

**Morrow County Court**  
**September 14, 2016**  
**Irrigon, Oregon**  
**Irrigon City Hall Council Chambers**  
**500 N.E. Main Ave.**

**Present**

Judge Terry Tallman  
Commissioner Leann Rea  
Commissioner Don Russell  
Jerry Sorte, Administrative Officer  
Karen Wolff, Human Resources Director  
Richard Tovey, County Counsel/Deputy District Attorney  
Roberta Lutchter, Court Executive Assistant  
Melissa Lindsay, Judge-Elect  
Jim Doherty, Commissioner-Elect

**Audience**

David Sykes, Heppner Gazette-Times

**Call to Order:** 9:09 a.m., followed by pledge of allegiance.

**City and Citizen Comments**

Aaron Palmquist, Irrigon City Manager

- Provided an update on the Community Enhancement Project that offers dumpsters to property owners willing to participate in improving their properties – the Irrigon City Council will consider 22 abatement processes at its September 20<sup>th</sup> meeting.
- Irrigon citizens are in the planning stages of a five-10 kilometer “Folk Walk.”
- The City has been working with the Department of Environmental Quality and has reached a nitrate level requirement that is more attainable and realistic. He said he hopes this resolution will be attractive to businesses that might be considering Irrigon as a location. Commissioner Rea thanked Mr. Palmquist for participating in the Lower Umatilla Basin Groundwater Management Area meetings and added he is the only community representative actively participating.

**Open Agenda**

Judge Tallman said in order for Justice Court Judge Ann Spicer to participate in the discussion on North Morrow County Facility Planning, she asked that it take place around 10:30 a.m. to accommodate her Court calendar. The request was granted.

**Old Business**

Draft Comment Letter to the Final Environmental Assessment for Disposal and Reuse of the Umatilla Chemical Depot

Ms. McLane explained she didn't think it necessary to comment to the U.S. Army regarding the Base Closure and Realignment Commission Final Environmental Assessment (EA) for Disposal and Reuse of the Umatilla Chemical Depot. She said while the EA was poorly written and contained inconsistencies and errors, the final conclusion is the one the County needed. She explained 30 days after the EA becomes final, the Findings of No Significant Impact document will be signed, bringing us one step closer to the disposition of the property, which is what we all want to happen. Discussion took place that comment by other entities could potentially reopen the EA or require an Environmental Impact Statement to be completed. The Court agreed by consensus that no action was needed.

#### Resolution R-2016-18 – Coordinated Human Services Public Transportation Plan

Ms. McLane

Ms. McLane said the Resolution has been reviewed and approved by County Counsel and now requires a reading by title to be considered for adoption. The reading by title was provided by Ms. McLane:

“A Resolution Adopting the Coordinated Human Services Public Transportation Plan.”

*Commissioner Rea moved to approve A Resolution Adopting the Coordinated Human Services Public Transportation Plan, Resolution No. R-2016-18. Commissioner Russell seconded. Unanimous approval.*

#### **New Business**

##### Draft Letter – Carty Generating Station Request for Amendment #1, Special Advisory Group Acknowledgement and Authorization of Planning Director to Respond

Ms. McLane

The letter to Oregon Department of Energy requests Ms. McLane be designated as the contact person for the duration of the Carty Generating Station Project. She said some of the information she may be facilitating, in conjunction with other staff, could be road crossing permits, weed evaluations, etc. The Court requested that Ms. McLane notify them of any activity with PGE that might deviate from their original plans; she said she would do so. The Court agreed by consensus to sign the letter.

##### Request Approval of Job Description and Wage Scale, and Permission to Fill New Position: Planning Outreach Coordinator

Karen Wolff, Human Resources Director

Ms. McLane

Ms. McLane explained the new part-time position was approved during the Budget Hearing process at 19 hours per week or \$21,000. She said she would like the hours to be variable from 16-19 per week.

Ms. Wolff said she appreciated Ms. McLane's input in compiling the majority of the job description. The pay level should be Pay Range 8, according to the JobMeas© formula, said Ms.

Wolff. Also provided for review was a budget impact document from the Finance Department, she said. Discussion.

*Commissioner Rea moved to approve:*

- 1. Creating the position of Planning Outreach Coordinator;*
- 2. The Job Description, as presented;*
- 3. Pay Range, as presented (Pay Range 8 of the General Employee Wage Scale, 2016-2017);*
- 4. Authorizing the Planning Department to advertise and fill the position.*

*Commissioner Russell seconded. Unanimous approval.*

#### Sign Contract for Janitorial Services

Jerry Sorte, Administrative Officer

Sandi Putman, Public Works Management Assistant

Commissioner Rea recused herself from participation and discussion of this agenda item.

Ms. Putman said the contract is for one year with an option to renew, and she recommends approval. She said it also includes a provision that the original review panel will meet every six months to evaluate the work of the contractor – Heppner Janitorial LLC.

*Commissioner Russell moved to approve the Janitorial Services Contract between Morrow County and Heppner Janitorial LLC for the time period beginning September 14, 2016 and ending September 16, 2017, with costs outlined in the contract. Judge Tallman seconded. Aye: Judge Tallman, Commissioner Russell. Recused: Commissioner Rea. Motion carried.*

Ms. Putman said window cleaning was not part of this contract and may be before the Court as a Personal Services contract in the near future. Mr. Sorte added window cleaning is typically outside the scope of janitorial services. Ms. Putman also said she and the review panel may look into a service that swaps out entry rugs and floor mats on a regular basis.

#### **Break**

#### **Old Business**

##### North Morrow County Facility Planning Discussion

Justice Court Judge Ann Spicer

Ms. McLane

Stephanie Loving, Planner I

Hank Pieper, GIS Planning Tech

Judge Spicer detailed what she called the inadequacies of the building that currently houses her office (Justice Court), Courtroom, Parole and Probation Office, and the Planning Department. She explained that a needed security modification to her office would be \$10,493 for materials alone, not including labor. Judge Spicer added she feels strongly the Justice Court needs to remain in Irrigon, one reason being the availability of public transportation that serves Irrigon. Also, the majority of the clientele in the Parole and Probation Office are from Irrigon, by that

office's estimate, she said. Judge Spicer urged the Court to act and move forward to solve the facility problems in Irrigon. A facility in Irrigon should also include space for the District Attorney's Office, Juvenile Department, Clerk's Office and Veterans Services Representative, she said. A discussion followed on square footage needs of the various departments.

Commissioner Russell relayed a lengthy discussion he had with Sheriff Ken Matlack where the two discussed the Sheriff's "wish list" for north end facilities. He said Sheriff Matlack would like to maintain a presence in Irrigon and Boardman; better space for the marine boat in Irrigon; storage for evidence; and a vehicle impound area. Judge Spicer added the Road Department needs an area for road maintenance vehicles, as well.

Commissioner Russell said he'd like to engage the services of an architect and determine how the various options discussed would be funded.

Mr. Palmquist made the following points:

- Irrigon has a stigma as being an area for less than desirable people. Many of these people are on probation and/or parole and typically locate near their Parole and Probation Office or judge. It would be a disservice to Irrigon to relocate the other County offices and leave only Justice Court and Parole and Probation in Irrigon.
- If County offices are removed from Irrigon, the businesses in town would lose the dollars spent by employees and others who come to town to conduct business at these offices.
- It would be more cost effective for the County to build a new facility on land it already owns in Irrigon and it should be made large enough to accommodate future needs. The City of Irrigon will work with the County on issues that may arise, such as parking requirements, etc.
- A new facility is needed in the north end of the County, so make a commitment to stay in Irrigon now.

Other discussion topics:

- Commissioner Russell said he wants to locate offices where it makes the most sense for the County's projected future needs.
- The need for a centrally located Road Department facility in the north end of the County.
- Commissioner Rea discussed the limited time of the funding from Strategic Investment Program (SIP) funds and how they should be used for capital improvements not personnel. She said a building loan could be paid off in a short amount of time with SIP funds. Judge Tallman said on the discretionary side, the County will be receiving approximately \$1,400,000 per year for the next 15 years since Carty 1 is now online, and in addition, there is about \$1,000,000 per year from wind agreements.

The Court directed staff to determine if architectural services require a bid process.

Commissioner Russell said the Court still needs to resolve philosophical differences on how to pay for a facility.

## **Department Reports**

### Planning Update

Ms. McLane

- Currently recruiting for new Planning Commission members.
- Hank Pieper, GIS Planning Tech, submitted his resignation. The effective date is yet to be determined. The Court was in favor of a one to two month overlap for training of a new employee.

## **County Counsel Report**

Richard Tovey, County Counsel

- Both the County Counsel and District Attorney Offices have been busy. A letter related to the unfunded mandate litigation will be ready for Judge Tallman's signature.
- It has been conducive to the working relationship with Department Heads and Elected Officials to be available for face-to-face conversations.

## **Administrative Officer Report**

Mr. Sorte

- Starting to receive proposals for development of a new County website. May present a recommendation to the Court by the end of September or early October.
- Department Heads/Elected Officials have been asked to submit comment on the draft Tobacco Free Policy by September 23<sup>rd</sup>. This is another agenda item slated for late September or early October.

## **Claims**

*Commissioner Rea moved to approve the September 2016 Retirement Taxes, dated September 8<sup>th</sup>; Void Check, dated September 7<sup>th</sup>; and the Accounts Payable in the amount of \$414,968.85. Commissioner Russell seconded. Unanimous approval.*

## **Minutes**

*Commissioner Rea moved to approve the minutes of September 7<sup>th</sup>, as presented. Commissioner Russell seconded. Unanimous approval.*

## **Correspondence Reviewed**

- Notice of Sheriff's Sale to take place on October 12<sup>th</sup>, 1:00 p.m., Morrow County Courthouse for a property on Gun Club Lane in Irrigon.
- Draft report based on the Housing Survey commissioned by the Association of Oregon Counties in the spring of 2016.

## **Commissioner Reports**

- Commissioner Rea attended a Fair Board meeting where it was mentioned they will hold a joint meeting with the Rodeo Committee. Fair Secretary, Ann Jones, distributed copies of the draft Tobacco Free Policy to the members of the Fair Board. A discussion took

place regarding the responsible party for a backflow device – the City of Heppner, Morrow County or the Fair.

- Commissioner Russell said he tried to participate via telephone conference in an Association of Oregon Counties subcommittee meeting on transportation, but the connection was faulty. He said that is often the case and if the incoming Commissioners are interested in any AOC meetings like this, they should attend in person.

**Adjourned:** 11:55 a.m.