

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

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