



# Management Update summary Minutes

OREGON

**May 14, 2024. 9:30 AM**

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

## ATTENDANCE:

Commissioners: Kevin Cameron, and Colm Willis. Staff: Jan Fritz, Matt Lawyer, Chad Ball, Scott Norris, Chris Eppley, Rachel Estill, Nate Combs, Tom Rohlring, Kent Inman, Ryan Crowther, Grant Simonton, Ryan Batacandolo, Kelli Weese, Sherry Linter, Ryan Matthews, Trevor Lane, Jon Heynen, Shawnnell Fuentes, Jeff White, and Alvin Klausen.

Commissioner Kevin Cameron called the meeting to order at 9:30 a.m.

## INFORMATIONAL:

### **Proposed Quitclaim Deed to Saddle Club Apartments LLC.**

-Scott Norris, Kent Inman

#### ***Summary of presentation:***

- This dispute does not involve the county;
- The parties of the dispute agree a quitclaim deed from the county would resolve the dispute;
- The county never owned interest in the subject property;
- Involves a strip of land that was a portion of Cordon Road:
  - When the county had jurisdiction, it was under a different name.
- Property was annexed into the city in the 1970s;
- By statute roads annexed into the city they become city streets;
- Owner and Developer of Saddle Club Apartments had a development agreement with the city:
  - Vacation of the right-of-way was included.
- Deeds for strips on either side area but no deed found for area in question:
  - Neither county nor both parties could find a deed.
- Propose to quitclaim the area to the owner of the apartments:
  - The issue will then be resolved between all parties.

#### **Board Direction:**

- The board of commissioners (BOC) agrees to have item on consent.

### **Construction of Rambler Drive, Little Pudding River Bridge**

-Ryan Crowther

#### ***Summary of presentation:***

- This is a 1575-foot wooden bridge that is being rehabilitated;
- There were three bids received:
  - Ranging from \$3.3 million to \$ 5 million; and
  - Farline Bridge, Inc. won the bid.
- Farline Bridge, Inc. has done other bridges for the county;

- Will come to board session May 29, 2024;
- The following is being done:
  - Replacing rotting timber and deck;
  - Paving; and
  - Placing guardrail.
- This is not a full replacement of the bridge:
  - Repairing for more years of use before being replaced.
- The road will be closed:
  - Neighbors and farmers are aware.

**Board Direction:**

- The BOC is good to proceed.

**IGA with Oregon Health Authority for Medicaid Administrative Claiming July 1, 2023 – June 30, 2028**

-Ryan Matthews

**Summary of presentation:**

- Reimbursement is available for administrative functions which are necessary for the Medicaid program to operate:
  - Scheduling;
  - Arranging for transportation; and
  - Signing individuals up for the Oregon Health Plan (OHP).
- Reimbursement is done by the following:
  - Identifying a pool of employees:
    - Reception staff, etc.
  - Staff receives training;
  - Multiple survey days each quarter:
    - Staff codes hours spent doing Medicaid administrative work.
  - Hours coded get reimbursed.
- There are 10 participants and \$10,000 a quarter is reimbursed;
- Amendment increases administrative fee OHA charges to administer program:
  - The increase went from \$20 to \$65 per participant.
- The cost is \$650 per quarter to receive the \$10,000 per quarter:
  - Will cost about \$2,000 a year and will receive about \$40,000 a year.
- The fee has not been raised for 20 years;
- Agreement is for July 1, 2023, to June 30, 2028; and
- Fee is taken from the check OHA sends in.

**Board Direction:**

- The BOC is good to proceed on consent.

**FY 2023-2025 County Assessment Function Funding Assistance Grant**

-Nate Combs

**Summary of presentation:**

- This is an annual grant;
- The grant amount is \$1,101,290;
- The grant began in 1989 and covered about 35 percent of assessment tax:
  - Today about 12 percent is covered.
- The funds come from delinquent interest and recording fees:
  - Funds are placed in a statewide pool and redistributed to counties based on assessment tax spending.
- Funds are for the following:

- Legal services;
- IT services; and
- Board of property tax appeals.
- The cost has risen and there are fewer recordings and refinances;
- Legislative program to stabilize funding for assessment tax; and
- Large counties are bigger donors.

**Board Direction:**

- Set up a work session to better understand the funds and process; and
- The BOC is good to proceed on the consent agenda.

**2024 Volunteer Awards**

-Sherry Linter

**Summary of presentation:**

- There are nominations in every category;
- There are 105 individuals included in the nominations received;
- Marion County Sheriff's Office Search and Rescue team is recognized with the overhead team;
- The award ceremony is July 11, 2024, at 1 pm:
  - It will be 30 minutes long followed by a small reception with commissioners and invitees which includes:
    - All the nominees;
    - All who submitted nominations;
    - Supervisor/manager of volunteer;
    - Department heads;
    - Elected officials;
    - Division Managers; and
    - One guest per nominee.
- All nominees will be notified so they can attend;
- Working with the fair board's office to ensure nominees do not pay to attend:
  - Parking vouchers will be provided.
- Acrylic awards will be presented to the recipients;
- All nominees will receive signed certificates of appreciation;
- The Sheriff's Office Search and Rescue team has 71 volunteers:
  - They have not been previously recognized.
- A committee will choose the finalists;
- This allows the following items to be addressed adequately;
- Ceremony will take place in front of the stage;
- Previously one commissioner read the names, and another handed out the awards;
- There are four main awards, which are the following:
  - Youth Volunteer of the Year;
  - Advisory Board Member of the Year;
  - Mary Pearmine Group Award; and
  - Rex Hartley Volunteer of the Year.
- Departments may make nominations for the Outstanding Division award:
  - Out of every group one individual is selected.
- There will be eight awards presented; and
- The volunteer award committee will be in attendance.

**Board Direction:**

- Department heads may be invited to participate in awards;
- Recognize the volunteers of the Finance Budget Committee; and

- The BOC is good to proceed.

## **2024 Capital Loan Resolution**

-Jeff White

### **Summary of presentation:**

- Fiscal Year 2023/2024 budget has an approval for a \$7.5 million loan:
  - For anticipated capital improvement projects.
- Assessed what projects need funding during the 2024/2025 budget process which include:
  - County Courthouse parking garage;
  - Marion County Health and Human Services (MCHHS) building roof replacement;
  - Juvenile Detention Center roof replacement;
  - Center Street campus, driveway, parking, and storm drain improvements;
  - Juvenile Department AP program building reconditioning;
  - Transition center door upgrade; and
  - Jail court annex HVAC replacement.
- The total for the projects is \$9,950,000;
- MCHHS will fund the remaining \$2.5 million that is needed;
- This is a 15-year loan;
- Working with Hawkins Delafield & Wood LLP and Piper Sandler:
  - Solicit to all entities they work with;
  - Required to have a bond firm to help issue specific documents; and
  - Required to have bond attorney also
- Loan will close June 12, 2024;
- Fund projects beginning this year and for next year;
- Authority is delegated to the Chief Administrative Officer:
  - Proposals will come from banks; and
  - Jan Fritz will be authorized to work with outside entities to select the best bank.
- Certifying that qualifying loan is tax exempt:
  - Must be under \$10 million;
  - Unable to borrow any other money this calendar year;
  - Must spend five percent within six months;
  - Must spend 85 percent within 36 months; and
  - Meeting qualifications gives a lower rate.
- Have 60 days to assess expenditures and use the loan to pay for any project costs;
- Estimated cost to General Fund is over \$900,000, annually for 15 years;
- Estimated cost to MCHHS is about \$300,000, annually for 15 years; and
- The expected interest rate is 3.8 percent.

### **Board Direction:**

- Include in presentation schedule of loans and they repayment:
  - Low debt ratio.

## **Marion County Fair Event Coordination & Marketing/Sponsorship Procurements**

-Kelli Weese

### **Summary of presentation:**

- A Request for Procurement (RFP) was posted in March which closed in April;
- Event Coordination has one response:
  - Ingalls and Associates.

- Marketing and Sponsorship has two responses:
  - Ingalls and Associates; and
  - IZO
- Streamline procurement in the future:
  - Set contract term for three years with an indefinite extension option;
  - After term end a Request for Information to be done instead of RFP as long as contractor is performing based on county standards;
  - If no contractors are interested will move forward to extend contract; and
  - Continue this until the county wants to do an RFP or others express interest.
- Fair Board Sub-Committee and full Fair Board recommend Ingalls and Associates;
- Event Coordination contract's estimated cost is \$914,000 for the three-year term:
  - Services payment for first year is \$55,000 with a five percent yearly increase;
  - Actual payment for services is \$173,368; and
  - Reimbursement for expenses is up to the amount of \$740,000.
- Marketing and Sponsorship is for three years with a two-year extension option:
  - After which there will be an RFP;
  - Estimated cost is \$299,535 for three years;
  - Actual payment for services is \$9,200 a year with a five percent yearly increase:
    - Totaling \$29,000.
  - May earn up to \$127,500 in commission for the three years:
    - About \$42,500 a year; and
    - Sales on sponsorship.
  - Up to the amount of \$36,733 in reimbursement.
- Current contract is set up in the same way

**Board Direction:**

- Ms. Weese to discuss with Commissioner Bethell before proceeding.

**Strategic Economic Development Corporation (SEDCOR) Contract Extension**

-Ryan Batacandolo, Kelli Weese

**Summary of presentation:**

- In 2023 the county had a one-year agreement with SEDCOR:
  - Expiring June 30, 2024;
  - Contract total amount is \$160,000 a year; and
  - There are the options to extend it for one-year or for two-years.
- Staff recommends extending for two years because of the successful recruitment of the new Business Retention and Expansion Manager; and
- SEDCOR provides quarterly business activity summaries.

**Board Direction:**

- The BOC is good to proceed for one year; and
- If agree to extend next year agree at the \$160,000 cost.

**Board Session Agenda Review**

-Kevin Cameron

- Overview of agenda.

**Board Direction:**

- Commissioner Colm will review items numbered 6 and 7 before board session; and
- The BOC agrees to move item number 12 to the consent calendar

COMMISSIONERS' COMMITTEE ASSIGNMENTS and UPDATE

**Commissioner Danielle Bethell**

- N/A

**Commissioner Kevin Cameron**

- Attended WIR Conference:
  - Marion County did not participate in policy portion;
  - No benefit to the county but there is progress; and
  - Forest recreation presentations:
    - County does not benefit taxes do not support tourism.

**Commissioner Colm Willis**

- Symposium with Paige Clarkson on HB 4002.

OTHER

Commissioner Kevin Cameron – Aviation Month Proclamation:

- No airports will be named in proclamation;
- Add to May 29, 2024, board session;
- Invite pilots, individuals from airports and airlines:
  - Create an open invitation.

**Board Direction:**

- The BOC is good to proceed.

Alvin Klausen – Portland General Electric (PGE) rate increase letter:

**Adjourned** – time: 10:31 am

**Minutes by:** Mary Vityukova

**Reviewed by:** Gary L. White