

INFORMAL MINUTES

September 7, 2004 10:00 a.m.

Room 108, Courthouse

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

Staff: John Krawczyk, John Gray, Jr., Steve Mikami, Julia Staigers, Sonja Olheiser, Ken Summers, Bill Gille, Chris Johnson, Dan Linscheid, Mike Lough, and Mike Brandt.

Guests: David Bates, News-Register; and Phil McCollister, Trial Court Services.

* indicates item forwarded to formal agenda

Kathy called the meeting to order.

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

* Grant Applications - see agenda for details.

* Contracts - see agenda for details.

Yamhill Gas Station - John G presented a draft letter to interested parties to the tax-foreclosed property, notifying them of the potential sale to the city of Yamhill. He said he would have the letter posted on the property as well. He stated that DEQ and the city of Yamhill are still in discussion stages regarding language for a prospective purchaser agreement to limit liability.

* Refund - Authorize the refund of \$403.68 from the Planning Department to Paul Mosunic. John G stated that the applicant has met the three requirements for a vested rights exemption.

* Sheriff's Office Clerical Position - Ken stated that deputies are currently spending 14 to 15 minutes for each report sent to the state, which is not the best use of their time when the department is so short-handed. He requested position authority for a .49 FTE Records Clerk to take over such tasks from deputies, as well as additional work. He explained that having one person do the reporting would take less time and would get the deputies out on the road more. He stated that there should be enough money in Extra Help to cover the position. John K said he would confirm that.

Late Fee - Julia stated that some departments are consistently late turning in time sheets, which causes stress and overtime for the accounting staff. She said there are currently no consequences for such behavior. She proposed a \$10 fee for each unexcused late time sheet and a \$50 fee for manual payroll checks, which are much more time-consuming than regular manual checks. She also mentioned that tardiness in turning in termination paperwork has created problems when paychecks get deposited to terminated employees' bank accounts. The Board consensus was to make the new fee policy effective October 1, 2004, allowing time to notify department heads and answer any questions.

MINUTES INFORMAL SESSION

Page 1

September 7, 2004

10:00 a.m.

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Old Sheridan Road Transportation Enhancement Grant - Bill stated that the application for the joint project with the city of McMinnville is almost ready for submission. He stated that the total cost for both segments of the road would be \$2.7 million, and Option 1 would be only the westernmost segment, if necessary. He said he would check with the city regarding the correct spelling of Cypress/Cyprus Road.

* Road Vacation - Amend B.O. 04-157 relating to the reservation of easements in the vacation of a portion of Fairview Street near Sheridan.

Architectural Study - Phil McCollister presented a recommendation from the Facilities Committee to commission an architectural study to evaluate the many options for a fourth full-service courtroom and the impact on other county departments. Options included building over the jail, locating the courtroom on the first floor, or keeping the courtrooms together by closing off a hallway to create a very small courtroom. He mentioned that the committee discussed expanding the scope of the new Planning building, which would open up space for other departments.

John K suggested that Randy Saunders do the study since he is already contracting with the county for the Stern building. John G stated that a change order could be done to add this to the existing contract. John K suggested that he and Randy should meet with Mary, Phil, and Brad to review the scope of the study.

Phil emphasized the need for a jury assembly room, explaining that citizens currently have to meet in Room 32, empty courtrooms, or even the hallway at times. He stated that because the county is growing, the courts will probably have to expand even more in five to ten years. Leslie stated that it is time for the courts to pay for their own facilities and she urged Phil and the judges to give the message to the Chief Justice to start working on this issue statewide. She suggested expanding the use of night court. Phil stated that a facilities plan and draft bill were created two bienniums ago, which Leslie expressed an interest in seeing.

* Housing Appeals - Approve the settlement of Oregon Tax Court, Magistrate Division Case #030248E, Newberg Village Apartments, Ltd. for tax year 2003-04.

Mike Lough provided background information regarding low income housing appeals in Yamhill County. He explained that this appeal was due to a mistake in the county's calculation, which Mary added was because of an error in the formula provided by the Department of Revenue.

* Plat Approvals - Dan and Mike discussed the new requirement for sending notice of plat approvals and the need for establishing fees to cover the increased staff time. There was some question as to how to deal with costs for partition plats already underway. John G suggested discussing the issue at the end of Thursday's formal session when Rick would be there to explain the legal aspects.

Management Round Table - Kathy stated that Management Round Table meetings will only be held when there are agenda items that need to be discussed by the group together. She noted that there will be no meeting this month due to lack of agenda items.

* Committee - Appoint Ida Jean Kinman to the Housing Authority of Yamhill County Board to fill the unexpired term of Marlon Ayers, ending January 1, 2006.

* Juvenile Remodel - Approve the transfer of funds and authorization for the Juvenile Detention Remodel:

From 10-92-950.01 Contingency \$100,000
To 10-74-820.07 Remodel \$100,000.

* Approve an interfund loan from the Self-Insurance Fund (10-80) to the General Fund (10-74) for the Juvenile Detention Remodel, \$350,000.

Natural Hazards Mitigation Plan - Kathy referred to a letter from Mark Fancey inviting John K to serve on the steering committee for the Natural Hazards Mitigation Plan. John K said he would graciously decline.

Parks Board Term Limits - The issue of term limits was brought up. Leslie stated that she is not comfortable with making exceptions to the policy and she would talk to John G about the issue later.

Minutes - Mary moved approval of informal minutes from July 20, 2004, July 21, 2004, and July 27, 2004. The motion passed, Kathy, Mary, and Leslie voting aye.

* Approve formal minutes from July 29, 2004 and August 19, 2004.

The meeting adjourned at 11:53 a.m.

Anne Britt
Secretary