

**10-19-2016**

Judge Shaffer called the regular Gilliam County Court meeting to order at 10:00 a.m. The meeting was held at the Gilliam County Courthouse in Condon, Oregon. Present were Judge Steve Shaffer and Commissioner Michael Weimar. Commissioner Dennis Gronquist was absent.

**IN THE MATTER OF OACES AWARD WINNER**

Judge Shaffer announced that Roadmaster Dewey Kennedy has been named County Road Official of the Year by the Oregon Association of County Engineers and Surveyors.

**IN THE MATTER OF EXECUTIVE SESSION ORS 192.660 (e)**

Judge Shaffer declared the meeting to be in Executive Session pursuant to ORS 192.660 (e) (g) Real Property Transactions at 10:15 a.m. Separate minutes were taken and will be filed in the office of the County Clerk.

*RECONVENED* Gilliam County Court regular meeting was reconvened by Judge Shaffer at 11:07 a.m., bringing Court members out of Executive Session and back into regular session.

**IN THE MATTER OF CAMPBELL CRANE REQUEST**

Jim Wright of Arlington, representing Campbell Crane, was present to discuss the company's request to lease property at Shutler Industrial Park, on the west side of Highway 19. Judge Shaffer noted that the Court may have an opportunity for Campbell Crane on that side, but surveying and new drawings that include the new rail spur must be completed in order to determine right of ways and available space before any decisions can be made.

**IN THE MATTER OF VETERANS' SERVICE OFFICER QUARTERLY REPORT**

Veteran's Service officer Bryan Hunt presented a report for the first quarter, FY 2016-17, Tri-County Veterans' Service. Hunt reported that he completed 65 interviews, including 20 in Gilliam County. Hunt also outlined purchases and outreach activities for the quarter. He informed the Court his department fund had a surplus and he will attend the Tri-County Court to discuss with the three County Courts ideas for utilizing excess Enhancement Funds.

**IN THE MATTER OF ARLINGTON COMMUNITY CENTER UPDATE**

Columbia Hills Manor Board Members Tiah Devin and Nancy Proctor were present to update the Court on construction progress of the Arlington Community Center. Devin

stated that progress continues and that the building has been wrapped. Plans are in the works for parking, landscaping, and a walking path that connects to the Golf Course. She presented the Court with up to date financials on the project including a detailed breakdown of expenditures. Devin also noted that an application for a 2016 Blue Sky Project solar project grant was not awarded. She offered to present follow up project reports. The next report will probably occur the first meeting in December. She invited Court members to tour the building any time.

**IN THE MATTER OF GILIAM COUNTY LIBRARY GRANT SUBMITTAL REQUEST**

**Motion** by Commissioner Weimar, second by Judge Shaffer, to approve a Gilliam County Library grant submittal to TEI Landmark Audio in the amount of \$1,000 with no requirement for cash match; funds to be used for children’s programming. Weimar – Yes; Shaffer – Yes; **Motion Carried.**

**IN THE MATTER OF ARLINGTON COMMUNITY PRESCHOOL REQUEST**

**Motion** by Commissioner Weimar, second by Judge Shaffer, to approve disbursement of \$34,000 to Arlington Community Preschool, as budgeted for the 2016-17 Fiscal Year. Weimar – Yes; Shaffer – Yes; **Motion Carried.**

**IN THE MATTER OF APPOINTMENTS TO BOARD OF PROPERTY TAX APPEALS**

**Motion** by Commissioner Weimar, second by Judge Shaffer, to approve board appointments for the Gilliam County 2016 Board of Property Tax Appeals. Weimar – Yes; Shaffer – Yes; **Motion Carried.**

Board appointments include Mike Weimar and Pat Shaw, Chairperson’s Pool; Peter Mitchell, and Kevin Hunking Non Office-Holding Pool.

**IN THE MATTER OF RECIPROCAL AGREEMENTS FOR APPRAISAL SERVICES**

**Motion** Commissioner Weimar, second by Judge Shaffer to enter reciprocal agreements for the 2016 BOPTA year, commencing January 1, 2017 and ending on April 30, 2017, with Morrow County and Sherman County for appraisal services. Weimar – Yes; Shaffer – Yes; **Motion Carried.**

**IN THE MATTER OF 2016 FUND EXCHANGE AGREEMENT WITH ODOT**

Commissioner Weimar provided explanation on the 2016 Fund Exchange Agreement No. 31716 for Gilliam County Road Maintenance.

**Motion** by Commissioner Weimar, second by Judge Shaffer, to approve Intergovernmental Agreement No. 31716 between Oregon Department of Transportation and Gilliam County to exchange 2016 federal funds for state funds,

based on \$94 state for \$100 federal, a trade of \$155,416 federal funds for \$146,091 state funds. Weimar – Yes; Shaffer – Yes; **Motion Carried.**

### **IN THE MATTER OF FIRE SUPPRESSION MAINTENANCE CONTRACT**

Chris Fitzsimmons was present to discuss a contract she received from JR Merit Industrial Contractors for inspection and testing of fire suppression equipment they installed in the Gilliam County Courthouse. Fitzsimmons said that the inspection is required, per a discussion with Jeff Schott of Pillar Consulting. She checked with the State and was advised maintenance is the County's responsibility per the Contract the County entered with the State when the funds were accepted. However, the inspection isn't included as a specific line item in the budget and is not an allowable expenditure with Court Security Funds.

**Motion** by Commissioner Weimar, second by Judge Shaffer, to approve a contract with JR Merit in the amount of \$2,890, funded from the Maintenance and Repairs Fund, with contract to be automatically renewed yearly. Weimar – Yes; Shaffer – Yes; **Motion Carried.**

### **IN THE MATTER OF REVISED AMENDMENT FOR DHS AND OHA AGREEMENT**

**Motion** by Commissioner Weimar, second by Judge Shaffer, to accept Revised Amendment No. 1 for DHS and OHA Intergovernmental Agreement No. 148065-1, correcting three errors in original document, as corrected. Weimar – Yes; Shaffer – Yes; **Motion Carried.**

### **IN THE MATTER OF COMMUNITY DEVELOPMENT GRANT REQUEST**

The Court discussed a grant submittal request form submitted by Gilliam County Community Development Director Rachel Weinstein. The grant will be submitted to Cycle Oregon; funds to be used for three bicycle stand repair stations in Condon, Mitchell, and along the Painted Hills Scenic Bikeway.

**Motion** by Judge Shaffer, second by Commissioner Weimar, to approve Community Development's grant submittal request to Cycle Oregon in the amount of \$3,600, with no requirement for cash match. Shaffer – Yes; Weimar – Yes; **Motion Carried.**

### **IN THE MATTER OF PLANNING DIRECTOR STAFF REPORT**

Gilliam County Planning Director Michelle Colby presented a staff report for activities since June, 2016. The report included land use actions, planning grants, regional issues, meetings and training, planning/work in progress, a wind energy update and a 90-day look ahead from the Oregon Department of Energy Facility Siting Division, regarding projects affecting Gilliam County.

## **IN THE MATTER OF PUBLIC CONTRACTING PACKET**

Court members discussed clarification of a Public Contracting Packet via a conference call with Carrie Connelly of Local Government Law Group. Connelly explained that a \$1 million cap on requests for proposals was inadvertently included in the Findings. The corrected Findings were sent to Gilliam County and the \$1,000,000 cap has been removed. In clarification, Connelly said that if Resolution 2016-17 is adopted, the County can award construction contracts over \$100,000 based on criteria other than cost, while projects between \$5,000 and 100,000 must be competitive with at least three bids. If the Resolution isn't adopted, projects over \$100,000 must be awarded based on the lowest bid. The Court agreed to put the matter on the Agenda as an Action Item for the next meeting.

In a related matter, Court Administrator Leanne Durfey noted that the County does not currently have a policy on purchasing authority and spending limits. She asked about ballpark figures that the County should consider regarding purchasing authority and spending limits if and when the Resolution is adopted. Connelly said that it depends on the Court's preferences and comfort level. The Court agreed on the importance of establishing purchasing authority and spending limits. The matter will be discussed with department heads and elected officials, and will be a topic for further discussion at the next Court meeting.

## **IN THE MATTER OF HOLIDAY EVENTS**

- The second meeting of the Gilliam County Court, (Nov. 16), will be cancelled due to a conflict with the AOC Conference. December meetings will be as scheduled, Dec. 7 and 21.
- The Court agreed that an employee appreciation dinner will be scheduled for Thursday, Dec. 8.
- The Court also agreed that employees will receive Christmas hams.

## **IN THE MATTER OF INTERGOVERNMENTAL AGREEMENT**

In continuance of her staff report earlier in the meeting, Michelle Colby noted she and Judge Shaffer have been discussing an amendment to the North Central ESD agreement to dedicate IT services at a minimum of eight hours per week at the Courthouse. She presented an Amendment to the Intergovernmental Service Agreement. Colby explained that due to increased technological needs, more on-site assistance is needed. The dedicated time will increase the current agreement by \$7,000, from \$15,000 to \$22,000.

**Motion** by Commissioner Weimar, second by Judge Shaffer, to approve Amendment No. 1, amending an Intergovernmental Agreement for Technology Provider and Service between North Central Education Service District and Gilliam County for a minimum of eight hours per week, at a total cost of \$22,000, effective fiscal year Nov. 1, 2016 through June 30, 2017. Weimar – Yes; Shaffer – Yes; **Motion Carried.**

#### **IN THE MATTER OF LGPI PROPOSAL**

After a brief discussion, the Court agreed to move ahead with proposals submitted by the Local Government Personnel Institute for human resource services.

**Motion** by Judge Shaffer, second by Commissioner Weimar, to enter into a contract with LGPI to provide Human Resource services including handbook review and updates and procedures for HR functions at a total cost of \$6,154.92; and position analyses, job description updates and salary survey estimates at a total cost of \$19,218.92.

Discussion: The Court acknowledged the LGPI proposals are presented as estimates but the vote is for a not to exceed amount. Gilliam County will let LGPI know the approval is up to the stated amounts and that LGPI would need to present a request for the Court to consider for work that exceeds the estimated costs. Shaffer – Yes; Weimar – Yes; **Motion Carried.**

#### **IN THE MATTER OF CORRESPONDENCE**

The Court received a note from Benjamin Evans expressing appreciation for the County's sponsorship of the Gilliam County Fair and purchase of his 4-H swine.

The Court received a letter from Gilliam County Library Board Chairman Cindy Osterlund regarding library maintenance issues, including potential freezing hazards created by the heat pump's release of moisture and by moisture overflow from the downspout on the back corner of the building. Safety issues are also created by the deteriorating sidewalk in front of the storage shed. The Court agreed that Darryl Houghtelling should ask Jamieson and Marshall to look at problems with the heat pump, and Dewey Kennedy will be requested to look at the downspout. It was noted a back entry lock was not working but Darryl Houghtelling has since taken care of it. Kathryn Greiner, Condon City Administrator, offered to discuss the sidewalk problem with the City's engineer. After an exchange of text messages, Greiner related the engineer's opinion that the sloping of the sidewalk may be an issue in light of ADA requirements. Greiner offered to do further checking on it.

#### **IN THE MATTER OF BLENDING FACILITY FLOOR JOINT REPAIR**

The Court discussed a proposal received from Jeff Schott of Pillar Consulting Group, Inc. regarding floor joint repair at the Shutler Station Blending Facility, operated by

Ardent Mills. Court members agreed that repair is long overdue, but questioned how much of the expense the County is liable for, noting that any repairs must meet requirements for manufacture of food products.

**Motion** by Commissioner Weimar, second by Judge Shaffer, to approve a proposal from Pillar Consulting to provide design and project management services associated with a project known as Blending Facility Floor Joint Repair at a cost of up to \$16,990. Weimar – Yes; Shaffer – Yes; **Motion Carried.**

### **IN THE MATTER OF CONSENT AGENDA**

The Court agreed to table approval of the Consent Agenda, including Oct. 5 Regular Court Meeting Minutes and Oct. 5 Executive Session Minutes.

### **IN THE MATTER OF COURT MEMBER REPORTS**

Judge Shaffer reported that he attended the following:

- A meeting of Governor Kate Brown’s Advisory Committee on Energy and Agriculture.
- The AOC District 3 meeting held in Condon Oct. 17. Judge Shaffer noted that the meeting was well-attended by numerous people, including Clackamas County Commissioner Martha Schrader; Regional Strategies Representatives and AOC staff.
- A meeting of Frontier Telenet, held following the AOC meeting. A decision was made to accept a contract with Mike Smith of Connections LLC for the position of Director of Marketing.
- A first meeting of the housing committee, approximately 25 people in attendance. The purpose of the meeting was to look at housing issues in Arlington and Condon.
- Judge Shaffer also noted that Frontier Telenet is finalizing all communication components for Cottonwood Canyon State Park.

Commissioner Weimar reported that he:

- Attended a meeting of AOC Transportation Steering Committee, where the primary topic was issues expected to come before the Legislature.
- Attended the Oregon Transportation Commission Fall Workshop. Topics of discussion included potential effects of Measure 97 and priorities for our area, which center primarily on Highway 97.

### **IN THE MATTER OF THE NEXT COURT MEETING**

The next Gilliam County Court meeting will be held on Wednesday, November 2, 2016 beginning at 10:00 a.m. at the Gilliam County Courthouse in Condon.

It appearing to the Court that there was no further business to be conducted at this time and no additional matters to be considered, Judge Shaffer adjourned the meeting at 3:45 p.m.

GILLIAM COUNTY COURT

By \_\_\_\_\_

Steve Shaffer, Judge

By Absent \_\_\_\_\_

Dennis Gronquist, Commissioner

By \_\_\_\_\_

Michael Weimar, Commissioner

Mary H. Dyer/Recorder