



MARION COUNTY BOARD OF COMMISSIONERS

Management Update Minutes

Monday, June 15, 2020, 9:00 a.m.

Courthouse Square, 555 Court St. NE, Salem
5th Floor, Suite 5231, Commissioners Boardroom

ATTENDANCE:

Commissioners Colm Willis, Sam Brentano, and Kevin Cameron, Jan Fritz, Laurie Steele, Jane Vetto, Brian Nicholas, Scott Norris, Colleen Coons-Chaffins, Daniel Adatto, Debbie Gregg, Larry Tillford, Tamra Goettsch, Dan Danicic, Kent Inman, Russ Dilley, Jason Schneider, Barb Young, Lisa Trauernicht, and Kristy Witherell as recorder.

Jan Fritz called the meeting to order at 9:00 a.m.

INFORMATIONAL:

Discuss Scotts Mills Dam Removal, Joint Permit Application Process

- Brian Nicholas

Summary of presentation:

- Commissioner Willis had asked for more information on this item;
- Mr. Nicholas spoke with the property owner across the river regarding the dam removal; and
- His position has not changed:
 - He prefers it stays; and
 - He does not intend to sign off on anything.

Board discussion:

- Commissioner Willis went out to Scotts Mills and spoke with folks about removing the dam:
 - Everyone was against the dam removal; and
 - Commissioner Willis is not supportive of the dam removal.
- Commissioner Brentano is not supportive of the dam removal;
- The commissioners would like to look into dredging behind the dam for more flow, so the water is not stagnant:
 - It would take a joint permit application to dredge the dam.
- There may be an interest in reconnecting the fish ladder; and
- Mr. Nicholas will reach out to the watershed council and let them know that the county is not interested in supporting the dam removal.

Review Proposed License and Encroachment Agreement for Scotts Mills Park

- Brian Nicholas, Scott Norris

Summary of presentation:

- Last year, the property owners that own the residential property on the north boundary of Scotts Mills Park let park staff know that they are interested in building a fence;
- The property line between the residence and the park was surveyed:
 - It was discovered that the house was not built with a setback of the park; and
 - Legal Counsel has been looking into options to provide to the property owners to help give some reasonable access to the back of their property.
- The property owners have complained about people coming up on their deck or coming up on their yard;
- This park is encumbered by Land and Conservation dollars, so the county cannot convey any real property rights to the property owner without going through a very lengthy federal process;
- May be able to issue a license and encroachment agreement:
 - Would allow the property owners to occupy a section of the property;
 - Would give them a 12-foot section;
 - Could install landscaping and non-permit features; and
 - If they ever sold their property, the agreement would expire.
- The property owner has pushed landscaping into the park:
 - The landscaping and rock will need to be moved back onto their property.

Board discussion:

- The commissioners agree with offering the license if they remove the landscaping.

Discuss Access Permits for the Trudeau Property in the City of Donald

- Dan Danicic

Summary of presentation:

- In 1999, Mr. Trudeau submitted an application for a driveway permit for his property on Butteville Road;
- Mr. Trudeau began construction of the two driveway accesses onto Butteville Road;
- He put in a culvert and gravel in a ditch and stopped construction for many years;
- There was an existing fence with no gate installed;
- Last year, a Public Works employee noticed that pavement work was beginning to start on the property again;
- Public Works put a stop work notice on the fence and asked Mr. Trudeau to come into the office to discuss the construction on his property;
- The driveway permit is good for one year:
 - A six month extension is approved when needed.
- Mr. Trudeau was upset that his permits had expired:

- He believed that they were still valid and sued the county; and
- The circuit court sided with the county.
- Mr. Trudeau submitted another application for a driveway permit:
 - Public Works deemed that the application was not complete and attempted to contact Mr. Trudeau for more information, which he has not given.
- As of today, he has no land use approvals to do anything on his property;
- Public Works would like to have the applicant build their driveway access on Oak Street, instead of Butteville Road, due to traffic safety issues;
- The parcel was subdivided into three parcels in 1992;
- The applicant has an attorney and would like to speak with a state representative or a commissioner;
- The property is zoned Industrial; and
- The attorney for the applicant was considering submitting an application for rezoning the property.

Board discussion:

- Mr. Trudeau called Commissioner Cameron regarding the issue;
- If there is a land use application, it will give the county the opportunity to apply their criteria to and provide meaningful comment on the application; and
- Commissioner Cameron will call Mr. Trudeau to advise him in applying for a land use permit.

Discuss Marion County Leasing Policies and Procedures Update

- Colleen Coons-Chaffins, Larry Tillford

Summary of presentation:

- The purpose of this new policy is to standardize leasing within the county;
- It will help collect the appropriate data and gather the proper approvals for the process; and
- Mr. Norris stated that it was up to the board whether to exclude or include language in the procedures regarding religious organizations and political parties:
 - The proposed policy will leave leasing to religious and political parties silent.

Review Fiscal Year 2019-20 Third Supplemental Budget Request

Debbie Gregg, Daniel Adatto

Summary of presentation:

- This is the last opportunity to make any budget adjustments for the fiscal year;
- This request is a \$3.5 million increase to the budget;
- There are 13 funds that are modified;
- As part of local budget law, the county has to put in the public notice any funds with any changes in expenditures greater than 10 percent:
 - The Law Library had expenditures greater than 10 percent due to remodeling.

- General Fund:
 - Assessor's Office:
 - General Funds request for \$17,575 for supplies to set up a new GIS cartographer position; and
 - Increased expenditures related to the ORMAP grant.
 - District Attorney's Office:
 - Reallocating \$43,500 in Personnel Services to cover increased costs to Materials and Services for three programs:
 - Adult Prosecution;
 - Victim Assistance; and
 - Juvenile Enforcement.
 - Juvenile Department:
 - Requesting \$21,000 for new bunkbeds for the Guaranteed Attendance Program.
 - Sheriff's Office:
 - Reallocating \$200,000 in Personnel Services to Materials and Services for contracted consulting services for their records management system/jail management system.
 - Treasurer's Office:
 - Using Materials and Services to help increase their budget appropriation for Personnel Services by \$3,500 to make sure there is not an over expenditure in that category.
 - Transfers Out:
 - Capital Improvement Project increased \$468,572 for various remodeling and equipment expenditures;
 - Public Works Fund for \$200,000 for the county-wide radio communications engineering plan; and
 - \$12,000 moved to Central Services to purchase custodial floor equipment.
 - Contingency was decreased \$707,749 to offset the expenditures.
- Central Services:
 - Information Technology:
 - Reallocating \$140,000 from Personnel Services to Materials and Services, for contracted services for temporary contracted staff to help with capital improvement projects.
 - Finance Department:
 - Reallocating \$10,000 in Personnel Services to Materials and Services for temporary staffing in accounts payable and purchasing tablets for staff.
- Community Services:
 - Lottery and Economic Development Fund:
 - Increase of \$2,500 from a special program donation received in 2019-20.
 - Materials and Services, Contracted Services, decreased by \$628,000 and Contingency decreased \$221,000 to cover \$851,000 in special payments to small businesses to assist in the COVID-19 emergency.

- District Attorney's Office:
 - Intergovernmental Federal revenues increased \$25,000 for additional funding from the Oregon Department of Justice.
- Health and Human Services:
 - Intergovernmental Federal and State increased for two new public health program elements related to COVID-19 response:
 - One federal grant for \$238,000 for COVID-19 emergency prep; and
 - One state grant for \$209,000 for the local public health authority for COVID-19.
 - Charges for Services increased by \$16,000 for a new PacificSource COVID grant;
 - Personnel Services increased \$378,000 for the COVID-19 related funding streams and 20 temporary employees, such as contact tracers;
 - Materials and Services increased \$61,000 for additional materials related to COVID-19; and
 - Capital Outlay increased \$16,736 for a records storage system; and
 - Remaining funding was allocated to Contingency.
- Juvenile Department:
 - Materials and Services increased \$32,000 for the following
 - \$15,000 for additional furniture and supplies needed for the new Juvenile Services Building;
 - \$13,000 in repairs and maintenance at the Fresh Start Market;
 - \$4,100 in rentals for a firewood processor machine; and
 - Contingency was decreased to cover the increased expenditures.
- Legal Department:
 - Personnel Services of \$2,239 was reallocated for costs associated with the relocation of the Law Library to the Courthouse;
 - Materials and Services increased \$16,000 for moving costs;
 - Capital Outlay increased \$62,000 for remodeling costs; and
 - Contingency was decreased \$76,000 to cover the increased expenditures.
- Public Works:
 - General Fund Transfers of \$200,000 is for a county-wide radio communications plan;
 - Materials and Services, Contracted Services, increased \$200,000 for the radio program;
 - Transfers Out to Fleet Management Fund increased \$10,000 for the purchase of two used vehicles; and
 - Contingency was decreased to cover the vehicle transfers.
- Land Use Planning Fund:
 - Personnel Services of \$19,000 was reallocated to Materials and Services to purchase new computers for new employees:
 - Reconfiguration of work areas due to COVID-19; and
 - Additional advertising costs.

- Parks Fund:
 - Other Fund Transfers from the Stormwater Management Fund for the purchase of a pickup;
 - Personnel Services of \$15,000 was reallocated to Materials and Services, Contracted Services, for temporary workers;
 - Transfers Out increased for a transfer to the Environmental Services Fund for the purchase of a three quarter ton pickup; and
 - Contingency was reduced to cover the remaining expenditures.
- Surveyor Fund:
 - Materials and Services increased to purchase risers for field work and for engineering and construction software subscriptions; and
 - Contingency was reduced to cover expenditures.
- Environmental Services Fund:
 - Charges for Services increased \$700,000 for increased volume at the Salem-Keizer Transfer Station and the North Marion Transfer Station;
 - Other Funds Transfer increased \$15,500 for the purchase of a vehicle;
 - Materials and Services increased \$800,000 for the following:
 - \$700,000 for transfer station contract expenses due to increased volume; and
 - \$100,000 in leachate disposal for increased volume being disposed to bring the pond level down.
 - Contingency was reduced to cover the increased expenditures.
- Stormwater Management Fund:
 - Personnel Services decreased \$25,000 and was reallocated to Materials and Services for increased sweeping and vegetation management;
 - Transfers Out increased \$14,455 for an additional vehicle transferred from the Parks Fund; and
 - Contingency was decreased to cover the transfer.
- Fleet Management Fund:
 - Increase in Other Fund Transfers of \$10,900 from the Public Works Fund for the transfer of two used vehicles.
- Sheriff's Office:
 - Community Corrections Fund:
 - Intergovernmental State increased by \$20,000 due to a contract with the Oregon Department of Corrections;
 - Personnel Services increased due to Justice Reinvestment Initiative Grant being adjusted to match actual expenditures;
 - Materials and Services, Contracted Services, increased due to the Justice Reinvestment Initiative Grant for a contract with Bridgeway Services for substance abuse;
 - Transfers Out increased due to Justice Reinvestment Initiative Grant funds moving from Community Corrections Fund to the Sheriff Grants Fund; and

- Contingency was decreased to cover the remaining expenditures.
 - Sheriff Grants Fund:
 - Intergovernmental State increased due to contracts for services with the Oregon State Hospital and the Oregon Department of Forestry;
 - Other Funds transfer increased due to a transfer in from the Community Corrections Fund for the Justice Reinvestment Initiative Grant;
 - Personnel Services increased for contracted services with the Oregon State Hospital and the Oregon Department of Forestry; and
 - Materials and Services increased due to the Justice Reinvestment Grant for janitorial supplies and a new contract with the Oregon Department of Forestry for the purchase of a new trailer.
- Non-Departmental:
 - Non-Departmental Grants Fund:
 - Intergovernmental Federal revenue increased \$110,000 for Secure Rural Schools and resources were allocated to Unappropriated Ending Fund Balance.
 - Self-Insurance Fund:
 - Materials and Services increased \$100,000 for unanticipated worker's compensation claims; and
 - \$60,000 in additional legal services provided.
- Capital:
 - Facility Renovation Fund:
 - Other Fund Transfers increased \$1.2 million for the Juvenile Services Building;
 - Capital Improvement Projects Fund:
 - General Funds Transfer increased \$456,438 for new and modified projects;
 - Capital Outlay increased \$476,438 for the following projects:
 - Human Resources Remodel;
 - IT Server and HVAC replacement;
 - eLogic training modules;
 - Clerk elections envelope printer;
 - Courthouse furniture;
 - Courthouse Square HVAC Unit replacement;
 - Transition Center alarm upgrade; and
 - Juvenile Administrative furnishings.
 - Transfers Out to the Facility Renovation Fund increased \$1.2 million for the Hail and Detention Door Locks Project for future capital costs; and
 - Future Expenditures decreased to cover the transfers and increased project costs.
- The public hearing will come before the board this Wednesday at Board Session; and

- The total revised budget is \$478,723,801.

Review Community Development Block Grant Program Cooperation Agreements

- Lisa Trauernicht

Summary of presentation:

- The county will need to have agreements with each of the cities to participate;
- It does not obligate any funds;
- With the agreements, the county will receive funding allocations based on that cities' population;
- All of the cities, except for Salem, has opted in to participate:
 - The City of Salem is not eligible to participate.
- Ms. Goettsch is setting up a meeting with all of the cities on June 23rd to go over the agreement;
- Ms. Trauernicht needs to have the agreements returned to the U.S. Department of Housing and Urban Development (HUD) by July 24th;
- The agreement is for three years and is automatically renewed after the county is approved by HUD;
- Per HUD regulations, the chief administrator of the county and the cities are the ones that sign the agreements; and
- The order before the board at Board Session on Wednesday authorizes Ms. Fritz to sign the agreements.

COVID-19 Update:

Summary of presentation:

- Community Services is working with SEDCOR to put in an Economic Development Grant Administration (EDA) grant;
 - They are expanding their relationship with Technology Association of Oregon;
 - They are writing a letter of support to expand technology in the agricultural sector:
 - The economic development staff is willing to work with SEDCOR to connect farmers to technologists from around the country.
 - It is COVID related; and
 - Community Services will track their COVID time.

Meeting adjourned at 10:30 a.m.

COMPLETED BY: **Kristy Witherell**
Reviewed by: *Joanna Ritchie*