

## INFORMAL MINUTES

August 31, 2004 3:00 p.m.

Room 108, Courthouse

PRESENT: Commissioners Kathy George and Leslie Lewis, Commissioner Mary P. Stern present by phone.

Staff: John Krawczyk, Steve Mikami, Rick Sanai, Murray Paolo, Dan Linscheid, Brian Dunn, Bill Gille, Chuck Vesper, Tim Loewen, Julia Staigers, Richard Sly, and Barb Paladeni.

Guests: David Bates, News-Register.

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\* indicates item forwarded to formal agenda

Kathy called the meeting to order at 3:02 p.m. Leslie moved to allow Mary to participate by phone. The motion passed, Kathy, Mary, and Leslie voting aye.

\* Contracts - see agenda for details.

John K noted that other departments, such as Maintenance and Juvenile Probation, may need to be added onto the YCEA agreement offering two personal holidays instead of the day after Thanksgiving and Christmas Eve. Tim confirmed that he would need some of his staff to work on those two holidays.

Murray reviewed last week's request for modification to an agreement with Oregon Air Net for use of county radio towers. He presented a rental fee table from BLM and the US Forest Service, which indicated a monthly rate of \$147.55 for comparable tower use. He recommended approval of the agreement modification with an annual review. He stated that ODOT uses the same schedule and he recommended tying future agreements to this rate schedule.

\* Personnel - Steve presented requests for personnel action received from various departments. See agenda for details.

Management Training - Steve presented an opportunity for a training workshop in October about "The Top 20 Ways Supervisors Get Sued" and suggested notifying all department heads about it.

\* Insurance - Approve the termination of the county's Life/AD&D insurance contract with City County Insurance Services, effective September 30, 2004.

Performance Bond - Bill presented a performance bond and agreement between Yamhill County and Jeffrey Smith as principal for Oakridge Development for road improvements in the Calista Estates Subdivision, \$109,150. He stated that although the city of Newberg is paying for the work, the performance bond is necessary for the developer to work in the county's right-of-way. Mary suggested waiting until Thursday's formal session if possible. Bill stated that the contractor is anxious to get started.

Leslie moved approval of the performance bond and agreement. The motion passed, Kathy and

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KG\_\_MS\_\_LL\_\_

Leslie voting aye and Mary voting no.

\* Bids for Moore Building - Consideration of bids for doors and windows for the Moore building. Brian stated that neither of the responding bidders included glass work and the low bidder didn't return the bid packet as instructed.

Juvenile Detention Remodel - Tim distributed a handout showing the current status of the remodel project. He stated that costs will exceed budgeted funding due to increased cost of materials as well as several remodel issues such as seismic, fire, water, and HVAC upgrades. He stated that the remodel will be reduced in some places from the original plans. He proposed that the county pay for the upgrades and that his department cover the increased materials costs through an interfund loan. He said that he would submit formal transfer and loan requests for next week.

Minutes - Mary moved approval of informal minutes from June 22, 2004. The motion passed, Kathy, Mary, and Leslie voting aye.

Grant - Kathy announced that the county has received a \$70,000 grant to fund the regional housing center program.

Committee - The Board acknowledged the resignation of Gary Kilpea and Vince Mazone from the Mental Health Advisory Board. Kathy noted that the expiration date for Sam Pierce's term should have been May 2007 instead of May 2004, and the correction was placed on the consent agenda. Note: It was later determined that the original Board Order had the correct date, so the item was removed from the agenda.

Compensation Study - John K stated that the YCEA agreement requires a compensation study to be done. He said he would appoint Laura Tschabold, Chuck Vesper, and Nancy Keim to the team.

\* Fee - Authorize the Community Corrections Department to establish a Compact fee for outgoing applications, \$100. Richard stated that this type of fee is increasingly common in other counties, and Barb explained that the fee would help cut back on frivolous requests.

The meeting adjourned at 3:48 p.m.

Anne Britt  
Secretary