

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 January 24, 2013, at 10:00 a.m. in Room 32 of the Courthouse, Commissioners Kathy George, Mary P. Stern, and Allen Springer being present.

Also present were Laura Tschabold, County Administrator; Chuck Vesper, Deputy County Administrator; Rick Sanai, County Counsel; Christian Boenisch, Deputy County Counsel; Pat Anderson, Human Resources; Ron Huber, Jail Commander; Mike Kemper, Code Enforcement Officer; and Nathalie Hardy, News-Register.

Commissioner George called the meeting to order at 10:05 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:**

Minutes

1. Consideration of approval of the following minutes:
 - a. **B. O. 13-38** - November 8, 2012, formal session;
 - b. **B. O. 13-39** - December 6, 2012, formal session.

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

Personnel

2. **B. O. 13-40** - Consideration of the change of status of Roberta Larmouth to extend temporary part-time employment in Community Corrections, retroactive to January 9, 2013, through July 9, 2013.
3. **B. O. 13-41** - Consideration of the employment of Cynthia Ramirez as Human Services Specialist 1 in HHS Abacus, regular full-time, Range 17, Step 3, effective February 9, 2013.
4. **B. O. 13-42** - Consideration of the employment of Maria Martinez as bilingual HHS

Clerical Relief, temporary part-time on-call, Range 7, Step 1, effective January 24, 2013, through June 30, 2013.

Ms. Stern moved approval of items B(2) through B(4) and D(1) through D(4). The motion passed, Commissioners George, Stern, and Springer voting aye.

Jail Projects

5. **B. O. 13-43** - Consideration of adoption of a modified 2012-13 Jail Capital Improvement Project List to include an upgrade of the inmate television system and remodeling of the H-Block area.

Ron Huber reviewed the progress made on existing projects and the addition of new items to the list. Ms. Stern moved approval of item B(5). The motion passed, Commissioners George, Stern, and Springer voting aye.

Contracts/Grants

6. **B. O. 13-44** - Consideration of authorizing the purchase of a television control system for the Jail from Dolphinio Business Solutions, \$28,709; and authorizing the Chair to sign an agreement with Dolphinio Business Solutions, subject to approval by County Counsel.

Captain Huber discussed the request, explaining that television is an important tool for behavior management in the jail. He said that since Comcast switched to an all-digital signal, the jail has only been able to get a few channels and has no control over them. He said that the new system would give him more control over what the inmates are watching, making it a more functional tool. He said that the majority of the cost is paid for out of inmate funds collected from the commissary.

In response to a question from Mr. Springer about future technology changes, he stated that the basic product should be good for a while, although technology does change quickly and there will likely be some updating in the future to make it even better. Laura Tschabold stated that Murray Paolo has reviewed the proposal with Captain Huber and is comfortable with it from an Information Systems perspective. Ms. Stern emphasized the importance of television as a behavioral and educational tool, and acknowledged that it also provides entertainment, which is why commissary funds are used.

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

7. **B. O. 13-45** - Consideration of approval of Service Element Prior Authorization (SEPA) Approval Unit #704856 for the 2011-13 Financial Assistance Agreement #134297 between HHS and Oregon Department of Human Services, \$18,872.

Ms. George moved approval of item B(7). The motion passed, Commissioners George, Stern, and Springer voting aye.

Committees

8. **B. O. 13-46** - Consideration of the following changes to the Parkway Committee:
 - a. Appoint Lesley Woodruff for a four-year term to expire December 31, 2016, replacing Wade Witherspoon as Newberg City Councilor;
 - b. Appoint Leslie Lewis as an honorary member (non-voting).

Mr. Springer stated that he would be happy to have Ms. Lewis on the committee with all of her experience, as a non-voting member. Ms. George agreed that Ms. Lewis deserves the honor. Ms. Stern stated that her experience would be valuable to the committee, but it is important to avoid any confusion about Mr. Springer's role as the county's voting member. Mr. Springer moved approval of item B(8). The motion passed, Commissioners George, Stern, and Springer voting aye.

9. Discussion of a Budget Committee vacancy. *[Consensus to solicit applications, with a deadline of February 22, 2013.]*

Ms. Stern stated that she would like to get the process going so a new member could be appointed before April, in case he or she is interested in attending department budget meetings. The Board agreed to do a press release and solicit applications through the local newspapers, with a deadline of February 22, 2013.

Code Enforcement

10. Consideration of setting a hearing date for Code Enforcement Case #I-048-10, Earl Lawson. *[Consensus to schedule hearing for February 21, 2013.]*

Mike Kemper provided background information, explaining that citations have been issued but no improvements have been made. He said that the Solid Waste Advisory Committee had unanimously recommended forwarding the case to the Board for action. He stated that the neighbors are uncomfortable because thieves have been on the property looking for scrap, and he feels that the county needs to move forward in getting the property cleaned up. The Board agreed to schedule a hearing for February 21, 2013.

C. **OLD BUSINESS:**

1. **B. O. 13-47** - Consideration of the sale of the Amity House to Dennis and Penny Hinchman for \$90,000, as tentatively accepted on January 15, 2013, and authorizing the Chair to sign the deed, subject to approval by County Counsel.

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

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

1. **B. O. 13-48** - Consideration of the employment of Camille Tanaka as HHS Clerical Relief, temporary part-time on-call, Range 7, Step 1, effective January 24, 2013, through June 30, 2013.
2. **B. O. 13-49** - Consideration of the employment of Brandy Brockway as on-call relief in

the Juvenile Department, Range 12, Step 1, effective January 24, 2013.

3. **B. O. 13-50** - Consideration of the temporary change of status of Michelle Morrison, Juvenile Department, from .875 to 1.0 FTE, effective January 24, 2013, through April 8, 2013.

4. **B. O. 13-51** - Consideration of authorizing 11% out-of-class pay for Derrick Wharff, Assessor's Office, effective January 24, 2013.

5. Discussion of the resignation of Dan Linscheid, County Surveyor. *[Discussion to be continued on January 28, 2013.]*

Rick Sanai stated that Mr. Linscheid has submitted a letter of resignation, effective February 1, 2013. He said that the State of Oregon made a statutory change in 2009 making the surveyor an appointed position unless the county decides to make it an elected position, which Yamhill County did at the request of Mr. Linscheid, who wanted to serve his remaining time before retirement as an elected official. He stated that Mr. Linscheid has suggested that Board appoint someone to fill the remainder of his elected term, which ends in December 2014. He said that the issue of whether to keep the surveyor as an elected position or an appointed position does not have to be decided immediately. He added that he put in a call to the Secretary of State's Office to discuss the issue, but hasn't heard back from them yet.

Ms. George stated that she and Ms. Stern had agreed in 2009 to remove the term limits on this position, at Mr. Linscheid's request, so he could run for office one last time. She said that she believes the position should be an appointed one because it so highly technical and because the residency requirement for elected officials narrows the pool of applicants, but she had agreed to temporarily keep it as an elected position out of respect for Mr. Linscheid's tenure with the county. She said that at the time, John Gray had explained that the Board could repeal Ordinance 840 after Mr. Linscheid leaves office and change it to an appointed position.

Ms. Stern stated that the Board's goal is to provide the best possible surveyor for its constituents. She said that Mr. Linscheid has suggested that the Board prohibit any future county surveyor from approving plats that he or she submitted as an independent surveyor. She explained that Mr. Linscheid is highly ethical and hasn't ever done that, but believes it was a problem in the past. She said that the Board would probably not be able to impose such restrictions on the surveyor if it were an elected position.

Mr. Springer agreed with Commissioners George and Stern that it makes sense to have the surveyor be an appointed position. Mr. Sanai stated that he doesn't know if the residency requirement would apply to an interim appointment of an elected position, but he would look into that. He noted that Bill Gille, County Engineer, is a licensed professional land surveyor and could fill in on an interim basis if needed. The group discussed the possibility of having the surveyor be supervised by the Planning Director since the two fields are so closely aligned, and the possibility of requesting Mike Brandt's assistance with an analysis of the job requirements.

The Board agreed to discuss the issue further at its informal session the following week.

6. **B. O. 13-52** - Consideration of authorizing a notice of intent to award a contract to Rose City Contracting, Inc., for asbestos mitigation in the courthouse, \$3996.

Mr. Springer moved approval of item D(6). The motion passed, Commissioners George, Stern, and Springer voting aye.

7. **B. O. 13-53** - Consideration of accepting an offer of \$70,000 from Marvin Coolidge and Doug Tiner for the purchase of the county-owned hangar building (Building “M”) located at the McMinnville municipal airport together with the assignment of the accompanying ground lease, physical address 3780 NE Cirrus St, McMinnville; and authorizing the Chair to sign the Purchase and Sale Agreement, the Assignment of Lease documents, and related escrow documents to close the sale of Building M, subject to approval by County Counsel.

Ms. George moved approval of item D(7). The motion passed, Commissioners George, Stern, and Springer voting aye.

8. **B. O. 13-54** - Consideration of the appointment of Leslie Lewis to the Fair Board for a three-year term to expire January 24, 2016.

Ms. Tschabold stated that Al Westhoff had approached the Board about six months ago about doing this, but it didn’t seem to be the right time since Ms. Lewis was still a commissioner then. She said that Mr. Westhoff would need to remember that Mr. Springer is his liaison commissioner now and Ms. Lewis would be in a different role as a committee member than she has been in the past. Mr. Springer stated that he has tremendous respect for Mr. Westhoff and Ms. Lewis has done a lot of work on the fair, so it would be good to keep her involved. Ms. George said that she appreciates Ms. Lewis’ passion and ability to make things happen, and she supports the request.

Mr. Springer moved approval of item D(8). The motion passed, Commissioners George, Stern, and Springer voting aye.

9. **B. O. 13-55** - Consideration of the reappointment of Colin Armstrong to the Yamhill County Foundation for a three-year term to expire December 31, 2015.

Ms. Stern explained that the Board is responsible for appointing some of the members of the foundation, but there isn’t much interaction between the foundation and county government. Ms. George moved approval of item D(9). The motion passed, Commissioners George, Stern, and Springer voting aye.

E. PUBLIC HEARINGS:

1. Consideration of the proposed “Blue Sign Policy” for tourist- and business-oriented directional signs on county roads, as continued from January 3, 2013, at the point of Deliberation. *[Rescheduled for Board discussion on January 28, 2013, 2:00 p.m., Commissioners’ Office Conference Room.]*

F. **ANNOUNCEMENTS:**

1. For information on county advisory committee vacancies, please refer to our website, www.co.yamhill.or.us, or call the Board of Commissioners' office: 503-434-7501 (from McMinnville) or 503-554-7801 (toll-free from Newberg).

The meeting adjourned at 11:25 a.m.

Anne Britt
Secretary

YAMHILL COUNTY BOARD OF COMMISSIONERS

Chair KATHY GEORGE

Commissioner MARY P. STERN

Commissioner ALLEN SPRINGER