

**INFORMAL MINUTES**

**September 21, 2004** 10:00 a.m.

Room 108, Courthouse

PRESENT: Commissioners Kathy George, Leslie Lewis, and Mary P. Stern.

Staff: John Gray, Jr., Steve Mikami, Julia Staigers, Murray Paolo, and Russ Heath.

Guests: David Bates, News-Register; Brian Boquist, Dallas.

\* indicates item forwarded to formal agenda

Kathy called the meeting to order and welcomed Brian Boquist, a candidate for the District 23 State Representative seat.

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

Courthouse Architectural Study - Steve presented a cost estimate of \$10,400 from Randy Saunders to conduct an architectural study of space needs in the courthouse, now that the Clerk’s office will be vacating the building. He stated that the scope of the project discussed with Randy was based on parameters left by John K, and that he thinks the cost is reasonable.

Leslie stated that she is not happy about the assumption that Trial Court Services would be moving down from the second floor. She stated that the courts should use the space they have more effectively and expand the use of night court. Mary stated that she believes the courts have made every effort to use available space. She said she doesn’t know of any courts which hold criminal trials at night, and civil trials in this county are infrequent due to lack of space. Kathy stated that she doesn’t think the courts are making the most efficient use of storage space.

Julia suggested that the parameters of the study simply include the space available and the needs to consider, rather than offering specific options. Kathy asked Leslie and Mary to consider additional instructions to be included in the proposal and table the item until John K returns from vacation.

Telecom Position - Steve reviewed the Board’s consideration of approving Carol Rogers’ change of status to part-time Police Clerk in the Sheriff’s Office, and the vacancy that would create in Telecom. Murray stated that he has three big projects on hold now and is awaiting a decision on the Personnel Action to know how to proceed. Leslie expressed concern about the possibility of Carol’s time as Emergency Management support staff being shorted, and stated that she wants to talk with Bob Maca, Ken Summers, and the Sheriff before making a decision. Julia noted that she is currently interviewing for a .75 FTE position in Accounting, which may result in an opportunity for extra hours available to another department.

Martin & Wright Property - John G stated that he met with DEQ yesterday and came up with a solution for the Martin & Wright Property, which now needs to be approved by DEQ legal counsel. He said that if approved, the property would be paved, eliminating most cleanup requirements. He explained that a structure for wood storage would have to go in the center of the property because of setbacks, which would not allow room for the school parking lot. He stated that he hadn’t met with Doug Montgomery, City Planning Director, because it was unlikely the city would reverse the zoning change, and it would have drawn attention to the wood currently stored on the property in an improper zone.

Kathy emphasized the need to have a place for juvenile detention youth to do their restitution work. Leslie said there is a level of expectation from the school district and she would like to find out if there is still a way for the property to serve both purposes, such as by obtaining a setback variance. John G agreed to visit with Doug Montgomery and explore options. He mentioned the possibility of expanding the boundaries around Whiteson and using that area for the wood program.

\* Vehicle Replacement - Authorize the purchase of a 2005 Chevrolet Suburban for the Surveyor's Office from Murray Chevrolet of Gresham, \$30,339, and designate vehicle P-142 as surplus county property to be sold on e-Bay to the highest bidder.

\* Change Fund - Authorize the creation of a \$100 change fund for a county surplus property garage sale.

Mary moved to declare the equipment identified on Brian Dunn's memo to the Board, dated September 20, 2004, as surplus county property and authorize the Facilities Maintenance Manager to dispose of it at a garage sale. The motion passed, Kathy, Mary, and Leslie voting aye.

\* Contracts - see agenda for details.

Minutes - Mary moved approval of informal minutes from April 20, 2004, April 27, 2004, and September 7, 2004. The motion passed, Kathy, Mary, and Leslie voting aye.

\* Approve formal minutes from April 28, 2004.

Fee Waiver Request - Kathy presented a request from McMinnville Area Habitat for Humanity for a waiver of the electrical permit fee for a commonwall duplex planned for construction at 513 and 515 Debbie Street in McMinnville. Mary said that because the Planning Department is dependent on fee revenue, she would take the money out of her discretionary fund.

Executive Session - John G stated that the mediator will officially declare an impasse between the county and Teamsters Union on Friday, following which the county will have seven days to submit a final offer. He proposed an executive session to discuss the details of the final offer. The executive session was scheduled for 9:00 a.m. on Thursday, September 23, 2004. (Note: The time was later changed to 8:00 a.m.)

RIAC Survey - Leslie stated that the Road Improvement Advisory Committee is interested in including a one-page survey with this year's property tax statements for an estimated printing cost of about \$2300. She said she and Bill Gille will be consolidating sample questions received from committee members and will have a draft to present to the Board next week in order to get it to the printer by the week of October 4, 2004. There was a discussion of issues relating to the return of the surveys. The Board discussed the idea of including a separate survey from the Commissioners, but decided there wouldn't be enough time to get it ready.

The meeting adjourned at 11:12 a.m.

Anne Britt  
Secretary