

INFORMAL WORK SESSION MINUTES

January 30, 2018 1:30 p.m.

BOC Conf. Room, 434 NE Evans St.

Present: Commissioners Mary Starrett, Richard L. "Rick" Olson and Stan Primozich

Staff: Laura Tschabold, Ken Huffer, Christian Boenisch, Mikalie Frei, Desiree Lundeen, Cynthia Thompson, Carrie Martin, Todd Sadlo

Guests: Nicole Montesano, News Register

Commissioner Starrett called the meeting to order at 1:33 p.m.

A. WORK SESSION: This time is reserved for topics of discussion scheduled for the Commissioners in advance. If a work session is not needed, the balance of the meeting will begin at 1:30 p.m.

1. Work Session – County Administrator Recruitment
 - a. Review and approval of job description.
 - b. Review of compensation information and determination of salary range for recruitment purposes.
 - c. Approval of timing and process for recruitment.
 - d. End of Work Session.

Desiree Lundeen gave a brief overview of the recruitment process and timeline, compared the differences between utilization of internal staff for recruitment process and an external recruitment facilitator; discussed salary range and compensation. Discussion followed. Consensus was reached on the job description. The commissioners discussed whether or not to handle the recruitment internally. After discussion, the decision was made to coordinate the recruitment with existing county staff.

Commissioners discussed the compensation information completed by Ms. Lundeen. After discussion, commissioners agreed to set the salary range at \$149,000 to \$160,000 (depending on experience) for recruitment purposes; acknowledging that a contract will be negotiated with the successful candidate. Consensus of the board to forward agenda item A1 to the consent agenda for formal session on Thursday.

B. DEPARTMENT UPDATES: None

C. PRELIMINARY CONSENT AGENDA: Consensus of the board to forward preliminary consent agenda items C1-C4 to the consent agenda for formal session on Thursday.

Contracts/Grants

1. Approve a change order to the agreement between Yamhill County and Integrity Builders (B.O. 17-365) in the amount of \$46,737 for the renovation of the 621 NE Davis Street building.
2. Approve Amendment #1 to Agreement #149597 between HHS and Vocational Rehabilitation (B.O. 15-398) for job placement services, total not-to-exceed amount of \$1,000,000, retroactive to September 30, 2017. Commissioner Olson requested proof of job retention findings. Commissioner Starrett will provide findings.
3. Approve an agreement between Yamhill County and Strategic Economic Development Corporation of the Mid-Willamette Valley, Oregon (SEDCOR) for economic development services, in the amount of \$294,010, effective January 1, 2018 through December 31, 2019.

Miscellaneous

4. Approve a wage stipend between Yamhill County and LPSCC Coordinator, Ian Davidson in the amount of \$3,125 for fiscal year 2017-18.

D. NON-CONSENT AGENDA ITEMS: (Add to consent agenda or leave off)

1. Discussion of filling the Yamhill County Budget Committee position vacancy.

Consensus of the board to add item D1 to the consent agenda for formal session on Thursday.

2. Discussion of the YCTA Rules of Conduct Ordinance. (YCTA Board of Directors)

Consensus of the board to add item D2 to the YCTA Board of Directors meeting agenda on Thursday, February 1st, 2018.

3. County Counsel update on Yamhelas Westsider Trail findings process.

Mr. Sadlo explained that draft findings will show any potential farming impacts; public hearing will follow findings study. File application for comprehensive plan amendment with Planning Commission; April 1, 2018.

4. Review and discussion of the Doppelt Family Fund Grant. [*Conditionally approved on Thursday, January 25, 2018, (B.O. 18-22)*]

Carrie Martin gave a brief overview of the grant application requirements. (Exhibit A) After some discussion, the consensus was to move forward with the grant application process as already approved by B.O. 18-22.

E. EXECUTIVE SESSION: None.

F. COMMISSIONER UPDATES/ANNOUNCEMENTS: None.

The meeting adjourned at 3:50 p.m.

Carolina Rook
Secretary

2018 Doppelt Fund – Application

GRANT APPLICATION WORKSHEET

The following outline contains all of the information you will be asked to provide in the application. We suggest you prepare your responses in the worksheet below and copy/paste required information into the online application form. (Note: You will need to complete the online application in one sitting; you will not be able to save the information on a partially completed application.)

This worksheet is intended to assist you in filling out the online form. Please note that we will not accept this worksheet as a completed application.

All answers are required on the application. For those questions not applicable to your project or organization, write "N/A" in the text box.

Contact Information

First Name: Carrie
Last Name: Martin
Title: Grants and Special Projects Manager
Email Address: martinc@co.yamhill.or.us
Telephone: 503-474-4991

Organization Information

Organization Name: Yamhill County
Address: 535 NE Fifth Street
City: McMinnville
State: OR
Zip Code: 97128
Organization Website: www.co.yamhill.or.us
Organization Phone Number: 503-434-7501
Facebook Page URL: www.facebook.com/Yamhill-County-Board-of-Commissioners
Organization Mission Statement: NA

Organization's Relationship to Project (e.g. Project/Trail Manager = entity in charge of building and/or operations of project/trail; Friends Group = supporting organization that promotes/programs trail; Other – please describe).

Yamhill County purchased the former railroad corridor from Union Pacific Railroad in November 2017, and is the entity in charge of all development, operations, and maintenance of the Yamhelas Westsider Trail. The County plans to partner with the Friends of the Yamhelas Westsider Trail group for fundraising, on-going maintenance of the trail, and other activities.

Executive/Agency Director Name: Laura Tschabold

Exhibit A

Executive/Agency Director Title: Yamhill County Administrator

Executive/Agency Director Email: tschabold@co.yamhill.or.us

Has your organization partnered with RTC in the past? If so, please briefly describe.

No

Project Information

1. Project Name

Give your project a short name to easily identify it (e.g., Creekside Rail-Trail extension)

Yamhelas Westsider Trail Master Plan

2. Project Endpoints

Be as specific as possible (street intersections, city name, etc.) List the trail endpoints if the grant would support the entire trail.

Yamhill County purchased 12.48 miles of the UPRR corridor, stretching from NW Roosevelt Drive, approximately 0.25 miles north of the City of Cove Orchard, Oregon, to Gun Club Road, approximately 2.5 miles south of the City of Carlton, Oregon. The former UPRR corridor mostly runs parallel to OR 47 (Tualatin Valley Highway). The remainder of the 17-mile corridor extends into Washington County.

3. County/Counties

Yamhill County

4. State

Oregon

5. Name of Any Currently Open Trail(s) Affected

NA

6. TrailLink.com ID#(s)

If one or more of the affected trails are currently open for public use, please locate them on www.trailink.com and copy/paste the TrailLink IDs, 7-digit numbers located on the right side of the page listed with other trail facts under the photo box.

NA

7. Are any portions of the trail project or affected trails considered a rail-trail or rail-with-trail?

Rail-trails are public paths on former railroad corridors. Rails-with-trails are public paths that run parallel to a still-active rail line, either within the railroad corridor or immediately adjacent to it.

Yes, rail-trail

8. What uses are or will be permitted on the trail? Check all that apply.

- a. ATV/OHV
- b. Bicycling
- c. Cross-country skiing
- d. Dogs on leash
- e. Fishing
- f. Geocaching
- g. Horseback riding
- h. Inline skating
- i. Mountain bikes recommended
- j. Snowmobiling
- k. Walking/hiking/jogging/running
- l. Wheelchair accessible
- m. Other: Click or tap here to enter text.

9. What organization or agency maintains or will maintain the trail?

Yamhill County will maintain the trail with assistance from nonprofit organization The Friends of the Yamhelas Westsider Trail.

10. If one or more of the affected trails are part of a larger city/regional trail network, please name and briefly describe the associated trail network.

The Yamhelas Westsider Trail is not part of a larger city or regional network, but it will be conveniently located near the Banks-Vernonia State Trail in Vernonia, Oregon.

11. Project Summary (750 words maximum)

Write a brief description of the project that includes why the work is important and how it would help advance or strengthen trail network connections in your area.

In November 2017, Yamhill County completed the acquisition of a 12.48-mile historic railroad corridor that runs parallel to Highway OR 47, near the City of Yamhill. When complete, the 17-mile trail will offer an active transportation link between two counties and four cities in the heart of Oregon wine country. The future Yamhelas Westsider Trail (YWT) is a multi-modal transportation project envisioned to support regional agricultural and recreational tourism by connecting rural cities, and delivering the first off-highway bicycle, pedestrian, and equestrian path in the Northern Yamhill Valley. The YWT Master Plan will provide a comprehensive and clearly defined roadmap to advance the project from concept to construction-ready, and will: establish non-motorized intra-city transportation connections; offer a much-needed place for citizens to recreate, observe nature, or commute; and provide access to areas outside the corridor, such as commercial retail areas, community facilities, and workplaces. The Master Plan will incorporate broad and significant public involvement, rail-to-trail best practices, alternative design scenarios, trail safety and security measures, trail design guidelines and standards, environmental impact, and implementation measures. The development of a multiphase, actionable Master Plan will guide Yamhill County, community stakeholders, and participating agencies in a process that will enable the project to progress toward engineering and

construction. The Master Plan will be consistent with Yamhill County Transportation Safety Plan and Parks and Recreation Plan, and will ultimately lead to a trail that provides access to all residents of Yamhill County, and accommodates a wide range of user types and abilities.

The YWT Master Plan project will assist the county in designing and planning a trail that meets the following objectives:

1. Safe and convenient transportation choices. The YWT runs parallel to OR 47, and will provide this economically distressed area with safe alternatives to motorized transportation. The county road system currently consists entirely of two-lane roads with no medians. Since 2015, there have been three bicycle-related fatalities due to collision with a motorist. The YWT project will provide strategic infrastructure in heavily trafficked areas, reducing the need for bicyclist/motorist shared roadways, and allowing commuters the option of safely utilizing alternative transportation routes to home, school, and work.
2. Creation of communities. The YWT project provides communities with attractive transportation options that improve pedestrian and bicyclist connections for commuters and recreational users, and support an active and healthy lifestyle. The project preserves a unique historic asset that will be used to create a regional trail system that connects popular recreation sites such as Hagg Lake, Wrex Cruise Park and four (4) communities located in the scenic Yamhill Valley wine country. The area, already a popular destination for cyclists and running events such as the Wine Country Half Marathon and Cycle Oregon races, will provide a more enjoyable, comfortable, and convenient off-street pathway to further enhance bicycling and walking within the region. The YWT project will also encourage healthy lifestyles and active transportation by creating a safe pathway for students in the Yamhill Carlton School District to access the local high school and middle school campuses.
3. Enhance economic vitality. As of 2004, Yamhill County accounted for 38% of the wineries in Oregon. Wine-related activities generate \$1.4 billion of economic value statewide, with 24% of revenues attributable to direct sales from wineries. The YWT project will support economic vitality objectives through enhanced opportunities for tourism and recreation. Based upon a recent study of agri-tourism, completed for Yamhill County in 2009, Yamhill County has experienced tremendous growth in agri-tourism, largely due to the County's international recognition in the wine industry. Despite this growth, Yamhill County is not fully reaping the economic benefits of the agri-tourism industry as witnessed by low per capita visitor spending levels as compared to the state (44% of the statewide average) and other comparable travel regions. One of the barriers to further tourism development identified in the 2009 Agri-Tourism Study is the need for greater transportation access and visitor amenities to increase the length of stays and encourage repeat visits to the area. The YWT creates a regional trail that will connect to local businesses and serve as an additional amenity to visitors.
4. Support traditional farming. The YWT Master Plan will work with local farmers to incorporate

trail design and management practices intended to minimize safety risks and potential impacts to neighboring property owners, protect the public from the possible negative effects of accepted farming practices such as chemical spraying, and make provisions to prevent or minimize trespass in urban and in rural areas, including fencing and signage.

12. Total Project Cost

\$85,000

13. Grant Type Requested

Project Transformation

14. Grant Amount Requested

\$50,000

15. Minimum Grant Amount Acceptable

\$25,000

16. Budget Description

A detailed budget is not required, but rather a brief description of how you plan to use the funds. Please provide any additional information about funds leveraged or use of funds for other match requirements.

The requested \$50,000 in grant funding will be used to engage a sub-contractor experienced in the development of rails-to-trails master plans, and begin the planning process.

17. Organization's Total Operating Budget

Please provide total operating budget for your most recent fiscal year.

\$140,700,000

18. Timeline

Please provide a brief description of the project timeline, including start and end date and any additional information about time sensitivities.

Yamhill County began work on some of the elements contained in the project outline as soon as acquisition of the corridor was completed on November 10, 2017. The following timeline identifies key milestones for the YWT project, including many activities will take place concurrently. The YWT Master Plan project is expected to conclude by December 2018.

PHASE 1: PLAN INITIATION

[2-3 Months]

- 1.1 Hire consultant**
- 1.2 Refine project schedule**
- 1.3 Define purpose, goals, and process**
- 1.4 Identify county staff**

- 1.5 Establish advisory committees; kick-off and public open house
- 1.6 Create project website

PHASE 2: PROJECT FOUNDATION

[3-4 Months]

- 2.1 Site analysis including SWOT
- 2.2 Review land use restrictions
- 2.3 Segment options analysis
- 2.4 Natural environment assessment
- 2.5 Engineering and infrastructure
- 2.6 Draft pedestrian/bicycle strategic plan
- 2.7 Agricultural analysis

PHASE 3: TRAIL DESIGN GUIDELINES

[3-4 Months]

- 3.1 Access, circulation, transportation plan; trailheads; intersections
- 3.2 Mitigation and/or prevention of possible negative impacts on neighboring property owners, farms, and farming practices
- 3.3 Capital improvements; off-street and on-street facilities
- 3.4 Trail signage
- 3.5 Public outreach; demonstration projects
- 3.6 Special design requirements; ADA

PHASE 4: MAINTENANCE, MANAGEMENT & OPERATIONS

[3 Months]

- 4.1 Development alternative infill and redevelopment plans, testing
- 4.2 Economic impact and development
- 4.3 Marketing strategies
- 4.4 Fire and safety protocols

PHASE 5: IMPLEMENTATION

[1-3 Months]

- 5.1 Adoption process, policy and zoning ordinance amendments, public meetings
- 5.2 Responsibilities and partnerships
- 5.3 Cost estimates, phasing, funding

PHASE 6: FINAL PLAN & ADOPTION

[1-2 Months]

- 6.1 Plan review by advisory committee and county staff
- 6.2 Final YWT Master Plan created
- 6.3 Plan presentation to YC BOC
- 6.4 Plan presentation to public

19. Maps and Attachments

Provide a map of your trail or project area. Google Maps is preferred –please provide a link below if applicable.

Click or tap here to enter text.

If a Google Maps link is unavailable, please send a PDF copy, along with any other supporting documentation/images to grants@railstotrails.org. Please put your organization's name in the subject line (as it appears on this form).

20. Additional Information

If necessary, provide any additional comments or links (videos, websites) that support your application.

The Yamhelas Westsider Trail (YWT) Master Plan project is both timely and urgent. This project was initiated more than 10 years ago by a grassroots effort, and has since been endorsed by community groups, businesses, jurisdictional partners, land owners, and neighbors. In November of 2017, Yamhill County completed the acquisition of the 12.48 mile corridor from Union Pacific Railroad. Once finalized, Yamhill County moved directly into facilitating the strategic planning process that will become the YWT Master Plan. Trail proponents and other stakeholders recognize the YWT will not be built in a single construction season, or even multiple seasons. Rather, the Master Plan will establish a methodology and design for a multi-modal transportation and recreation trail that can be constructed as funding and other opportunities are available.

E-signature: Your Name and Title

Laura Tschabold, Yamhill County Administrator