

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/informal session on August 4, 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; Hannah Hoffman and Edward Stratton, News-Register.

Commissioner Stern called the meeting to order at 10:00 a.m.

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. **AGENDA:**

Personnel

1. **B. O. 11-463** - Consideration of the employment of Manuel Campos as Human Resource Assistant in Administrative Services, regular full-time, Range 10, Step 2, effective August 15, 2011.

Ms. Stern moved approval of item B(1). The motion passed, Commissioners Stern, Lewis, and George voting aye.

2. **B. O. 11-464** - Consideration of the change of status of the following employees to extend temporary on-call employment in the Clerk’s Office:

- a. Jan Coleman, retroactive to January 1, 2011, through December 31, 2011;
- b. Patricia Harding, retroactive to July 1, 2011, through June 30, 2012.

Ms. Stern moved approval of item B(2). The motion passed, Commissioners Stern, Lewis, and George voting aye.

3. **B. O. 11-465** - Consideration of the change of status of Lucia Mendez-Rubio to Office Specialist 2 in HHS Family & Youth, regular part-time, Range 7, Step 5, effective August 9, 2011.

Ms. George moved approval of item B(3). The motion passed, Commissioners Stern, Lewis, and George voting aye.

4. **B. O. 11-466** - Consideration of the employment of Spencer Dean as Appraiser Trainee in the Assessor’s Office, regular full-time, Range 14, Step 3, effective August 15, 2011.

Ms. Stern moved approval of item B(4). The motion passed, Commissioners Stern, Lewis, and George voting aye.

Contracts/Grants

5. **B. O. 11-467** - Consideration of approval of an agreement between the Commission on Children & Families and Birth to Three, Inc., provider, for Parent HelpLine services, \$7875, retroactive to July 1, 2011, through June 30, 2012.

Ms. George moved approval of item B(5). The motion passed, Commissioners Stern, Lewis, and George voting aye.

6. Consideration of approval of Special Transportation Fund Services Agreements between the Transit Division and the following providers for quarterly disbursement of grant funds, retroactive to July 1, 2011, through June 30, 2012:

- a. **B. O. 11-468** - Special Olympics, \$3700;
- b. **B. O. 11-469** - Mid-Valley Rehabilitation, Inc., \$19,500;
- c. **B. O. 11-470** - Abacus, \$11,500;
- d. **B. O. 11-471** - Oregon Mennonite Residential Services, \$3000;
- e. **B. O. 11-472** - McMinnville Senior Center, \$501.

Ms. Lewis moved approval of item B(6). The motion passed, Commissioners Stern, Lewis, and George voting aye.

Committees

7. Acknowledge the resignation of Lee Means from the Special Transportation Advisory Commission. [*Acknowledged.*]

Ms. Lewis moved approval of item B(7), explaining that the number of service providers on the committee needed to be reduced, but Ms. Means will continue to attend meetings and give provider updates. The motion passed, Commissioners Stern, Lewis, and George voting aye.

Permits

8. **B. O. 11-473** - Consideration of updating the county's process for handling Oregon Liquor Control Commission (OLCC) applications as follows:

- a. Authorize the collection of all application fees by the Planning Department;
- b. Authorize the Planning Department to assume responsibility for the application process;
- c. Continue the established approval process of having the Planning Director and Sheriff's Office sign off on the application, followed by approval/recommendation by the governing body as required by statute;
- d. Keep the application fee at \$25.

Ms. Stern moved approval of item B(8), stating that Mike Brandt would make a determination on the application fee at a later time. She noted that some fees are restricted by statute. The motion passed, Commissioners Stern, Lewis, and George voting aye.

9. Consideration of accepting roadway deeds from the following property owners for public roadway and utility purposes:

- a. **B. O. 11-474** - Meriwether Northwest Oregon Land & Timber, LLC;
- b. **B. O. 11-475** - LaMinora Properties, Inc.

Ms. Lewis moved approval of item B(9). The motion passed, Commissioners Stern, Lewis, and George voting aye.

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

1. **B. O. 11-476** - Consideration of accepting the low quote from Concrete Solutions, Inc., for the Yamhill County Concrete Removal & Replacement Project, \$10,330.

Chuck Vesper explained that this project is to fix safety hazards around the courthouse campus. Ms. Stern moved approval of item C(1). The motion passed, Commissioners Stern, Lewis, and George voting aye.

2. **B. O. 11-477** - Consideration of authorizing a notice of intent to award a contract to Pfeifer Roofing, Inc., for the Spence Building Roof Replacement Project, \$34,724.

Ms. Stern moved approval of item C(2). The motion passed, Commissioners Stern, Lewis, and George voting aye.

D. **OLD BUSINESS:** None.

E. **PUBLIC HEARINGS:** None.

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;
 - c. Special Transportation Advisory Commission, two positions.

The meeting adjourned at 10:18 a.m.

Anne Britt
Secretary

YAMHILL COUNTY BOARD OF COMMISSIONERS

Chair MARY P. STERN

Commissioner LESLIE LEWIS

Commissioner KATHY GEORGE