

**4-19-2017**

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

**IN THE MATTER OF CHANGES TO THE AGENDA**

Judge Shaffer noted the following changes to the agenda:

A scheduled appointment with Michelle Geer and Nichole Schott of Condon School District regarding updates on facilities consolidation and general progress of programs has been postponed until the first meeting in June.

A discussion regarding Shutler Station Industrial Park land use planning procedures will take place during today's meeting.

Updates to Resolution 2017-05, required for the County to apply for an Assessment and Taxation grant provided by the Oregon Department of Revenue, will be presented to the Court for approval during today's meeting.

A request for temporary cell phone for the solar eclipse event by the Community Development Coordinator has been withdrawn.

**IN THE MATTER OF REQUEST FOR WAGE INCREASE**

Sheriff Gary Bettencourt met with the Court to request wage increases for Office Deputy and Emergency Management Coordinator Chris Fitzsimmons, Lieutenant Jon Terland and Corporal Wes Garth. Sheriff Bettencourt outlined duties, education and training for each individual, and told the Court how each staff member has enhanced public safety and the effectiveness of the Sheriff's Department.

It was noted that Sheriff's Department wages are already in the 2017-18 salary classification schedule. Commissioner Wetherell suggested the salary study which is in process should be completed before making a decision. Judge Shaffer and Commissioner Weimar concurred. Commissioner Wetherell said she thought it would be acceptable to include the increases in the budget, and if increases are not approved the funds would not be expended. She suggested this as a preferred budget option rather than adding to the work of the budget officer if a decision is made later to increase salaries which are not budgeted for.

**IN THE MATTER OF COMPENSATION BOARD RECOMMENDATION**

Judge Shaffer read a letter submitted by Walter Powell, Gilliam County Compensation Committee Chair, regarding elected officials' salary increases. The Committee recommended that elected officials receive an increase of 2.2 percent and step changes following the current schedule, appropriate for their time served. The Committee also recommended that the newly appointed County Commissioner be paid starting on the base step, Step A, as commensurate with their time in service to County government.

**MOTION** by Commissioner Weimar, second by Commissioner Wetherell, to accept the Gilliam County Compensation Committee's recommendations as presented for the 2017-18 fiscal year. Weimar – Yes; Shaffer – Yes; Wetherell – Yes; **Motion Carried.**

**IN THE MATTER OF COUNTY PERSONNEL AND SERVICES**

Following the two previous discussions regarding employee wages and services, Judge Shaffer discussed the difficulties involved in keeping up with State and Federal requirements, which increase every year. Leanne Durfey agreed there's a need to hire or assign HR duties and that this may be a good time because job descriptions and employee handbook will be updated in the near future. Judge Shaffer mentioned the results of City County Insurance Services recent Best Practices survey show a need for the proposed Human Resources/Risk Management position. Commissioner Weimar asked if the local insurance agent could fill some of the risk management responsibilities. Commissioner Wetherell inquired if other small counties have HR staff, and Durfey said Morrow does and Judge Shaffer said Union and Grant counties also have an HR person, while Sherman and Wheeler Counties don't. No decisions were made.

Judge Shaffer also reported that Wheeler County has inquired about contracting with Gilliam County to provide juvenile director services. Judge Shaffer said that Juvenile Director Vickie Winters has been doing the work for both counties since August and that she has had difficulty keeping up, due in part to the extensive travel required in Wheeler County. Judge Shaffer suggested that Gilliam County may want to consider providing the service to Wheeler County with the assistance of a half-time employee who could also work half-time as an administrative assistant in the Gilliam County Courthouse. The Court agreed with Commissioner Weimar's comment that there is still much to consider. No decisions were made.

#### **IN THE MATTER OF PUBLIC HEARING: 2017-18 SUPPLEMENTAL BUDGET**

Judge Shaffer opened the public hearing at 11:15 a.m., noting that the purpose of the hearing was to adjust the budget to reflect unexpected expenses and revenues incurred in the 2016-17 fiscal year. The items to be discussed were the following: State grants awarded to Coordinated Care Organizations Local Community Advisory Council in the amount of \$10,000; and insurance replacement of a police vehicle in the amount of \$29,000. With no public comment, Judge Shaffer closed the Public Hearing at 11:30 a.m.

**MOTION** by Commissioner Weimar, second by Commissioner Wetherell, to approve supplemental budget Resolution 2017-07, reflecting unexpected expenses and revenues in the **amount** of \$39,000 for Fiscal Year 2016-17. Weimar – Yes; Shaffer – Yes; Wetherell – Yes; **Motion Carried.**

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

Tri-County Veterans Service Officer Bryan Hunt provided a quarterly report for the third quarter, Fiscal Year 2017, including an individual county activity report, composite activity report and outreach activity report. A quarterly financial report/EE plan table isn't yet completed.

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

**MOTION** by Commissioner Wetherell, second by Commissioner Weimar, to appoint David Greiner to the Gilliam County Library Board to fill a vacancy created by the resignation of Kim Farrar, whose term expires June 30. Since board members can serve only two consecutive four-year terms and only two months remain in Farrar's term, Greiner's four year term will begin July 1, 2017. Weimar – Yes; Shaffer – Yes; Wetherell – Yes; **Motion Carried.**

### **IN THE MATTER OF AGREEMENT REGARDING DISTRIBUTION OF SIP FEES**

Prior to the discussion regarding distribution of Montague Wind community SIP community service fees, Commissioner Wetherell declared a potential conflict due to her role of bookkeeper for the North Gilliam County Cemetery District. Judge Shaffer and Commissioner Weimar agreed there was no problem with her participation, and the discussion continued. Judge Shaffer explained that Port of Arlington Manager/Economic Development Officer Peter Mitchell presented five scenarios for distribution of the fund, with District 4 Boards opting to choose between Scenarios 1 and 4. Judge Shaffer reported that letters of notification have been received from: 1) Board Chairman Larry Eubanks that the North Gilliam County Rural Fire Protection District Board voted for Scenario 1; and 2) from Chairman Ruben Wetherell indicating that the Board of Gilliam County Cemetery District voted in favor of Scenario 4. Judge Shaffer also received a phone call from Administrator David Anderson indicating that North Gilliam County Health District Board voted for Scenario 1. Port of Arlington did not submit a formal vote. However, all Code 4 Taxing Districts are willing to support alternate decisions in the best interest of the County, per the Court's decision. Commissioner Weimar said Scenario 1 offers the Court more say in how the funds spent, and Judge Shaffer agreed that Scenario 1 provides a better opportunity to spread available funds throughout the County. Consensus of the Court was to prepare an Intergovernmental Agreement stating acceptance of Scenario 1.

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

The Court agreed to schedule an initial work session to review the County's Economic Fund Ordinance. An initial work session will be held June 7, with a second session scheduled for June 21.

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

**MOTION** by Commissioner Weimar, second by Commissioner Wetherell, to approve the consent agenda; excluding April 5 2017 County Court minutes, including Gilliam County Weed Control Assessment authorization to Assessor for the 2017-18 fiscal year. Weimar – Yes; Shaffer – Yes; Wetherell – Yes; **Motion Carried.**

### **IN THE MATTER OF EXECUTIVE SESSION**

Judge Shaffer declared the meeting to be in executive session pursuant to ORS 192.660 (2) (e) Real Property Transactions, at 1:05 p.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 1:30 p.m., bringing Court members out of executive session and back into regular session.

### **IN THE MATTER OF BURNS PARK FEES**

Maintenance Department staff Darryl Houghtelling presented recommendations to increase Burns Parks fees, prompted by Condon RV Park's notification of their rate increase and request that the County not be in direct competition with a private business. For reference, Houghtelling also presented an outline of fees at nearby parks.

**MOTION** by Judge Shaffer, second by Commissioner Weimar, to increase Burns Park fees to \$30 per night for full hook-up, \$20 for camping and \$400 monthly, beginning June 1, 2017. Weimar – Yes; Shaffer – Yes; Wetherell – Yes; **Motion Carried.**

## **IN THE MATTER OF REVIEW OF LETTERS, 2017-18 GRANT REQUESTS**

The Court discussed 2017-18 grant requests for grant funds. Most requests remained unchanged from the previous year and were approved to be advanced in the budget process, including those from Arlington Community Preschool request for \$34,000, South Gilliam Health Center request for \$150,000, Gilliam County Fire Services request for \$60,000, Arlington Public Schools Early College Program request for \$50,000, Condon Public Schools Early College Program request for \$50,000, Arlington Public Library request for \$20,000, Condon Community Food Pantry request for \$11,000, USDA Wildlife Services request for \$67,202, Pioneer Community Development Corp. request for \$50,000 and Gilliam County SWCD request for \$50,000. The following entities requested funding increases and were also approved to be advanced as submitted in the budget process:

- Arlington Child Care – Increase from \$65,000 to \$76,500. Request approved.
- Condon Child Care – Increase from \$80,000 to \$100,375.
- Arlington Public Schools – Increase from \$325,000 to \$350,000.
- Condon School District General Fund – increase from \$325,000 to \$350,000.
- Arlington H.E.L.P. – increase from \$6,500 to \$8,000. Request approved.
- OSU Extension Service – increase from \$99,033 to \$106,112.
- Port of Arlington – increase from \$250,000 to \$800,000.
- Summit Springs Village Corporation – Increase from \$145,000 to \$150,000.
- Approvals also included earmarks by Arlington TV Cooperative (\$258,667); City of Condon (\$387,562); and Condon Child Care (\$150,000).

Two additional entities requested funding without a prior letter from the Court, as follows:

- John Day River Territory requested \$3,000 to assist with promotion of tourism within the area. Request will be forwarded to County Community Development Department remaining consistent with recent budgets.
- North Gilliam County Health District Administrator Dave Anderson presented a letter requesting funds in the amount of \$5,000 for purchase of CPR equipment that will be used to teach CPR to community residents throughout the County. Anderson noted the importance of CPR skills for lay people, and that the project supports communities in the areas of economic development, infrastructure and livability/quality of life. David Anderson was in the audience and it was suggested to him that he apply for a Special Project grant.

Regarding Port of Arlington's request for an increase from \$250,000 to \$800,000, Peter Mitchell explained that the money would be used to fund a flex building for use by local businesses, as well as water and sewer extension and replacement of a non-ADA compliant restroom at the Marina. He also explained that a grant would help the Port leverage more grants from the State, generally at a rate of \$2 in outside money for every \$1 provided by the County. The Court agreed to place the amount on the budget for a decision by the Budget Committee in May.

Each entity will be invited to schedule a time with the Budget Committee to discuss the proposals.

## **IN THE MATTER OF TECHNOLOGY CONTRACT RECOMMENDATIONS**

Gilliam County Planner and IT Coordinator Michelle Colby presented the Court with the following recommendations:

- Recommended that the Court take advantage of a free offer from Revize Software Systems to migrate the County's website to a more responsive platform, as the website hasn't been updated since 2014. The Court agreed with her recommendation.
- Recommended that the Court renew an agreement with Microsoft Enterprise for a three-year term of continuous uninterrupted service and support for the County's email system and product licensing.

**MOTION** by Judge Shaffer, second by Commissioner Wetherell to renew a Microsoft Enterprise Agreement for a three-year term at a cost of \$8,400. Weimar – Yes; Shaffer – Yes; Wetherell – Yes; **Motion Carried.**

- Recommended that the Court renew a service agreement for Fiscal Year 2017-18 with North Central Educational Service District. The agreement will provide continuous, uninterrupted service for and support of the County's technology system.

**MOTION** by Commissioner Weimar, second by Commissioner Wetherell, to approve an Intergovernmental Services Agreement between Gilliam County and North Central Educational Service District for technical services in the amount of \$17,000 for fiscal year 2017-18. Weimar – Yes; Shaffer – Yes; Wetherell – Yes; **Motion Carried.**

- Recommended that the Court make no immediate changes regarding the Courthouse phone system, and that the project be assigned to another individual who can give it the extensive attention and research needed.

**MOTION** by Commissioner Wetherell, second by Commissioner Weimar, to renew a TIG (Technology Integration Group) support agreement in the amount of \$1,800, and an agreement for Cisco SMARTnet Maintenance in the amount of \$1,764. Weimar – Yes; Shaffer – Yes; Wetherell – Yes; **Motion Carried.**

## **IN THE MATTER OF ZONING PERMITS FOR ALLOWABLE USE**

Gilliam County Planning Director Michelle Colby informed that zoning permits are required for Allowable Use designated by the County's zoning ordinance, and recommended that the Court appoint an individual to sign the permits. Consensus of the Court was to designate Judge Shaffer the authority to sign zoning permits applications as the landowner for temporary activities at Shutler Station Industrial Park.

## **IN THE MATTER OF PUBLIC HEARING**

Notice has been given that Gilliam County Court will conduct a public hearing at 10:30 a.m. on Wednesday, May 3, 2017. The purpose of the public hearing is to consider marijuana business regulations in unincorporated portions of the County.

## **IN THE MATTER OF RESOLUTION NO. 2017-5, ASSESSMENT AND TAXATION**

The Court accepted corrections submitted by Assessor Chet Wilkins to Resolution 2017-5 required in order for the County to apply for an Assessment and Taxation grant provided by the Oregon Department of Revenue. The Resolution was approved by the Court at the April 5, 2017 meeting.

### **IN THE MATTER OF RESOLUTION NO. 2016-17, PUBLIC CONTRACTING RULES**

The Court reviewed and reaffirmed Resolution No. 2016-17, a joint resolution of the County Court and the Local Contract Review Board opting out of the Attorney General's Public Contracting Rules and amending Public Contracting Rules for Gilliam County.

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

The Court received:

- A letter of resignation from Gilliam County Road Department employee Larry Hardie. Judge Shaffer indicated that other things may be addressed before the letter is formally accepted.
- A note of appreciation from Mary Evans, Director of Public Sector Services for Waste Management. Evans thanked the Court for its letter of support to the Seattle City Council and noted that the Council voted to extend its disposal agreement from March 31, 2019 to March 31, 2024. Judge Shaffer noted that the contract, although approved, hasn't yet been signed.

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

Judge Shaffer:

- Noted that NORCOR'S plan to place a permanent taxing district before voters is still on the table. However, the facility is now accepting ICE prisoners and has increased the number of beds from 40 to 60, with the possibility of a contract with another county for an additional 30 beds.
- Met with a representative of ZAYO Group, the entity that plans to install fiber in the north end of the county, from Boardman to The Dalles. Judge Shaffer also said that Roadmaster Dewey Kennedy attended a safety meeting with the company.

Commissioner Weimar:

- Attended an AOC transportation meeting.

Commissioner Wetherell:

- Recently toured Columbia Ridge Landfill and Chem Waste.
- Met with Waste Management regarding the Metro Contract.
- Attended a special meeting with representatives of Code 4 Taxing Districts to discuss an intergovernmental agreement concerning the distribution of Strategic Investment Program (SIP) Community Service Fee for the Montague Wind Project.
- Will attend a special meeting of the Gilliam County Court on Monday, April 24 in the Conference Room at the Grain Lab at Shutler Station Industrial Park.
- Has an appointment to tour the IBR Facility at Shutler Station Industrial Park prior to Monday's meeting.

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

The next regular Gilliam County Court meeting will be held on Wednesday, May 3, 2017 beginning at 10:00 a.m. at Gilliam County Courthouse in Condon, Oregon.

A special meeting of the Gilliam County Court will be held on Monday, April 24 in the Conference Room at the Grain Lab at Shutler Station Industrial Park. The purpose of the meeting is to meet with representatives of the Economic Development Administration regarding the Gilliam County Grain Lab, including ownership and alternate uses.

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 3:00 p.m.

GILLIAM COUNTY COURT

By \_\_\_\_\_

Steve Shaffer, Judge

By \_\_\_\_\_

Michael Weimar, Commissioner

By \_\_\_\_\_

Leslie Wetherell, Commissioner

Mary H. Dyer/Recorder

