

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 February 21, 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; Rick Sanai, County Counsel; Christian Boenisch, Deputy County Counsel; Manuel Campos, Human Resources; Mike Kemper, Code Enforcement Officer; Sherrie Mathison, Solid Waste Coordinator; Brian Van Bergen, County Clerk; and Nathalie Hardy, News-Register.

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

B. AGENDA:

Minutes

1. Consideration of approval of the following minutes:
 - a. **B. O. 13-89** - November 5, 2012, informal session;
 - b. **B. O. 13-90** - November 26, 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. 13-91** - Consideration of ratifying the change of status of Lindsey Palmer to extend temporary full-time employment in the Juvenile Department, retroactive to February 15, 2013, through May 23, 2013.

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

3. **B. O. 13-92** - Consideration of modifying the Health & Human Services personnel management roster to delete a .25 FTE Office Specialist 1 position and add a .25 FTE Office Specialist 2 position in Adult Behavioral Health.

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

4. **B. O. 13-93** - Consideration of the employment of Nancy Winn as Data Analyst in Health & Human Services, regular full-time, Range 17, Step 2, effective February 25, 2013.

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

5. **B. O. 13-94** - Consideration of the employment of Olga Anderson as bilingual Office Specialist 2 in HHS Family & Youth, regular full-time, Range 7, Step 3, effective March 1, 2013.

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

Contracts/Grants

6. **B. O. 13-95** - Consideration of ratifying Amendment #14 to the 2011-13 Financial Assistance Agreement #135583 between HHS and Oregon Health Authority to add \$1860 to the Public Health Emergency Preparedness program, retroactive to February 6, 2013.

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

7. **B. O. 13-96** - Consideration of authorizing HHS Adult Behavioral Health to apply for a two-year Federal Bureau of Justice Assistance Category 2 Enhancement Grant to transform the Family Drug Court into a court targeting high-risk female offenders with children, \$180,000.

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

Fees

8. **B. O. 13-97** - Consideration of authorizing the Clerk's Office to charge the following fees:

- a. \$20 to waive the three-day waiting period between the issuance of a marriage license and the wedding ceremony;
- b. \$25 to amend a marriage license.

Brian Van Bergen stated that Yamhill County allows the waiting period to be waived, as do many other counties in Oregon, but it doesn't currently charge a fee to do so. He stated that the state form for marriage licenses doesn't allow for lengthy names, so sometimes people make a request to amend the license. Ms. Stern moved approval of item B(8). The motion passed, Commissioners George, Stern, and Springer voting aye.

9. **B. O. 13-98** - Consideration of a proposal from the Clerk's Office to accept debit and credit card payments. *[Approved in concept.]*

Mr. Van Bergen stated that he is currently investigating a number of third-party solutions, but doesn't want to pursue it too far until he knows that the Board approves of the concept. He

said that most of the vendors he's talked to charge a set fee for the transaction plus a percentage-based transaction fee, and the customer would be notified of the fees at the time of the transaction and given a chance to accept them. He stated that these third-party convenience fees would be in addition to the existing fees charged by his office. He added that the progression toward e-reporting will necessitate electronic transfers as well, which are different than debit and credit card payments. Laura Tschabold stated that the county is currently solidifying changes to its new banking services contract and might be able to accommodate some of Mr. Van Bergen's needs within that.

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

Mr. Van Bergen stated that he is also investigating the possibility of requesting authority from the Board to keep small overpayments from customers rather than having to mail out refund checks, which is not always a wise use of county resources.

C. OLD BUSINESS:

1. **B. O. 13-99** - Consideration of adoption of a policy regarding tourist- and business-oriented directional signs on county roads

Ms. George stated that the fee schedule and the application form would be separate documents, not adopted as part of the policy. Ms. Tschabold said that the fee schedule would come before the Board later for consideration. Ms. George 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. 13-100** - Consideration of the change of status of Jeffrey Donahoo to Deputy Sheriff in the Sheriff's Office Patrol, retroactive to February 9, 2013.

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

2. **B. O. 13-101** - Consideration of the change of status of Justin Schwartz to Corrections Deputy in the Jail, retroactive to February 9, 2013.

3. **B. O. 13-102** - Consideration of declaring a 2002 Zodiac 558 boat and trailer as surplus county property to be transferred to the Coast Guard Auxiliary.

Christian Boenisch explained that the Board had authorized transfer of the title to the Coast Guard Auxiliary last July, and the paperwork is now ready to complete the transfer. He said that another zodiac boat had been declared surplus property by the Board in 2010, but this boat was not included in that action, and it needs to be declared surplus before the transfer can be completed. Ms. Stern moved approval of item D(3). The motion passed, Commissioners George, Stern, and Springer voting aye.

4. **B. O. 13-103** - Consideration of approval of Ordinance 881 repealing Ordinance 840 and

discontinuing the practice of electing the Yamhill County Surveyor, effective February 21, 2013.

Rick Sanai provided background information about the issue and stated that the Secretary of State's Office has confirmed that the county simply needs to repeal Ordinance 840 to go to the default position under state law, which designates the surveyor as an appointed position. He said that the Board could pass another ordinance in the future making it an elected position again. He stated that the County Engineer is a licensed professional land surveyor, and Ordinance 881 would not affect his service as the Deputy County Surveyor.

Ms. George stated that the Board had previously granted Dan Linscheid's request to keep the surveyor's position an elected one as a personal favor to him for his last term of office, and his retirement now provides the county with a good opportunity to make it an appointed position.

Mr. Sanai provided the first and second readings of Ordinance 881 by caption only, declaring an emergency. Ms. George moved approval of the ordinance. The motion passed, Commissioners George, Stern, and Springer voting aye.

5. **B. O. 13-104** - Consideration of approval of a contract employee agreement between the Planning Department and Zan Ewing for Environmental Health Specialist services, \$45/hour, effective February 25, 2013, through July 1, 2013.

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

E. **PUBLIC HEARINGS:**

1. Consideration of Code Enforcement Case #I-048-10, Earl Lawson. *[Continued to March 28, 2013.]*

Ms. George opened the public hearing.

Mike Kemper stated that since this case was opened in January 2010, Mr. Lawson has received numerous letters, has been cited twice, and has paid fines. He said that the Solid Waste Advisory Committee had voted unanimously to forward the case to the Board to initiate cleanup of the property. He described the current condition of the property and said that at his most recent visit the previous Friday, he had seen no sign of significant efforts to clean it up.

Ms. Stern stated that the Board could either make findings today or give Mr. Lawson a list of things to accomplish before the hearing reconvenes in four or five weeks. She said that the commissioners had visited the property on Friday and would be hard pressed to not find a solid waste violation, based on what they had seen, so it would be in Mr. Lawson's best interest to take this opportunity to clean up the property.

Mr. Lawson stated that he would prefer the latter option. He noted that he had disposed of 11 five-gallon buckets of oil at the recycling center, but was not given a receipt. He said that the wet ground makes it difficult to get vehicles around the property, but he would do his best to complete the list of tasks. Ms. Stern stated that as long as Mr. Kemper sees substantial progress,

the commissioners would be happy.

Mr. Springer moved to continue the hearing to March 28, 2013. The motion passed, Commissioners George, Stern, and Springer voting aye.

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).

G. EXECUTIVE SESSION pursuant to ORS 192.660(2)(d) to discuss labor negotiations.

The meeting recessed at 10:44 a.m. and reconvened at 11:01 a.m. in the Commissioners Office Conference Room. Present for this portion of the meeting were the three commissioners, Laura Tschabold, Rick Sanai, Brad Berry, Deb Bridges, Nathalie Hardy, and Diana Moffat.

The meeting recessed to executive session at 11:01 a.m. and reconvened at 11:43 a.m. with no final decisions made and the sense of the Board conveyed to Ms. Moffat. The meeting adjourned at 11:44 a.m.

Anne Britt
Secretary

YAMHILL COUNTY BOARD OF COMMISSIONERS

Chair KATHY GEORGE

Commissioner MARY P. STERN

Commissioner ALLEN SPRINGER