

2-1-12

Judge Shaw opened the regular Gilliam County Court meeting at 10:00 a.m. on Wednesday, February 2, 2012 at the Gilliam County Courthouse, Condon, Oregon.

County Court Members Present: Judge Patricia Shaw, Commissioner Dennis Gronquist and Commissioner Michael Weimar. Absent: None.

IN THE MATTER OF ADDITIONS/REVISIONS TO THE AGENDA

The following items were added to the agenda:

- Library design detail and landscaping
- Contribution in memory of Teri McElroy
- Microsoft Software discussion
- Mikkalo Nuisance update

IN THE MATTER OF LOAN MODIFICATION

County Court reviewed the document for Loan No.L-2-98/300408 noting the modifications were previously approved at the November 2, 2011 County Court meeting. The modifications included: **a.** Extending the term of the loan for six years becoming payable on or before July 10, 2019; **b.** Interest rate reduced from seven and one half percent (7.5%) to five percent (5%) effective January 1, 2012. All other Special Project Loan Agreement terms shall remain in full force and effect as written.

MOTION: Commissioner Gronquist moved to approve the modifications to Special Project Loan No. L-2-98/300408 as presented.

SECOND: Commissioner Weimar.

Vote: 3-0

Yes: Judge Shaw, Commissioner Gronquist and Commissioner Weimar

No: None

Abstained: None

Absent: None

Motion Passed.

IN THE MATTER OF ASSISTANT ROADMASTER POSITION

Roadmaster Dewey Kennedy reported on the need for an Assistant Roadmaster position. This position would assist in daily planning and direction of the crew as

needed. This position would also assist with budget preparation, maintenance of equipment/facilities, keeping projects on schedule and under budgeted estimates.

Discussion occurred regarding salary and whether this position would be a Union position. Kennedy would like to have this position created and added in his 2012-2013 budget.

MOTION: Commissioner Weimar moved to create the new position of Gilliam County Assistant Roadmaster.

SECOND: Commissioner Gronquist.

Vote: 3-0
Yes: Judge Shaw, Commissioner Gronquist and Commissioner Weimar
No: None
Abstained: None
Absent: None
Motion Passed.

Judge Shaw added this will not be a new hire position, it will be adding additional duties and pay to an existing employee and changing title to Assistant Roadmaster. She will contact the Union regarding this new position and will report back to the Court.

IN THE MATTER OF PHILIPPI PARK

Judge Shaw opened brief discussion regarding Sherman County and the Corps of Engineers being in negotiations to transfer property including: John Day Dam camping area and LePage Park both located in Sherman County. Property management for Philippi Park which is located in Gilliam County and is only accessible by boat will also need to be discussed at some point. Judge Shaw has been told the dock at the park is silted in and restroom maintenance is required.

Sheriff Gary Bettencourt cautioned the County Court in terms of taking over responsibility for maintaining and operating the park due to past activities at the park which required law enforcement.

IN THE MATTER OF EXECUTIVE SESSION 192.660(2)(e)

Judge Shaw declared the meeting to be in Executive Session pursuant to ORS 192.660(2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions. No decisions were made. Separate minutes were taken and will be filed in the office of the County Clerk.

IN THE MATTER OF THE CONSENT AGENDA

MOTION: Commissioner Weimar moved to approve the Consent Agenda including: December 21, 2011 Executive Session minutes; December 21, 2011 Court minutes;

January 4, 2012 Court minutes; January 18, 2012 Court minutes and the January 2012 claims pending review.

SECOND: Commissioner Gronquist.

Vote: 3-0

Yes: Judge Shaw, Commissioner Gronquist and Commissioner Weimar

No: None

Abstained: None

Absent: None

Motion Passed.

IN THE MATTER OF FORD FAMILY COHORT 5 FUNDING REQUEST

The Gateway Funders, Cohort 5 Ford Family Leadership class members Teddy Fennern, Cari Wade and Boyd Harris joined the Court meeting.

The group gave an overview of their project to enhance the entrances to the Gilliam County Fairgrounds. The project consists of two gates which will be erected on the west and north side entries of the Gilliam County Fairgrounds. Two full size Juniper entry gates will have metal cutouts added across the top (Gilliam County Fairgrounds) and each entry will also have man gates. Upon installation there will be historical Gilliam County livestock brands burned into the structure.

The Gateway Funders project total budget is \$20,000. The gates are \$7,000 each, and the gate builder Earl Mortimore is providing two gates for the price of one. LB/Co Arts are providing the metal for the cutouts, which is left over metal from the silhouette project at the fairgrounds. Larry Hardie will be cutting the metal and building hinges.

Wade confirmed the Fair Board is informed and supports this project.

MOTION: Commissioner Gronquist moved to approve a grant to the Ford Family Foundation leadership group in the amount of \$3,000 toward their project to install gates at the Fairgrounds.

SECOND: Commissioner Weimar.

Vote: 3-0

Yes: Judge Shaw, Commissioner Gronquist and Commissioner Weimar

No: None

Abstained: None

Absent: None

Motion Passed.

IN THE MATTER OF CAPITAL OUTLAY PURCHASE

Judge Shaw reported historically there have been problems tracking fixed assets. A fixed asset is an item \$5,000 or more which has a useful life of two years or more. A Procurement of Fixed Assets Policy draft was submitted to the Commissioners.

The draft and current procedure was discussed by the Court. Commissioner Weimar felt these large purchase items could somehow be flagged in the Clerk's office, software perhaps. Commissioner Gronquist requested tabling the matter until Treasurer Alcenia Wright was available to review the draft.

IN THE MATTER OF CONDON SCHOOL DISTRICT FUNDING PROPOSAL

Condon School District Superintendent Advisory Committee including: Superintendent Jan Zarate, Elizabeth Farrar, Lori Myers, Brian Johnson and Steve Schaffer were present. Judge Shaw disclosed she is a member of this committee as well.

Zarate thanked the Court for their continued support and provided the Court with a funding narrative. The narrative included **General Operational Level**: Reduction in four classified staff and a total of 1.65 Certified FTE; programs cut include: Art, Music and Business. Condon School District-CSD is requesting \$275,000 to meet general operational levels. **Technology**: Creating a multi-faceted staff position to be available to both the County and the school who would provide user support and training. CSD is requesting \$75,000 to create this position. **Early College Credit**: Partnership between the CSD and Columbia Gorge Community College which began in 2011 has provided fourteen students the ability to earn 123 credits. CSD is requesting \$50,000 to continue this program.

Myers provided the Court with a 2011-2012 State School Fund Grant and a General Fund revenue summary. The summary showed totals of actuals for revenue from 2001 to 2011 and estimates for 2011 to 2013. It was noted the ending cash carry over decreased due to anticipated cuts in North Central Education Service District and reduction in state school fund grant and other revenue.

Judge Shaw provided a taxing district comparison of North and South taxing districts. She added the proposed technology staff person could be a shared employee through the school and county, noting software assistance is needed.

Farrar stressed the importance of providing students basic technology skill sets that employers expect in today's workplace.

Commissioner Gronquist added the North and South taxing district information comparison is irrelevant.

Further discussion will occur at the February 15, 2012 Court meeting.

IN THE MATTER OF PCDC QUARTERLY REPORT

Pioneer Community Development Corporation-PCDC Director Holly Weimar and PCDC Board Chair Julius Courtney joined the meeting.

- Weimar reported the Community Development Board Grant-CDBG has been used to assist up to sixteen homeowners. Currently there are twelve homeowners receiving services. CDBG will most likely be non-existent with changes in the Oregon Housing Initiative.
- Rental rehabilitation projects provide up to \$15,000 to upgrade health, safety and electrical items on suitable properties.
- Home Depot had some home building programs which has specific contractor requirements were not applicable in our area. Wells Fargo also had some home loan opportunities, but after review the same options were available through local entities.
- Spec house plan has been shelved due to lack of effectiveness and local contractor concerns with business competition. Plan to use available funds and resources to upgrade existing properties, which could provide local citizens opportunity property management opportunities.
- Four eligible residents were successful in receiving Home Mortgage Loan Assistance through CAPECO.
- USDA is offering eligible 65 and older homeowners up to \$7,500 assist with home improvements.
- PCDC will be requesting from the Court \$50,000 for staffing and \$100,000 for the Housing Opportunity Program. .

Courtney reported several houses (\$150,000-\$170,000) are for sale in Arlington. He said wind industry workers are looking for quality rental properties since most positions are three to five years. Townhouse and duplex properties could offer sustainable financial opportunities for potential property managers/realtors.

It was noted many existing properties in both Arlington and Condon need foundations, additional bedroom/bathroom improvements to become rental properties.

IN THE MATTER OF AUDIT REPORT

Oster Professional Group Bob Armstrong reported on the audit for fiscal year ending June 30, 2011. Gilliam County received a clean audit opinion from the auditors which is the highest opinion given.

Armstrong added fixed asset accounting could be improved with increased communication between departments and capturing these purchased items when invoiced. County lacks Governmental Accounting Standards Board (GASB 54) policies outlining authority to create commitments and assignments of fund balances. Recommending a policy related to the authority to commit and assign funds is adopted through the County Court. Any funds without a source of restricted or committed funds should be closed into the General Fund. Currently there are funds which are funded through transfers from the General Fund and transfers are not considered a revenue source.

Discussion occurred on budget resolutions, bid process, and the need for training of staff to improve reporting methods.

Commissioner Weimar inquired about the timeliness of the Engagement Letter and Audit Contract. Armstrong added his firm does tax preparation as well as audit services. The engagement letter and audit contract were sent out early to provide timely information for entities budget preparation.

IN THE MATTER OF VETERANS QUARTERLY REPORT

Veterans Service Officer Bryan Hunt submitted and discussed services rendered in quarter two. Gilliam County Veterans received \$38,698 in recovery dollars. He explained recovery funds are dollars which have been applied for at some point, usually due to a disability of some type. These dollars are paid retroactive from the date of application to present. This amount does not include any monthly payments currently being received by Gilliam County Veterans.

There was discussion regarding an email about scheduling protocol on veteran's medical reimbursement and Gilliam County Transportation. Dispatch will email the veteran rides to Hunt as soon as they are scheduled. The use of phone appointments will be done only on an emergency basis. Dispatch will review the daily matrix to make sure rides have been documented and approved.

IN THE MATTER OF ELEVATOR UPGRADE

Jan and Larry Moffit joined the Court meeting and Pillar Consulting Jeff Schott reported the following:

Schott submitted a Scope and Cost Opinion to replace the existing platform lift system which has a number of maintenance issues over the past year.

- Option 1: replace existing jack-screw lift with hydraulic platform lift and automatic doors with a cost of \$74,300/\$85,500+15% contingency.

- Option 2: installing new elevator in new entry room on the west side of building. This involves removal/replacement or significant alteration of existing entry. Cost: \$276,000/\$318,000+15% contingency. These numbers should be interpreted in the \$225,000-\$350,000 range.
- Option 3: Install new elevator inside of existing building in space currently used as elevator access/DA office storage on the lower level and mailroom on the upper level. Cost opinion not completed, and requires use of existing space that may not be available.

Jan Moffit was asked for input. She said replacing the platform lift with a new lift and automatic doors would be acceptable.

It was noted there have been items in the accessibility path for the lift, these items are being moved.

MOTION: Commissioner Gronquist moved to select option No. 1 to replace existing jack-screw lift with a new hydraulic platform lift with automatic doors.

SECOND: Commissioner Weimar.

Vote: 3-0

Yes: Judge Shaw, Commissioner Gronquist and Commissioner Weimar

No: None

Abstained: None

Absent: None

Motion Passed.

Schott will submit a project management proposal and will begin bid process, which will be added to the February 15, 2012 Court agenda. Jan Moffitt requested a timeline for the project and Schott will prepare a rough schedule. This item will be funded through capital projects in the 2011-2012 budget year.

IN THE MATTER OF GILLIAM COUNTY LIBRARY PROJECT

Pillar Consulting Inc. Jeff Schott submitted proposals for the Gilliam County Library project.

MOTION: Commissioner Gronquist moved to approve the following proposals:

MFIA Consulting Engineers: Electrical, Mechanical and Plumbing in the amount of \$7,000, plus an additional \$1,000 if there is a final site visit and **Pillar Consulting Group**: Structural Engineering, Civil Engineering and preparation of bid documents in the amount not to exceed \$29,000.

SECOND: Commissioner Weimar.

Vote: 3-0

Yes: Judge Shaw, Commissioner Gronquist and Commissioner Weimar
No: None
Abstained: None
Absent: None
Motion Passed.

Judge Shaw opened discussion about the question of landscaping for the mini park behind the new library. Schott said he included \$2,000 for landscape design in his proposal. Discussion occurred on including the Library Board and Garden Club in this project and the importance of a professional drawing for the design phase.

IN THE MATTER OF SENIOR PROGRAMS

Senior Services Coordinator Delene Durfey reported on the following items:

- Arlington Mealsite served 453 meals to over the over 60 group from July – September 2011. October through December numbers are down, there was a new cook and a menu adjustment.
- Condon Mealsite served 1416 over age 60 meals from July – September 2011 and 1101 over age 60 meals in October – December. Fossil participation continues to grow at the Condon site.
- Transportation miles are down from last year, but have increased amount of riders. There are three new volunteer drivers in Arlington and one in Condon.
- Thankful for volunteer Rose Colvin who cleans the Condon vehicles weekly and assists keeping maintenance logs. There is no one in Arlington providing the cleaning service.
- Memorandum of Understanding between Wheeler and Gilliam Counties whom have entered into agreements with the State of Oregon Public Transit Division/Oregon Department of Transportation in effect from July 1, 2011-June 30, 2012. Partnership between Gilliam and Wheeler to share and reimburse each other for transportation for seniors and persons with disabilities. This requirement is in the five year plan, and included in grant applications submitted by both counties.

MOTION: Commissioner Gronquist moved to approve Memorandum of Understanding between Gilliam County and Wheeler County to provide reciprocal transportation and reimbursement.

SECOND: Commissioner Weimar.

Vote: 3-0

Yes: Judge Shaw, Commissioner Gronquist and Commissioner Weimar

No: None

Abstained: None

Absent: None

Motion Passed.

Durfey submitted a request to apply to Oregon Public Transportation for a \$30,000 grant to be used for an economy expansion vehicle to transport medically frail

MOTION: Commissioner Gronquist moved to approve the \$30,000 grant application for an expansion vehicle.

SECOND: Commissioner Weimar.

Vote: 3-0

Yes: Judge Shaw, Commissioner Gronquist and Commissioner Weimar

No: None

Abstained: None

Absent: None

Motion Passed.

Durfey said the Condon Senior Mealsite is considering the purchase of a new electric range. Durfey has discussed the matter with Mac Stinchfield, United Church of Christ-UCC representative. The range could be taken in the event the program moves to another facility, or the UCC could purchase the range if applicable. Condon Mealsite currently pays UCC a \$300 monthly use fee. Discussion occurred on the range unit and Durfey was asked to gain more information on the size and possible remodel necessary to accommodate the large range. It was noted the range cost is \$8,865.88 with an estimated installation cost of \$2,000 which is available through the Earl Hardie Estate fund.

Durfey reported Shirley Ludlow has agreed to be a Special Transportation Board member.

MOTION: Commissioner Gronquist moved to appoint Shirley Ludlow to the Gilliam County Special Transportation Board.

SECOND: Commissioner Weimar.

Vote: 3-0

Yes: Judge Shaw, Commissioner Gronquist and Commissioner Weimar

No: None

Abstained: None

Absent: None

Motion Passed.

Durfey asked the County Court if the decommissioned Ford ten passenger ADA bus could be donated to the youth of Gilliam County if a responsible party could be found. There is a need with several entities contacting Transportation Dispatch to use vehicles. Sheriff Bettencourt inquired about the van for the transportation of NORCOR prisoners for work crew duty. Durfey and Bettencourt will discuss the matter further. No decisions were made.

IN THE MATTER OF MAINTENANCE STAFF REPORT

Maintenance Department Darryl Houghtelling gave an overview of written report including work done at: Courthouse/grounds, Burns Park, Shutler Industrial Park, Special Transportation driving, Library and Road Department Shop.

It was noted that Burns Park may re-open in early March which will accommodate Tumbleweed Tournament participants.

Commissioner Weimar inquired about Maintenance Department duties in the City of Arlington. Houghtelling stated water samples from Shutler Industrial Park are sent from the Arlington Post Office and the bus barn needs maintenance on occasion.

IN THE MATTER OF CC&F OYCC GRANT SUBMITTAL

Commission on Children and Families Director Teddy Fennern submitted a request to apply for the 2012 OYCC grant. There will be \$3,240.20 added from the Commission on Children and Families budget, no cash match is required for this grant.

MOTION: Commissioner Weimar moved to approve the Oregon Youth Conservation Corps grant submittal in the amount of \$11,111.

SECOND: Commissioner Gronquist.

Vote: 3-0

Yes: Judge Shaw, Commissioner Gronquist and Commissioner Weimar

No: None

Abstained: None

Absent: None

Motion Passed.

IN THE MATTER OF OREGON DEPT OF CORRECTIONS/GILLIAM COUNTY

Judge Shaw reported Tri-County Parole/Probation officer Tina Potter submitted a memo asking for the Courts signature on Intergovernmental Agreement #4650. This is a requirement to receive the funds from the Measure 57 grant program.

MOTION: Commissioner Gronquist moved to approve Intergovernmental Agreement #4650 between Gilliam County and Oregon State Corrections.

SECOND: Commissioner Weimar.

Vote: 3-0

Yes: Judge Shaw, Commissioner Gronquist and Commissioner Weimar

No: None

Abstained: None

Absent: None

Motion Passed.

IN THE MATTER OF MCELROY

Consideration for a gift for the late Gilliam County Weed Department employee Teri McElroy family was discussed. Bank of Eastern Oregon has set up an account for the family.

MOTION: Commissioner Gronquist moved to contribute \$500 to the Teri McElroy fund at Bank of Eastern Oregon from the County Court's donations/gifts line item.

SECOND: Commissioner Weimar.

Vote: 3-0

Yes: Judge Shaw, Commissioner Gronquist and Commissioner Weimar

No: None

Abstained: None

Absent: None

Motion Passed.

IN THE MATTER OF MICROSOFT COMPUTER SOFTWARE

Judge Shaw reported the Clerk/Treasurer offices signed an agreement to purchase a Microsoft program for accounts payable and payroll. The County has recently been notified that ASI is making some changes within the company so the County will be discussing the changes and there will be additional information later.

IN THE MATTER OF MIKKALO NUISANCE

Judge Shaw reported instructing Legal Counsel Will Carey to contract with appropriate parties to locate the landowner and serve the lien documents. This may cost up to \$2,000. Court supported this effort.

IN THE MATTER OF GRANT APPLICATION PROCESS 2012-2013

Discussion on the grant application process: Consensus to move forward with the process as it was presented last year, with no additions/revisions. Staff will proceed on advertising the process.

IN THE MATTER OF ECONOMIC ENHANCEMENT ORDINANCE REVIEW

Judge Shaw opened the discussion on the Economic Enhancement Funds five year review, noting fund rationale for special funds was eliminated in the 2002 revision. Commissioner Gronquist felt the review process should be postponed for a few months and re-visited after the budget process. Item will be added to the May/June 2012 agenda.

IN THE MATTER OF COUNTY COURT MEMBER REPORTS

Commissioner Weimar will attend the Oregon Solutions meeting regarding Cottonwood Park and the AOC Transportation meeting.

Judge Shaw reported on attending the public hearing in Condon for Cottonwood Park Comprehensive Plan. She reported there will be use of appropriate boats being able to launch at Cottonwood Park, but there are not adequate take out amenities. There are plans for a Heli-pad for emergency extraction at Hay Canyon. Sheriff Bettencourt has concerns with lack of law enforcement at Rock Creek where the boats are taken out, and also feels if a boat extraction is not provided, rafters will make their own.

Judge Shaw shared a draft legislation which would abolish the Commission on Children and Families and would establish an Early Learning Council Fund.

Judge Shaw attended a work session with Wasco County Court regarding the North Central Public Health District becoming an independent entity.

IN THE MATTER OF RAILSIDE INSPECTION

Commissioner Gronquist reported on the 2011 West Rail Construction inspection for the Shutler Rail Spur. Recommendations included removal of rock and vegetation covering the track and walkways which may be completed by the county maintenance staff. Discussion occurred on other maintenance recommendations.

IN THE MATTER OF CORRESPONDENCE

Judge Shaw acknowledged the receipt of the following correspondence:

- Justice of the Peace Cris Patnode submitted a report and accounting of hours of continued legal education.
- Condon School District returned \$1,679.91 which was the balance from the \$20,000 in Economic Development Funds which were awarded in August 2010 for Condon Swimming Pool.

- Resource Connections thanking the Court for the \$7,350 in support funds.
- North Central Public Health District meeting notice: Tuesday, February 14, 2012 at 3:00 at the Wasco County Courthouse, 511 Washington St., The Dalles, OR.
- Exceptional food safety recognition restaurant rating results for the second half of 2011.

IN THE MATTER OF THE NEXT MEETING

The next County Court meeting will be Wednesday, February 15, 2012 at 10:00 a.m. in the Arlington Municipal Building-Arlington, Oregon.

It appearing to the Court there was no further business to be concluded at this time, and no additional matters to be considered, Judge Shaw adjourned the meeting at 4:02 p.m.

GILLIAM COUNTY COURT

By _____

Patricia J. Shaw, Judge

By _____

Dennis Gronquist, Commissioner

By _____

Michael Weimar, Commissioner

Recorder: Marla Davies