consideration of the employment of Susan Hoyt, Sheridan, as a Senior Office Specialist, temporary part-time, 12 hours/week, \$14.46/hr, effective June 28 through August 31, 2011.

Commissioner George moved approval of the temporary part-time employment of Susan Hoyt as listed above. The motion carried, Commissioners Stern, Lewis, and George voting aye.

6. **B. O. 11-358** - Consideration of approval of the amended 2011-2012 Capital Improvement Projected Facilities Needs, as compiled by the Facilities Maintenance Supervisor and recommended by the Deputy County Administrator.

Mr. Vesper outlined the proposed amendments, stating that the subtotals for the year have not changed.

Commissioner Stern moved approval of the amended 2011-2010 Capital Improvement Projected Facilities Needs list. The motion carried, Commissioners Stern, Lewis, and George voting aye.

D. **OLD BUSINESS:** None.

E. **PUBLIC HEARINGS:**

1. Consideration of Planning Docket NCU-01-10(SA), a non-conforming use application to allow replacement of a dwelling destroyed by fire in 2006, applicant James Fisher, appellant Ronald Strasser, Jr., as continued from June 9, 2011, at the point of deliberation. [*Tentatively approved as recommended by Planning staff; findings in support of approval to be submitted on June 30, 2011.*]

Commissioner Stern reopened the public hearing at the point of deliberation by the Board.

Planning Director Mike Brandt reviewed the staff report and recommended that the wording in the approval board order be specific to this property and “run with the land”, in order to be useful for any future property owner, and to include a statement that nothing in the decision affects the title to the property in any way.

Commissioner Lewis moved tentative approval of Docket NCU-01-10 with findings to be submitted in one week. She stated the reason for approval is that the opponent did not oppose the nonconforming use request and that it would be in his interest as well to have the land use issue resolved. She stated the Board does not have jurisdiction to resolve ownership issues.

Commissioner Stern stated she agreed with the motion as presented.

The motion for tentative approval with findings in support of approval to be presented in one week carried, Commissioners Stern and Lewis voting aye and Commissioner George abstaining.

2. Receipt of public comment on the proposed 2011-12 county budget. *[Budget to be adopted June 30, 2011.]*

Commissioner Stern opened the public hearing.

Mr. Krawczyk stated this is the second opportunity for members of the public to comment on the proposed budget.

No public comment was offered.

Commissioner Stern closed the public hearing.

Mr. Vesper reviewed the juvenile detention renovation project proposed for a County-foreclosed house in Amity and said that the budget needed to provide supplies for the project.

F. ANNOUNCEMENTS:

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

- a. Commission on Children & Families, four full members and three alternate members;
- b. Parks & Recreation Board, one position.

There being no other business, the meeting adjourned at 11:05 a.m.

Carol Ann White
Secretary

YAMHILL COUNTY BOARD OF COMMISSIONERS

Chair MARY P. STERN

Commissioner LESLIE LEWIS

Commissioner KATHY GEORGE