



# Management Update summary Minutes

OREGON

**January 14, 2025. 9:30 AM**

Courthouse Square, 555 Court St. NE, Salem  
5th Floor, Suite 5232, Commissioners Board Room

## ATTENDANCE:

**Commissioners:** Kevin Cameron, Danielle Bethell, and Colm Willis.

**Board's Office:** Jan Fritz, Matt Lawyer, Trevor Lane, Jon Heynen, Chris Eppley, Skylar Stangeland, Chad Ball, and Alvin Klausen.

**Legal Counsel:** Steve Elzinga.

**Assessor's:** Tom Rohlffing.

**Public Works:** Brian Nicholas, Greg Walsh, Brian May, Andrew Johnson, Dennis Mansfield, Lani Radtke.

**Health and Human Services:** Christina Bertschi, Alisa Zastoupil, and Ryan Matthews.

**Community Services:** Steve Dickey.

**Finance:** John Carlson, and Toby Giddings.

**Information Technology:** Gary Christofferson.

Jan Fritz called the meeting to order at 9:30 a.m.

## INFORMATIONAL:

### **1. Environmental Health Licensing of Mobile Unit**

-Alisa Zastoupil, Ryan Matthews

#### ***Summary of Presentation:***

- A mobile food unit began operations May 2023:
  - Was initially compliant with food sanitation rules, which require all food service and production to be contained within the mobile unit.
- During an inspection, December 2023, it was discovered a shed was built with food prep done there, violating the rules.
- Operator later added a walk-in cooler with beer taps, effectively converting it into a bar operation.
- The county cited the operator multiple times for violating the requirement that all food service be contained within the mobile unit.
- The board discussed options, including sending a letter to OLCC recommending they review the operator's liquor license in light of the food code violations.
- The original Oregon Liquor and Cannabis Commission (OLCC) permit was for the mobile unit, but all alcohol sales now go through the bar:
  - Not allowed under the food rules.

#### ***Board Direction:***

- Send a letter to OLCC recommending a review of the liquor license in light of food code violations.

## **2. Aerial Imagery for GIS Imagery Data**

-Tom Roling

### ***Summary of Presentation:***

- The county captures ortho (straight down) and oblique (angled) aerial imagery on a 2-year cycle since 2016, using a state master service agreement with Eagle View (formerly Pictometry).
- The state's master agreement has expired, and the state is transitioning to a new vendor, Desk Geo, for a master service agreement that counties can utilize.
- The county conducted a request for information, but received no valid responses, leading them to propose sole sourcing the contract with Eagle View to maintain the 2-year imagery update cycle.
- Concern that switching vendors could impact the county's ability to use the historical oblique imagery data, which has been valuable for departments like emergency management.

### ***Board Direction:***

- The BOC are good to proceed with Eagle View on the consent agenda.

## **3. Emergency Management Performance Grant with Oregon Department of Emergency Management**

-Brian Nicholas

### ***Summary of Presentation:***

- Annual grant from the Oregon Department of Emergency Management (OEM) provides funding to help stabilize and maintain the county's emergency management program.
- The grant requires a county match, which is budgeted in the Road Fund as in-kind contributions for staffing and other program costs.
- Supports staff, training, and conferences.

### ***Board Direction:***

- The BOC are good to proceed with agreement on the consent agenda.

## **4. North Marion Recycling & Transfer Station Concrete Repair**

-Ryan Crowther

### ***Summary of Presentation:***

- The concrete deck where customers drop off materials, has significant wear and tear:
  - Holes nearly down to the subgrade in some areas.
- This \$39,743.75 project will remove and replace 6,400 sq ft of full-depth concrete, including new rebar and 5,000 PSI concrete.
- The board noted that with recent changes to North Marion operations, there may be less wear and tear going forward, potentially resulting in spreading out these types of repairs.

### ***Board Direction:***

- The BOC is good to proceed.
- Any changes or temporary closures must be communicated to the public.

## **5. Shaff Road ADA Improvements**

-Ryan Crowther

### ***Summary of Presentation:***

- This \$88,000 project will install American Disability Act (ADA) ramps at the intersections of Fern, Evergreen and Douglas on Shaff Road in Stayton.

- Part of the ADA transition plan is completing the ramps before road resurfacing can occur on Shaff Road.
- The board discussed the timing of the ramps in relation to potential collaboration with the city of Stayton on additional improvements, as the middle school is located in that area.

**Board Direction:**

- The BOC is good to proceed.

**6. IT Service Agreement with Paradigm Software for Solid Waste Management System**

-Brian May

**Summary of Presentation:**

- The current solid waste management software, developed internally, is becoming increasingly difficult and costly to maintain:
  - Remote connectivity challenges at the various transfer station sites.
- Paradigm Software is cloud-based, improving data synchronization and accessibility across the sites, which currently rely on poor cellular connectivity.
- The 5-year agreement includes \$381,000 in the first year:
  - For licensing, customization, and implementation.
- The next four years it is \$202,000:
  - For support services, web hosting, and cloud backup and weigh pay services.

**Board Direction:**

- The BOC is good to proceed.
- Need to track year to year increases in cost.

**7. Emergency Operations Plan Grant with Oregon Department of Emergency Management for Emergency Operation Planning Services**

-Greg Walsh

**Summary of Presentation:**

- \$82,000 grant from the state funds the county's efforts to update emergency operations plans for all cities within Marion County.
- Many of the existing city plans are over 10 years old and need to be brought into alignment with the county's emergency operations plan.
- Contract with Alliance Services Group, which has worked with Marion County and the local communities, to facilitate the plan updates:
  - Will ensure the cities' plans are compliant with National Incident Management System requirements.
  - Make them eligible for improvement grants.

**Board Direction:**

- The BOC is good to proceed.

**8. Mobile Crisis Services**

-Debbie Wells

**Summary of Presentation:**

- Removed from the agenda.

**Board Direction:**

- N/A

## **9. PacificSource Community Solutions Share Initiative Memorandum of Understanding (MOU)**

-Debbie Wells

### **Summary of Presentation:**

- \$135,200 initiative:
  - Funded by a \$100,000 grant from PacificSource.
  - \$35,200 for transportation resources.
- Provides tenant education classes and barrier removal funds for individuals experiencing homelessness.
- Work in partnership with the Marion County Housing Authority to provide background checks and connect participants to housing opportunities.

### **Board Direction:**

- Collaborate with the city of Salem as overlapping populations are served by both.
- The BOC is good to proceed.
- Funds to be used for program needs and not administrative costs.

## **10. Tax Account 535516 Update**

-John Carlson

### **Summary of Presentation:**

- This account was created in error, separating a 20-foot by 500-foot parcel from a larger property owned by Jan Hayes (tax account 535512).
- Surveyor confirmed the error, and the parcel can be added back to the original tax account.
- This will be a \$0 claim deed, as the county is simply correcting the tax account to match the original property boundaries.

### **Board Direction:**

- The BOC is good to proceed.

## **11. Medical Examiner Office Relocation & Remodel**

-Tamra Goettsch

### **Summary of Presentation:**

- The office will be moved to the Logan buildings of the Center Street campus:
  - Space adjacent to the juvenile services facilities.
- The \$454,000 remodel will provide upgraded facilities:
  - A full restroom, shower and a stainless steel cleanup area.
- Ensure construction standards are met and that there is no interaction between the medical examiner's operations and juvenile services.

### **Board Direction:**

- The BOC is good to proceed.

## **12. Church at the Park Project Location Discussion**

-Steve Dickey

### **Summary of Presentation:**

- Previous \$250,000 grant awarded was for equipment and a meal delivery vehicle at the Turner Road location.
- Opportunity arose for a 6,465 sq ft space at the Catholic Community Services facility on Portland Road:
  - Offers more space for a commercial kitchen and vocational training.
- The location is under a 20-year lease with a 10-year extension option.
- Board concerned with investing funds in a facility the organization does not own.

### **Board Direction:**

- The BOC requested to review the lease agreement to ensure protections are in place.

## **13. Board Session Agenda**

-Commissioner Bethell

- Discussed which should be placed on the consent versus action agenda.
- Factors considered:
  - Detail level required, potential issues that may require board discussion, and the routine nature of some contracts and agreements.
- Aim to use the consent agenda for more straightforward items to streamline the process.
- Action agenda will be for more in-depth review and deliberation.

### **Board Direction:**

- The BOC is good to proceed.

## **14. Legislative Update**

-Alvin Klausen

### **Summary of Presentation:**

- The board discussed various bills and legislation, including a bill to restructure all counties with 5 non-partisan commissioners.
- There are 3000 bills, and relevant ones will be sent to departments for review.
- A bill requires commissioner representation on the CCO board.
- The board would like to stay engaged in the legislative process, providing feedback on bills that impact the county, and collaborating with organizations like AOC to advocate for county interests.

### **Board Direction:**

- Send 5 non-partisan commissioner bill to the Oregon Association of Counties (AOC) for review.
- The BOC supports language that will allow a county employee to be appointed rather than a commissioner for the CCO board

## COMMISSIONERS' COMMITTEE ASSIGNMENTS and UPDATE

### **Commissioner Danielle Bethell**

- Met with Michael Couch, Crossroads Communities:
  - Connected him with county and Marion County Housing Authority (MCHA) projects.

- Met with Salem Housing Authority (SHA), MCHA, Polk County Commissioner Jeremy Gordon, Salem Mayor Julie Hoy:
  - Discussed challenges of SHA's first housing model.
- AOC.
- Salem Chamber event The Path Forward.
- State of the State.
- Swearing in of Mayor Julie Hoy.

**Commissioner Kevin Cameron**

- Western Interstate Region (WIR)
- O&C counties to pick up a federal lobbyist contract for the next 6 months.
- National Environmental Policy Act (NEPA) process before Detroit drawdown can be implemented.

**Commissioner Colm Willis**

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OTHER

**Adjourned** – time: 11:01 a.m.

**Minutes by:** Mary Vityukova

**Reviewed by:** Gary L. White