



MARION COUNTY BOARD OF COMMISSIONERS

Management Update Minutes

Monday, May 1, 2017, 9:00 am – 10:00 am

Courthouse Square, 555 Court St. NE, Salem
5th Floor, Suite 5232, Silverton Conference Room

ATTENDANCE:

Commissioner Sam Brentano, Commissioner Kevin Cameron, Jan Fritz, Gloria Roy, Jeff White, Tom Rohlfing, Cindy Schmitt, Mark Riggins, Barb Young, Lisa Trauernicht, Jolene Kelley and Kenna West as recorder.

Absent: Commissioner Janet Carlson.

Jan Fritz called the meeting to order at 9:02 am

INFORMATIONAL

Proposed road vacation of unnamed road extending south from Anna Lane NE

Summary of Presentation:

- When roadway vacations are completed there are a number of statutory requirements;
- One such requirement is to complete a public hearing unless 100% of the adjacent properties agree to the vacation, at which point a public hearing is not required;
- Previous board direction was that a public hearing should always be held;
- This is an example of a vacation that would not require a hearing due to 100% of adjacent property owners being in agreement;
- The road to be vacated is a remnant of a prior unnamed road;
- This remnant was left from the 1931 alignment because of a barn on the property;
- That barn has been torn down and there is no longer a building on that spot;
- The land is now being used as a side yard;
- Fee assessment was recalculated recently and road vacation fees were reset to \$2,500, although the actual cost is between \$4,000 and \$5,000 each and a large portion of that costs is the public hearing advertising;
- The public hearing advertising costs around \$1,000; and
- With 100% of the adjacent property owners in agreement, they would prefer to extend that advertising cost; and
- Public Works would recommend that this particular vacation proceed without a hearing due to their extensive contact with adjoining and interested property owners and the 100% agreement with the vacation.

Board Discussion:

- Once the roadway easement is vacated, the land upon which the road sat will attach to the property;
- The roadway easement would no longer be available for public use;
- There is no value to that easement;
- In future similar situations, come to Management Update and clearly state that it is Public Work's recommendation to not proceed to public hearing due to the circumstances;
- Include the documentation confirming the 100% agreement of the adjoining property owners; and
- Proceed without public hearing in this case.

Tax Foreclosed Real Property Private Sale Update

Summary of Presentation:

- Three pieces of property being discussed were previously brought to Management Update for discussion;
- All three are valued at under \$15,000 and non-buildable which allows county by policy to sell them by private bid to adjoining property owners;
- All adjoining property owners were notified and on each property the county received only one bid;
- The bids were from the people that had previously expressed interest in the property;
- The first property was valued at \$12,000 with a minimum bid of \$1,169.05:
 - That is the amount of past due taxes on the property and is what is required to list as the minimum; and
 - There was a bid of \$3,001 received.
- The second property was valued at \$8,500 with a minimum bid of \$5,578:
 - A bid of \$5,580 was received.
- The third property was valued at \$7,810 with a minimum bid of \$799:
 - A bid of \$800 was received.
- All bids were received with checks in hand;
- All, except one, will be on Wednesday's Board Session for final sale approval; and
- The other one will need approval of an easement prior to the final sale approval.

Board Discussion:

- Proceed as discussed above.

Legislative Update

Summary of Presentation:

- HB 2176 – Authorization of funds for sobering center;
- Justice Reinvestment legislative date is Wednesday;
- SB 200 – relating to retirement credit for periods of service;
- SB 201 – relating to salary of employees of universities;
- SB 214 – related to eligibility of post-doctoral scholars for retirement;
- SB 559 – relating to the calculation of final average salary;

- SB 560 – redirects the 6% of the member contribution from the IAP to member's pension account;
- SB 712 – relating to credit for period of disability;
- Finance Director is carefully monitoring these bills; and
- SB 468 – email to Barnhart's office requesting a public hearing and work session on the bill.

Housing Authority Update

Summary of Presentation:

- Section 8 program has a contract worker assisting with the work and solving some of the issues that have come to light during the transition:
 - Contract worker also working on office procedures and training to aid staff in following the appropriate protocols;
 - HAB is the software being used by the Housing Authority;
 - The software keeps track of all clients, lease-ups, procurement, maintenance, etc.;
 - There was a training on this software last week for those working in Section 8;
 - More than one year ago (February 2016) an RFP was put out for project based vouchers to put them on properties;
 - Believes there was one response at the time, but have since found there were two responses;
 - No follow-up was performed on these RFPs and the protocols required by HUD were not followed;
 - Now working with HUD to restart the process to complete the final steps and get the project based vouchers to the properties;
 - If unable to restart the process, then will be required to restart the entire RFP process; and
 - If the county does not use the housing vouchers, then HUD takes them back.
- County owned property has a temporary employee working to get the property leased-up:
 - Issues include the need to update procedures and protocols at the Housing Authority;
 - Rules require that protocols be followed, but those protocols are significantly out of date, so if follow them will not be following the law;
 - If don't follow them then will also not be following the law;
 - Coordinating updating of the protocols to bring into line with the current laws;
 - Several properties have been lease-up and several more in the process to be leased up in the near future;
 - Another issue involved maintenance stating the property was ready when it was not because it needed something major such as a stove;
 - There has been daily improvement, but have lost some of the prospective tenants because they were leased-up somewhere else while our system was languishing;
 - Another issue is that we don't have enough eligible tenants due to our rents being too low for the clients to qualify;

- To fix the problem Housing is looking at new property managers to address these problems in the farm worker housing property;
- There is a bit of a delay due to additional paperwork being required by USDA; and
- Just the management of the farm labor housing would be handled by Evolve Company.
- Finance side of the office:
 - Grove Mueller is on-site completing a financial audit;
 - Not a lot of oversight at the moment, so looking forward to the audit results to put in place appropriate protocols;
 - Currently all looks good and the county Finance Department is reviewing all checks to make certain there is dual control on payments;
 - Still look forward to the audit results to make certain all protocols are appropriate;
 - RFPs were put out last year then one put out in January;
 - The RFP put out in January may need to be redone because the number of responses is unknown and not tracked well;
 - Grants from last year include Myer Memorial Trust for \$50,000 and \$30,000 from OHCS which is for a consultant to look at staffing needs;
 - Telephone conference with Nan McKay last week; and
 - They are a consulting firm and are the national standard in housing.
- Office Dynamics:
 - Improving daily;
 - Staff are guarded with what they do and the information they have; and
 - Working on morale and teamwork.
- Letter from the National Affordable Housing Association regarding a Public Broadcasting episode on public housing discussed; and
- Scheduling a meeting with Salem Housing Authority and West Valley Housing Authority to discuss moving forward on a Regional Housing Authority.

Communications Update

- The public information officer provided a communications outreach update; and
- CCTV now has the capability to have a live stream Facebook page at the same time as Board Session and Commissioners would like to incorporate this into their communication plan.

COMMISSIONERS' COMMITTEE ASSIGNMENTS AND UPDATES

- Commissioner Brentano:
 - Goal is to have all department's Continuity of Operations Plan updated and completed by the first of the year; and
 - Want to offer City of Salem some assistance in the lawsuit for the Third Bridge and work with Polk County and City of Keizer on this matter and provide perhaps \$50,000 in financial support.
- Commissioner Cameron:

- Met with James LaBar and Regional Solutions regarding a regional plan for the Urban Growth Boundary;
- Attended presentations by the candidates for the Economic Development Coordinator position;
- Met with a representative from Salem Bike Share;
- Attended the United Way Executive Session;
- Attended the Governor's Re-entry Council business implementation meeting;
- Attended the Santiam Awards event; and
- Attended the Aurora Airport meeting and discussed the fact that the airport is on the top of the list of violations and are on a black list for any FAA funding.

Adjourned at 10:13 am

COMPLETED BY: **Kenna West**

Reviewed by: Sarra Sparks