

**8-17-2016**

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.

Judge Shaffer reported that Commissioner Gronquist is progressing, and has been moved from the hospital to a Portland care facility where he will continue his recovery.

### **IN THE MATTER OF MAINTENANCE DEPARTMENT STAFF REPORT**

Maintenance Department staff Daryl Houghtelling presented his semi-annual report regarding activities of the Maintenance and Grounds Department.

#### Courthouse and Grounds:

- Hiring a new part-time janitor soon; the position has been advertised.
- New air conditioner unit installed in server room three months ago is working well.
- New sprinkler alarm system was tested recently and is working well.
- Houghtelling is looking into new star treads and mats in hallways for safety reasons.
- Exterior light to illuminate flags at night have been installed.

#### Burns Park:

- Summer has been busy. All 23 spots are booked for fair week, with a waiting list.
- Many trees were pruned.
- Houghtelling is pursuing bids for new floor resurfacing in park restrooms.

#### Shutler Industrial Park:

- Water samples have been clean this year.
- The new water-softening system is working well with no apparent problem or complaints.
- The maintenance department is taking care of wheat lab exterior, but no longer taking care of interior of building.
- Pruning project has been completed at wheat lab and I.B.R this summer, with assistance of Youth Conservation Corps.
- Monthly water readings to treasurer are ongoing. Weed Control Officer and Houghtelling will devise a better system next year.

#### Gilliam County Library:

- Library is cleaned and garbage taken out weekly.
- Back yard has been landscaped and is taken care of weekly.
- Sidewalk next to back building is crumbling and presents a safety issue, needs attention.

### Senior Transportation Driving:

- Houghtelling reported he is driving as needed in emergency situations – probably averaging about three times per month.

Commissioner Weimar inquired about the situation with the restroom floors at Burns Park. Houghtelling explained that the floors are pitted and must be scrubbed by hand. A new floor with a smoother surface will be easier to maintain.

### **IN THE MATTER OF CONDON SWIMMING POOL AGREEMENT WITH CITY OF CONDON**

The County Court received an Intergovernmental Agreement for the operation of the Condon Swimming Pool from October 1, 2016 to September 30, 2017, presented by City of Condon Administrator Kathryn Greiner.

Judge Shaffer noted that the arrangement is going well and the City is doing a good job. The new, one-year agreement contains no changes other than dates.

**Motion** by Commissioner Weimar, second by Judge Shaffer, to approve the Intergovernmental Agreement as presented between Gilliam County and City of Condon for operation of Condon Swimming Pool, not to exceed \$50,000. Shaffer – Yes; Weimar – Yes; **Motion Carried.**

### **IN THE MATTER OF GILLIAM COUNTY LIBRARY REQUEST TO APPLY FOR GRANT**

The County Court received a request to apply for an Oregon State Library Grant, submitted by Mary Reser and Silvia Durfey of the Gilliam County Public Library. The grant application in the amount of \$2,020 will be submitted to the Oregon State Library. The County Library budget includes the required cash match of \$2,430 in various line items. The request form indicates there is \$550 available from other sources. The funds will be used for 2017 Summer Reading Program, AWE computer station and LEGO stations, as well as programs throughout the year. Total estimated project cost is \$5,000.

**Motion** by Commissioner Weimar, second by Judge Shaffer, to approve Gilliam County Public Library's request to submit grant application to the Oregon State Library. Shaffer – Yes; Weimar – Yes; **Motion Carried.**

### **IN THE MATTER OF APPOINTMENT TO GILLIAM COUNTY LIBRARY BOARD**

The County Court received a letter from Kim Farrar of the Gilliam County Library Board, noting that Mason Eubanks has resigned from the Board. A Notice of Committee Vacancy has been published, and Scott Maley expressed an interest in filling the vacancy.

**Motion** by Commissioner Weimar, second by Judge Shaffer, to accept Mason Eubanks' letter of resignation from the Gilliam County Library Board. Shaffer – Yes; Weimar – Yes; **Motion Carried.**

**Motion** by Commissioner Weimar, second by Judge Shaffer, to appoint Scott Maley to the Gilliam County Library Board to fill the vacancy created by Mason Eubanks' resignation, term to expire June 30, 2017. Shaffer – Yes; Weimar – Yes; **Motion Carried.**

### **IN THE MATTER OF CORRECTED SALARY SCHEDULE**

Judge Shaffer presented a corrected 2016-17 Job/Salary Classification Schedule, noting that the Schedule contains formula adjustments. The Schedule was discussed briefly, and Commissioner Weimar requested clarification regarding payroll for the Gilliam County Fair Board secretary. Judge Shaffer explained that the County is handling payroll for the fair board secretary to simplify the task for the Fair Board; however, wages continue to come from the Fair Board budget.

**Motion** by Commissioner Weimar, second by Judge Shaffer, to approve the 2016-17 Salary Classification Schedule. Shaffer – Yes; Weimar – Yes; **Motion Carried.**

### **IN THE MATTER OF FRONTIER DIGITAL NETWORK MOTOROLA WARRANTY PAYMENT**

Judge Shaffer presented an Invoice from Frontier Digital Network in the amount of \$63,690, one-third of a Motorola Warranty Service Update Agreement approved at the July 28, 2016 meeting. It is important, Judge Shaffer said, to keep the digital switch up to date.

### **IN THE MATTER OF ARLINGTON TV COOP REQUEST FOR RELEASE OF GRANT**

John Neys of Arlington TV Cooperative and Peter Mitchell, Arlington Port Manager/Economic Development Officer were present for an update on Arlington TV Cooperative's request for release of previously approved grant funds to Port of Arlington. Judge Shaffer commented that he feels fairly comfortable dispersing \$55,000 needed for engineering, but asked Neys and Mitchell what would happen if the Bank and Ritalia Funding can't agree on a PMSI (Purchase Money Security Interest Agreement). Peter Mitchell reported that the PMSI is expected soon – possibly today. Shaffer stressed the importance of waiting to move forward with release of the remainder of the grant until written notification of a secured loan is received. Commissioner Weimar agreed that the Court needs to see the "whole picture," commenting, "If the bank doesn't go, we don't go." The Court agreed that \$55,000 will be released as soon as a PMSI is in place, and that the remainder of the grant will be released at the next meeting if notice of secured loan is received and all the pieces are in place.

### **IN THE MATTER OF ECONOMIC ENHANCEMENT FUND ORDINANCE REVIEW**

Judge Shaffer opened a discussion regarding review of Economic Enhancement Fund Ordinance No. 2012-15, noting that the review was a primary concern for Commissioner Gronquist. Judge Shaffer expressed uncertainty about how quickly the Court should move forward with the review in Commissioner Gronquist's absence. He also noted that a discussion must take place, followed by creation of a draft ordinance. At that time, hearings will be held in Arlington and Condon. Court members agreed to postpone the review of the Economic Enhancement Fund Ordinance.

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

Veterans Service Officer Bryan Hunt was present to present a quarterly report for the Fourth Quarter, Fiscal Year 2016. Hunt noted that he conducted a total of 26 interviews in Gilliam County; 13 in-office and 3 out-of office. Commissioner Weimar asked for clarification for what qualified as an interview, and Hunt explained that an interview occurs when a Veteran comes

into the office and requests assistance. Hunt also noted that he has seen improvements, with responses to most claims occurring within six months. However, he believes medical claims will continue to be a problem. Judge Shaffer commended Hunt on his outreach efforts, which have promoted better awareness of local Veterans Services.

#### **IN THE MATTER OF NOTICE OF LEASE TERMINATION WITH W.I. CONSTRUCTION, INC.**

Judge Shaffer presented a Notice of Lease Termination prepared by legal counsel for submission to W.I. Construction, Inc. Judge Shaffer noted that American Rock has requested to lease the property as the lone tenant. W.I. Construction has been asked to vacate the premises prior to September 3, 2016.

**Motion** by Commissioner Weimar, second by Judge Shaffer, to approve the Notice of Lease Termination with W.I. Construction, Inc. Shaffer – Yes; Weimar – Yes; **Motion Carried.**

Judge Shaffer reported that legal counsel is drawing up a lease with American Rock. After a brief discussion regarding rental fees, the Court decided to table the discussion until the next meeting, at which time the matter will be addressed in Executive Session.

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

The Court discussed a draft of Public Contracting Rules 2016, prepared by legal counsel and briefly addressed at the last meeting. Judge Shaffer commented that the Rules are needed to establish approved levels of spending for County officers and other delegated authorities, including determination at which level they must come before the Court for approval. Commissioner Weimar agreed with Judge Shaffer's suggestion that the County should move forward with preparation and approval of the Rules as soon as possible. Both agreed to contact legal counsel for assistance in drafting policy to establish authorized levels of spending.

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

The Court received a Summary of Property Tax Collections for Fiscal Year Ending June 30, 2016.

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

Motion by Judge Shaffer, second by Commissioner Weimar, to approve the Consent Agenda, including July 6 Executive Session Minutes and August 3 Regular Meeting Minutes with minor corrections made prior to approval. Shaffer – Yes; Weimar – Yes; **Motion Carried.**

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

Judge Shaffer reported that he:

- Met with Bank and Soil and Water Conservation District regarding loan for SWCD capital project and all parties are in agreement with financial package.
- Participated in a ribbon-cutting ceremony for Columbia Basin Electric's new electric vehicle charging station, held August 4 in Condon.

- Attended an Oregon Coastal Caucus Economic Summit, sponsored by the Association of Oregon Counties. The event took place in Coos Bay August 8-9. Transportation and housing were major topics.
- Rachel Weinstein and PCDC Director Kim Farrar are beginning the process of analyzing housing needs in Gilliam and Wheeler Counties
- Attended Frontier Telenet meeting August 10 where requests for quotes were discussed, will be bringing information to the County Court. Also, discussed possible need for increasing Frontier Telenet marketing and sales strategies and are in process of drafting a request for proposals for contracting for these services.
- He and Michelle Colby met with representative from IT Solutions, more in depth research is needed to understand how the entire network is operating. He and Michelle will also meet with ESD Superintendent Robert Waltenburg to discuss possible options for increased IT services.
- Spoke with LGPI representative about contracting for human resources, should have a proposal at next meeting.
- Will attend CREA meeting August 19 where SB 1547 will be discussed. More information will follow.
- Details of August 15 meeting in The Dalles with lenders on the Arlington TV Coop fiber project was reported on earlier today.

Judge Shaffer will be attending:

Frontier Telenet meeting August 24<sup>th</sup>

County Insurance Services trainings at Memorial Hall in Condon August 25

Meeting with Senator Jeff Merkley Friday, August 26 regarding Willow Creek Barge project in Arlington August 26

Commissioner Weimar noted the importance of staying in contact with METRO in Commissioner Gronquist's absence. Judge Shaffer agreed noting it should be a priority.

Commissioner Weimar reported that he will attend meetings of CAPECO and Mid-Columbia Council of Governments next week.

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

The next Gilliam County Court meeting will be held on September 7, 2016 beginning at 10:00 a.m. at 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 12:30 p.m.

GILLIAM COUNTY COURT

By \_\_\_\_\_

Steve Shaffer, Judge

By \_\_\_\_\_

Dennis Gronquist, Commissioner  
(absent)

By \_\_\_\_\_

Michael Weimar, Commissioner

Mary H. Dyer/Recorder