

# **MORROW COUNTY BOARD OF COMMISSIONERS MEETING AGENDA**

**Wednesday, March 14, 2018 at 9:00 a.m.**

**Irrigon Branch of the Oregon Trail Library District, Community Room**

**490 N.E. Main Ave., Irrigon, Oregon**

**Amended**

- 1. Call to Order and Pledge of Allegiance - 9:00 a.m.**
- 2. City and Citizen Comments** – This is the time provided for individuals wishing to address the Board regarding issues that are not already on the agenda.
- 3. Open Agenda** – This is the time for the Board to introduce subjects that are not already on the agenda.
- 4. Consent Calendar**
  - a. Approve Claims: Accounts Payable dated March 15<sup>th</sup>;
  - b. Minutes: January 24<sup>th</sup>; February 14<sup>th</sup>; February 21<sup>st</sup>
  - c. Purchase Pre-Authorization Request from Public Works/Parks, Polaris Ranger (Greg Close, Parks Manager)
  - d. Buildable Lands Inventory and Housing Analysis Intergovernmental Agreement, and Request for Proposals
  - e. Approve Job Description for Part-Time Temporary Office Assistant (Darrell Green, Administrator)
- 5. Business Items**
  - a. Presentation by Morrow County School District Superintendent Dirk Dirksen
  - b. Irrigon Area Groundwater Update (Aaron Palmquist, Irrigon City Manager; Bev Bridgewater, Manager, West Extension Irrigation District)
  - c. Planning Commission Appointment Request (Stephanie Loving, Planner I; Stephen Wrecsics, GIS Planning Tech)
- 6. Department Reports**
  - a. Planning Department Monthly Report (Stephanie Loving, Planner I; Stephen Wrecsics, GIS Planning Tech)
- 7. Correspondence**
- 8. Commissioner Reports**
- 9. Signing of documents**
- 10. Adjournment**

Agendas are available every Friday on our website ([www.co.morrow.or.us/boc](http://www.co.morrow.or.us/boc) under “Upcoming Events”). Meeting Packets can also be found the following Monday.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Roberta Lutchter at (541) 676-5613.

Pursuant to ORS 192.640, this agenda includes a list of the principal subjects anticipated to be considered at the meeting; however, the Board may consider additional subjects as well. This meeting is open to the public and interested citizens are invited to attend. Executive sessions are closed to the public; however, with few exceptions and under specific guidelines, are open to the media. The Board may recess for lunch depending on the anticipated length of the meeting and

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the topics on the agenda. If you have anything that needs to be on the agenda, please notify the Board office before noon of the preceding Friday. If something urgent comes up after this publication deadline, please notify the office as soon as possible. If you have any questions about items listed on the agenda, please contact Darrell J. Green, County Administrator at (541) 676-2529.

**Morrow County Board of Commissioners Meeting Minutes**  
**February 14, 2018**  
**Irrigon Branch of the Oregon Trail Library District, Community Room**  
**Irrigon, Oregon**

**Present**

Chair Don Russell  
 Commissioner Jim Doherty  
 Commissioner Melissa Lindsay  
 Darrell Green, Administrator  
 Richard Tovey, County Counsel  
 Karen Wolff, Human Resources Director  
 Kate Knop, Finance Director  
 Roberta Lutchter, Executive Assistant

**Call to Order and Pledge of Allegiance:** 9:05 a.m.

**City and Citizen Comments:** No comments

**Open Agenda:** Request to move the Veterans Services Quarterly Report up on the agenda

**Department Reports**

Veterans Services Quarterly Report

Linda Skendzel, Veterans Services Officer

Ms. Skendzel reviewed her report of activity for the time period of October-December 2017.

Commissioner Doherty pointed out Ms. Skendzel has worked hand-in-hand with Umatilla County Veterans Services Officer Glenn Scott and he commended them both, saying that kind of cooperative working relationship is very important.

**Consent Calendar**

Commissioner Lindsay requested to remove the January 24<sup>th</sup> Board of Commissioners Meeting minutes and the February 7<sup>th</sup> Business Meeting minutes. Finance Director Kate Knop provided an updated total amount for Accounts Payable due to the removal of an invoice: \$167,742.88.

*Commissioner Doherty moved to approve the following items in the Consent Calendar:*

1. *Accounts Payable dated February 15<sup>th</sup> in the amount of \$167,742.88; Morrow County Retirement Contribution dated February 9<sup>th</sup> in the amount of \$1,000,000; February 2018 Retirement Taxes dated February 14<sup>th</sup> in the amount of \$18,767.41; Payroll Payables (3): Immediates & Electronic dated January 31<sup>st</sup> in the amount of \$144,262.74; HRA dated January 31<sup>st</sup> in the amount of \$2,750; Employee Final dated January 31<sup>st</sup> in the amount of \$118.83*
2. *Fire Protection Consultant Contract with Dean Robinson, effective through the closure of the Parks, or on December 10, 2022 unless earlier terminated or extended.*
3. *Fuel Contracts, all effective February 14, 2018 through February 14, 2021: Gasoline Contract with Devin Oil Company; Aviation Fuel Contract with Devin Oil Company;*

*Diesel Contract with Devin Oil Company; Lubricants Contract with Hattenhauer Energy Co., LLC*

- 4. Federal Lands Access Program Match Agreement authorizing the project as eligible for Federal participation and setting forth the responsibilities of the respective parties to pave 0.5 miles of East Morphine Road between Highway 207 and the OHV Park; repair and re-gravel 10.35 miles of East Morphine Road between the OHV Park and Tupper Road; and authorize Chair Russell to sign on behalf of the County*
- 5. General Maintenance Purchase Pre-Authorization Request for a dump trailer in the amount of \$6,999 from Trailer World – Woodburn, and authorize Chair Russell to sign on behalf of the County*
- 6. Planning Department Purchase Pre-Authorization Request for a 2018 Jeep Cherokee Latitude in the amount of \$22,132 from Hermiston Chrysler Dodge Jeep Ram, using Building Permit Funds; and authorize Chair Russell to sign on behalf of the County*
- 7. Appointment of Michelle Seeley to Planning Commission Position 9, Boardman, term effective immediately through December 31, 2021*
- 8. Appointment of Buck Elliott to the Morrow County Fair Board, term to be February 14, 2018 through December 31, 2021*
- 9. Appointments to the Road Committee as follows, all terms to be February 14, 2018 through February 14, 2021: Representing Ione – Donna Rietmann; Representing South County – Frank Osmin; Representing North County – Karen Pettigrew; Representing North County, At Large – Aaron Palmquist. Alternates: Heppner – Gerry Arnson; Lexington – Kyle Robinson; Ione – Joe Rietmann; South County – Kim Cutsforth; South County, At Large – Bob Nairns*

*Commissioner Lindsay seconded. Unanimous approval.*

Changes to the minutes listed in the Consent Calendar were discussed; they will be revised and brought back for review.

### **Business Items**

#### Fiscal Year 2018-2019 Cost of Living Adjustment (COLA) for Non-Represented Employees

Karen Wolff, Human Resources Director

Kate Knop, Finance Director

At the Board's request, Ms. Wolff and Ms. Knop returned with an in-depth analysis of the long-range implications of possible COLA increases for the County's 25 non-union represented management level employees.

Ms. Knop reviewed three spreadsheets she produced showing Budget History & Forecast from 2013-2023. She said the changes would not be material, but it goes back to the Board's fiscal responsibility...and what is best going forward. She also reviewed a graph showing Total Budget vs. Personnel Budget 2013-2023. After Ms. Knop's explanation of the graph, Commissioner Doherty said it really is "telling" in that it illustrates very little change, given all the factors presented.

Commissioner Lindsay expressed discomfort at “rubber stamping” a three-percent COLA increase just because it’s been done historically, and said a more realistic number is needed going forward.

Commissioner Doherty asked that a conversation take place regarding step increases – history, how they are structured, and future implications.

Ms. Wolff talked about Wasco County’s recent change to a “pay for performance” structure, calling it a complete cultural shift for them. She offered to gather additional information from the person who assisted Wasco County through that process.

*Commissioner Doherty moved to approve a Cost of Living Adjustment for all employees not covered by a Collective Bargaining Agreement, and not Elected Officials, to be three-percent for Fiscal Year 2018-2019. Commissioner Lindsay seconded. Unanimous approval.*

## **Department Reports**

### Planning Department Monthly Report

Carla McLane, Planning Director

Ms. McLane’s report covered the following topics:

- Affidavit for the Partial Abandonment of a Ground Water Certificate for Registration – West Extension Irrigation District is requesting the Board sign the affidavit to remove certain older ground water rights from portions of a County road. After discussion, the Board asked that additional information be presented next week.
- Federal Emergency Management Agency Region 10 Newsletter article on Climate Adaption and Hazard Mitigation Plans.
- Army Corps of Engineers Mid-Columbia River Regional Master Plan and Integrated Environmental Assessment - Ms. McLane will have a letter for review next week requesting Cooperating Agency status.
- Bureau of Land Management Great Basin Wide Programmatic Environmental Impact Statements – Planning staff will monitor this project but the County is not seeking Cooperator status at this time.

**Break:** 10:24 a.m.

**Resumed:** 10:33 a.m.

- Buildable Lands Inventory and Housing Analysis Request for Proposals – informational only, action pending.
- Letters from Umatilla Electric Cooperative to Secretary of Energy Rick Perry, U.S. Representative Greg Walden, and U.S. Senator Jeff Merkley requesting assistance with the U.S. Navy on Easements

## **Correspondence**

- Announcement from Eastern Oregon University (EOU) – Four EOU Students Join EOU Small Business Development Center. The interns are Patrick Collins, Heppner; Elizabeth Basa; C.J. Kindle, Heppner; and Abi Drotzmann, Hermiston.
- Letter from Assessor/Tax Collector Mike Gorman to the Special Districts notifying them of a Public Hearing to discuss Community Service Fee distribution regarding the Strategic Investment Program agreement with NextEra Energy for the proposed Wheatridge Wind Project. It will take place Wednesday, February 28<sup>th</sup>, 1:30 p.m. at the Bartholomew Building Upper Conference Room.

### **Commissioner Reports**

- Commissioner Doherty discussed a possible increase in dues by the Association of Oregon Counties (AOC). He said AOC is probably the strongest political body in Oregon and hasn't seen a dues increase in many years. He explained AOC leadership believed they had \$800,000 in reserve but recently learned a prior bookkeeper, who was the only person with access to the accounts, apparently was not paying things from the appropriate accounts. A forensic audit will take place at a cost of \$25,000-50,000 but AOC could end up in the negative. He said while this may have been an honest mistake, he brings it up because he remains concerned there are instances in Morrow County where just one person reviews some financial transactions. He said he would like to have "two sets of eyes" on everything and requested an upcoming agenda item on the County Accountant position discussed in 2017. Chair Russell said it is always good to have a second set of eyes on transactions, and the lack of it in some cases has bothered him. Commissioner Lindsay said the staff increase request, along with efficiencies and analyses have to be a part of the discussion and decision, as well.
- Commissioner Lindsay discussed meetings she attended with Ms. McLane, representatives of the Bonneville Power Administration, and others pertaining to the Navy and the Boardman to Hemingway transmission line. She also attended a meeting of The Loop - Morrow County Transportation Advisory Committee, and the Lower Umatilla Basin Ground Water Management Area.
- Chair Russell reported on a ground-breaking ceremony he attended for the multi-use sports park in Heppner; and AOC Legislative Session meetings in Salem.

### **Miscellaneous**

The Commissioners discussed the need for a sound system for the room in which the meeting was taking place (Library's Community Room) and the poor acoustics due to the high ceilings, etc. The Board said the County appreciates the use of the space, and would be willing to help with the costs of a system so people can hear the meeting. Sue Oliver, who was in the audience and is a member of the Friends of the Irrigon Library, said she believed the Library District agreed to pay for and provide acoustic panels, and that they also have funds for audio-visual equipment.

**Adjourned:** 11:21 a.m.

**Morrow County Board of Commissioners Meeting Minutes**  
**February 21, 2018**  
**Port of Morrow Riverfront Center**  
**Boardman, Oregon**

**Present**

Chair Don Russell  
Commissioner Jim Doherty  
Commissioner Melissa Lindsay  
Darrell Green, Administrator  
Richard Tovey, County Counsel

**Call to Order and Pledge of Allegiance:** 8:35 a.m.

**City and Citizen Comments:** No comments

**Open Agenda:** No items

**Business Items**

West Extension Irrigation District (WEID) request to sign Affidavit for Partial Abandonment of a Ground Water Certificate of Registration

Carla McLane, Planning Director

Bev Bridgewater, District Manager, WEID

Bev Bridgewater of the West Extension Irrigation District was invited to the meeting to discuss the abandonment of Morrow County's water rights that were registered under Robert V. Gillett. Ms. Bridgewater gave some historical data in regards to the land and water rights. She mentioned that the water rights ultimately stay with the land, not the property owner. She stated they will be moving forward to grant the current owner above ground water rights. There is no harm if Morrow County decides to do nothing, she added, but there is a possibility we could 'transfer' these water rights to the City of Irrigon to use elsewhere.

*Commissioner Doherty moved to table the Water Rights topic and revisit this in three weeks. Commissioner Lindsay seconded. Discussion - Commissioner Lindsay wanted more time to examine all of the facts, including Irrigon's role in this process. Unanimous approval.*

**Consent Calendar**

*Commissioner Doherty moved to approve the Consent Calendar as presented:*

- 1. Accounts Payable dated February 22<sup>nd</sup> in the amount of \$107,556.08; Manual check to Trailer World for two General Maintenance trailers in the amount of \$9,903.25; Payroll Payables, Immediates & Electronic dated February 13<sup>th</sup> in the amount of \$147,616.53*
- 2. Revised Vehicle Purchase Pre-Authorization Request, Planning Department, 2018 Jeep Cherokee from Hermiston Chrysler Dodge Jeep Ram, purchase price not to exceed \$23,232 (using Building Permit Funds)*

*Commissioner Lindsay seconded. Discussion: Commissioner Doherty expressed annoyance that the Jeep dealer did not meet the bid specs to have the vehicle on hand. Motion passed 3-0.*

**Business Items, continued**

### U.S.D.A. Wildlife Services Update

Chris Lulay, U.S.D.A. Wildlife Specialist

Mr. Lulay passed out a handout to show the animals that he has worked with along with resources he has protected throughout Morrow County. He mentioned that he forgot to add badgers to his handout, but did say they are causing problems for hay farmers. The main problem is with coyotes, predominately in the Boardman area. West Irrigation is having a problem with muskrats burrowing around the ditches.

Wolf discussion – Mr. Lulay has not been able to find wolves although he has been given a few leads. He stated they travel long distances in a short period of time. Mike Gorman, Assessor/Tax Collector, said he believed he saw wolf tracks around his cabin at Penland Lake. Mr. Lulay gave Mr. Gorman and Commissioner Lindsay his business card. **He clarified that notification of sightings sooner than later was beneficial information for tracking.**

### North East Area Commission on Transportation (NEACT) Appointment Recommendations

Commissioner Doherty reviewed what NEACT does and is. He said that he is Chairing the committee as Union County Commissioner Steve McClure has health issues.

*Commissioner Lindsay moved to appoint Tim Patton to the NEACT At-Large Voting Member Position and Jacob Cain to the At-Large Alternate Position. Commissioner Doherty seconded. Discussion followed, Commissioner Doherty gave some background on the two candidates. Commissioner Russell had good things to say about each of them. Unanimous approval.*

### Authorization to Add Working Foreman Position to the Road Department

Matt Scrivner, Public Works Director

Mr. Scrivner submitted several handouts:

- 1) Memo explaining the Working Foreman request
- 2) Job description
- 3) Road Pay Scale
- 4) Working Foreman total salary and benefits
- 5) Last 10 years of FTEs (Full Time Equivalents) for the Road Department

Mr. Scrivner explained how the Road Department would be more efficient starting and completing work with another Working Foreman. His current Foreman, Alan Gregory, will be retiring in three years, so this could also be the beginning of a succession plan for Mr. Gregory.

Commissioner Doherty asked why we could not hire or designate a 'lead' person. Mr. Scrivner responded that a Working Foreman has more responsibility and ability to make decisions. The lead person can change from week to week if the 'lead' person is absent for a period of time, such as a vacation or if there is a new project.

Commissioner Russell remarked that he is comfortable with the personnel request. He went on to explain why there was a significant change in the FTE count for the Road Department after 2001. This is when the County discovered they were not allowed to use General Fund dollars for the Road Department.



*Commissioner Doherty moved to approve adding another Working Foreman position to the Road Department. Commissioner Lindsay seconded. Unanimous approval.*

Discussion prior to February 28<sup>th</sup> meeting of Special Districts regarding the NextEra Energy Inc. Strategic Investment Program (SIP) Agreement

Mike Gorman, Assessor/Tax Collector

Mr. Gorman discussed the need to have a public hearing for the NextEra Wind Farm Community Service Fee (CSF) monies. He recapped who should be at the meeting. They are moving forward sooner than they have in the past because Art Fish from Business Oregon said the public hearing needs to be completed in 90 days. The County has already exceeded 90 days, but can still have the meeting.

Commissioner Lindsay asked why the Boardman Rural Fire District was invited **clarifying was the project into the Districts territory**. Mr. Gorman said that this project could have a tower or a substation in their district.

Commissioner Russell said the big decision we need to make is, “Does Morrow County take any of the CSF monies.” In the past, Morrow County has agreed not to take their percentage of the CSF monies.

*Commissioner Lindsay moved to approve Morrow County foregoing its share of the NextEra CSF monies. Commissioner Doherty seconded. Discussion: Commissioner Doherty didn't think the school districts should **not?** weigh in on this issue since they are getting \$1 million dollars to start a STEM/A (science, technology, engineering, math/arts) program.*

*Commissioners Russell and Lindsay agreed but stated the schools didn't get a say on how the \$1 million would be allocated, because the County told them how the money would be spent. Unanimous approval.*

Mr. Gorman asked to clarify his role at the public hearing and that of Chairman Russell. Chair Russell stated he will open the meeting, give some history and information about the hearing and turn it over to Mr. Gorman to handle the remainder of the meeting.

### **Correspondence**

- Public notice that Navy personnel will conduct tumbleweed mitigation on the Naval Weapons Systems Training Facility Boardman along Bombing Range Road from March 5<sup>th</sup>-9<sup>th</sup>.
- Letter from Heppner Chamber of Commerce thanking the County for its support of the efforts to designate the Blue Mountain Century Scenic Bikeway as a State Designated Scenic Bikeway. The letter also provided an update of activities surrounding the Bikeway.

### **Commissioner Reports**

- Commissioner Doherty – attended a meeting in Baker about the Eastern Oregon Jobs Council. He gave a brief history behind the purpose of the council. He stated the ‘more’ eastern counties are pulling most of the money in their direction and leaving Umatilla and Morrow Counties with little or none. He will try to put together a meeting with Morrow and Umatilla County members to see about pulling some of that money back to the two

counties. Commissioners Russell and Lindsay agreed with his plan. Commissioner Doherty went on to talk about housing and stated Umatilla County is funneling \$500,000 to infrastructure in Hermiston. Commissioner Lindsay shared an idea to create a pool of money for developers to use 'cheap' (borrow at little to nothing) to help pay for infrastructure. Mr. Gorman said that more people should be at the table to talk about developing a plan. **Commissioner Lindsay agreed and said she would pull together a better proposal with research as to how it might look, for further discussion.**

- Commissioner Russell - capital costs of renewable solar energy projects, \$7,000 per megawatt is a good number if there isn't a back-up storage unit. He also said the Environmental Protection Agency is apparently holding up the Chemical Depot project with new requirements.
- Commissioner Lindsay- meeting with Kathleen Cathey, Kim Peacher and others about the Bombing Range. She reviewed what and how the Navy has impacted the local area projects.

**Adjourned:** 11:30 a.m.

(Notes by Darrell Green)



**AGENDA ITEM COVER SHEET**  
Morrow County Board of Commissioners  
(Page 1 of 2)

(For BOC Use)  
Item #  
**4C**

Please complete for each agenda item submitted for consideration by the Board of Commissioners  
(See notations at bottom of form)

Staff Contact: **Greg Close**  
Department: **Public Works/Parks**  
Short Title of Agenda Item: **Purchase new Polaris Ranger**

Phone Number (Ext): **541-989-8317**  
Requested Agenda Date: **March 14 2018**

**This Item Involves:** (Check all that apply for this meeting.)

- |   |  |
|---|--|
| <input type="checkbox"/> Order or Resolution                              | <input type="checkbox"/> Appointments                          |
| <input type="checkbox"/> Ordinance/Public Hearing:                        | <input type="checkbox"/> Update on Project/Committee           |
| <input type="checkbox"/> 1st Reading <input type="checkbox"/> 2nd Reading | <input type="checkbox"/> Consent Agenda Eligible               |
| <input type="checkbox"/> Public Comment Anticipated:                      | <input type="checkbox"/> Discussion & Action                   |
| Estimated Time:   | Estimated Time:  |
| <input type="checkbox"/> Document Recording Required                      | <input checked="" type="checkbox"/> Purchase Pre-Authorization |
| <input type="checkbox"/> Contract/Agreement                               | <input type="checkbox"/> Other                                 |

☐ N/A

Purchase Pre-Authorizations, Contracts & Agreements

Contractor/Entity: **John Day Polaris**

Contractor/Entity Address: **821 W US Hwy 26 John Day OR. 97845**

Effective Dates – From:

Through:

Total Contract Amount: **\$19,168.00**

Budget Line: **238 300 5 40 4103**

Does the contract amount exceed \$5,000? ☒ Yes ☐ No

Reviewed By:

**3-5-18**  
DATE

Department Head

Required for all BOC meetings

Admin. Officer/BOC Office

Required for all BOC meetings

County Counsel

\*Required for all legal documents

Finance Office

\*Required for all contracts; other items as appropriate.

Human Resources

\*If appropriate

DATE

\*Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.

**Note:** All other entities must sign contracts/agreements before they are presented to the Board of Commissioners (originals preferred). Agendas are published each Friday afternoon, so requests must be received in the BOC Office by 1:00 p.m. on the Friday prior to the Board's Wednesday meeting. Once this form is completed, including County Counsel, Finance and HR review/sign-off (if appropriate), then submit it to the Board of Commissioners Office.

## **Morrow Co Parks Manager**

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**From:** jdpolaris@centurytel.net  
**Sent:** Wednesday, February 21, 2018 8:09 AM  
**To:** Morrow Co Parks Manager  
**Subject:** Re: ranger bid

GREG OUR PRICE IS \$ 19168.00 ON THE 900 TITANIUM WITH THE SPECS YOU GAVE US GIVE ME A CALL IF YOU HAVE QUESTIONS THANK YOU GREGG OF JOHN DAY POLARIS

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**From:** "Morrow Co Parks Manager" <mcparksmgr@co.morrow.or.us>  
**To:** "jdpolaris" <jdpolaris@centurytel.net>  
**Sent:** Thursday, February 15, 2018 5:06:16 PM  
**Subject:** ranger bid

Greg here is the list of things on a ranger xp 900 matte titanium metallic  
I have gone this way as there are no differences on any bids  
thanks

Greg Close  
Morrow County Parks  
Operations Manager  
Phone: 541-240-1741  
Email: mcparksmgr@co.morrow.or.us

# FUN COUNTRY, INC.

1318 W 2nd STREET  
THE DALLES, OR 97058  
541-298-1161 541-298-1580

## Part Quote

Sold	S/O	Lay	P/U	PartNumber	2nd Part #	Src	Cat	Description	Extended Bln
	1			2882912	2882912	PO	PM4	K-ACCY ROOF POLY PREM,ZS	\$467.99
1				2882189	2882189	PO	PM4	K-ACCY,WDSLD,TO,G2 TTN	\$1,079.99
1				2882754	2882754	PO	PM4	K-ACCY,WIPER,ZS	\$449.99
1				2879013	2879013	PO	PM4	LOCK & RIDE PRO-FIT GLASS	\$332.99
1				2880503	2880503	PO	PM4	KIT-DOOR,PREM,TTN,	\$2,339.99
1				2879270	2879270	PO	PM4	INTERIOR DOME LIGHT KIT	\$62.99
1				2882076	2882076	PO	PM4	K-LIGHTBAR,VL,2X2,RZT	\$71.99
1				2881667	2881667	PO	PM4	K-WINCH,4500,BASE,C,TTN	\$539.99
1				MISC		MIP		2018 RANGER 900 XP EPS	\$12,999.00
10				MISC		MIP		INSTALL LABOR	\$1,000.00
1				MISC		MIP		DELIVERY FEE	\$0.00
1				2879388	2879388	PO	PM4	BATTERY CONNECTION KIT	\$31.49 BACK WALL
1				2882209	2882209	PO	PM4	K-ACCY,HRNS,1LT BR,TTN	\$71.99

Sub-Total	\$0.00
Less Discount	\$605.50
Quote Total	\$19,448.40

# John Day Polaris

821 West Highway 26 • John Day, Oregon 97845 • (541) 575-0828

Purchaser

Morrow County OHV Park

Phone

989-9500

Date

Feb-21-18

Address

State

Zip

City

County

NEW <input checked="" type="checkbox"/>	USED <input type="checkbox"/>	YEAR 2018	MAKE Polaris	MODEL XP900T. Tour	SERIAL NUMBER	COLOR T
STOCK NO.		SPEEDO READING		LICENSE No.	TAG	APPROX. DELIVERY DATE
						OTHER INFORMATION

1- XP900 Ranger T. tanura as spected in  
your Quote, Cab enclosed, w. p. 1/2 ft

\$ 19168.00

THIS ORDER IS NOT VALID UNLESS SIGNED AND ACCEPTED BY AN OFFICER OF THIS COMPANY.

I have read the matter printed above my signature and agree to it as part of this order. The entire agreement pertaining to this purchase, and no other agreement of any kind, verbal understanding or promise whatsoever, will be recognized. Receipt of a copy of this order is hereby acknowledged. Deposits are non-refundable.

PURCHASER'S SIGNATURE

ACCEPTED BY SELLER

X

X

X

TITLE

Owner

DATE

2-21-18

# THANK YOU, GREG!

## YOUR DEALER

### MORROW COUNTY GRAIN GROWER

350 MAIN STREET, LEXINGTON, OR 97839

541-989-8221

<http://www.mcgg.net>

MONDAY	8:00 AM - 5:00 PM
TUESDAY	8:00 AM - 5:00 PM
WEDNESDAY	8:00 AM - 5:00 PM
THURSDAY	8:00 AM - 5:00 PM
FRIDAY	8:00 AM - 5:00 PM
SATURDAY	8:00 AM - 12:00 PM

Manufacturers Suggested Retail Price (MSRP) does not include freight or installation charges. Price and product fitment is subject to change without notice, please confirm with your local authorized Polaris dealership. Reference to estimated monthly payment is based on financing of 6.99% for 60 months on installment loans. Financing is subject to credit approval. Optional accessories not shown are also available. Please contact your local authorized Polaris dealership for more information.

## BUILD SUMMARY



**RANGER XP® 900 EPS MATTE TITANIUM METALLIC**  
R18RTE87AM

Polaris® vehicles require power to the accessory busbar to operate any electronic accessories. If your vehicle does not have a busbar harness connecting the battery to the accessory busbar terminal, the purchase of the correct harness will be required. See your dealer with questions.

\*3D model may not be an exact representation of your custom build

<b>MSRP (USD)</b>	\$13,999.00
<b>Accessories</b>	\$6,139.91
Pro Shield™ Lock & Ride® Premium Roof - Black 2882912	\$519.99
Tip-Out Full Windshield - Glass 2882189	\$1,199.99
Windshield Wiper & Washer Kit 2879754	\$499.99
Pro Shield™ Lock & Ride® Rear Panel - Glass 2879013	\$309.99
Power Window Doors - Poly 2880503	\$2,599.99
Dome Light 2879270	\$69.99
Pro Armor® 10" - Dual Row LED Spot Light 2882075	\$199.99
Pro Armor® 2"x2" Cube - LED Spot Light 2882076	\$79.99
Polaris® HD 4,500 lb. Winch 2881667	\$599.99
<b>Total (USD)</b>	<b>\$20,138.91</b> plus freight & setup

Actual pricing at dealership may vary.\*

5 HRS of Shop Time















**AGENDA ITEM COVER SHEET**  
Morrow County Board of Commissioners  
(Page 1 of 2)

(For BOC Use)  
Item #  
**4d**

Please complete for each agenda item submitted for consideration by the Board of Commissioners  
(See notations at bottom of form)

Staff Contact: Carla McLane

Department: Planning

Short Title of Agenda Item: **Planning - BLI and HA IGA and RFP  
Specifically Signatures on the IGA**

Phone Number (Ext): 541-922-4624 or 5505

Requested Agenda Date: 03142018

**This Item Involves:** (Check all that apply for this meeting.)

- |   |   |
|---|---|
| <input type="checkbox"/> Order or Resolution                              | <input type="checkbox"/> Appointments                       |
| <input type="checkbox"/> Ordinance/Public Hearing:                        | <input type="checkbox"/> Update on Project/Committee        |
| <input type="checkbox"/> 1st Reading <input type="checkbox"/> 2nd Reading | <input checked="" type="checkbox"/> Consent Agenda Eligible |
| <input type="checkbox"/> Public Comment Anticipated:                      | <input type="checkbox"/> Discussion & Action                |
| Estimated Time:   | Estimated Time:   |
| <input type="checkbox"/> Document Recording Required                      | <input type="checkbox"/> Purchase Pre-Authorization         |
| <input type="checkbox"/> Contract/Agreement                               | <input type="checkbox"/> Other                              |

☐ N/A

Purchase Pre-Authorizations, Contracts & Agreements

Contractor/Entity: **TBD**

Contractor/Entity Address:

Effective Dates – From: **May 15, 2018**

Through: **December 31, 2018**

Total Contract Amount: **\$30,000 county/\$41,400 total** Budget Line: **237-115-5-20-3231**

Does the contract amount exceed \$5,000? ☒ Yes ☐ No

Reviewed By:

Carla McLane

03022018

DATE

Department Head

Required for all BOC meetings

Admin. Officer/BOC Office

Required for all BOC meetings

County Counsel

\*Required for all legal documents

Finance Office

\*Required for all contracts; other items as appropriate.

Human Resources

\*If appropriate

\*Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.

**Note:** All other entities must sign contracts/agreements before they are presented to the Board of Commissioners (originals preferred). Agendas are published each Friday afternoon, so requests must be received in the BOC Office by 1:00 p.m. on the Friday prior to the Board's Wednesday meeting. Once this form is completed, including County Counsel, Finance and HR review/sign-off (if appropriate), then submit it to the Board of Commissioners Office.

# **AGENDA ITEM COVER SHEET**

**Morrow County Board of Commissioners**

**(Page 2 of 2)**

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## **1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):**

Seeking signatures on the much discussed Buildable Lands Inventory and Housing Analysis Intergovernmental Agreement (IGA). Included for your review is both the IGA and Request for Proposals (RFP). Once the IGA is signed by all the parties in March the RFP will be released on March 16, 2018, seeking responses no later than April 19, 2018. The project is anticipated to kick off on or around May 15, 2018, concluding by November 15, 2018, but no later than December 30, 2018.

This is a county wide project with participation of all five communities and the county. The county Planning Department is the lead agency.

## **2. FISCAL IMPACT:**

The contributed funds total \$41,400 with \$30,000 coming from Morrow County. The breakdown by community is in the IGA. Should the proposals come in for more than currently allocated there are available funds in the committed Building Permit Fund to cover this planning activity.

## **3. SUGGESTED ACTION(S)/MOTION(S):**

"I move that the Board approve and sign the Buildable Lands Inventory and Housing Analysis Intergovernmental Agreement and support the associated Request for Proposals"

☒ Attach additional background documentation as needed.

**INTERGOVERNMENTAL AGREEMENT  
MORROW COUNTY, CITIES OF BOARDMAN, HEPPNER, IONE AND IRRIGON  
AND THE TOWN OF LEXINGTON**

THIS INTERGOVERNMENTAL AGREEMENT is made and entered into pursuant to Oregon Revised Statute (ORS) Chapter 190 by and between Morrow County, the City of Boardman, the City of Heppner, the City of Irrigon, the City of Ione, and the Town of Lexington, hereafter referred to as the Community Partners. This Intergovernmental Agreement (IGA) is for the purpose of managing a contract for a Buildable Lands Inventory and Housing Analysis for the county as a whole and for each of the Community Partners. Each party to this agreement has the following common objectives:

- Identify buildable lands within the boundaries of each Community Partner's jurisdiction to identify available land for residential, industrial and commercial purposes.
- Increase the potential buildable lands sites for emerging and expanding residential development, commercial businesses, and industrial growth throughout the county.
- Identify potential policy improvements to each jurisdictions Comprehensive Plan and create a mechanism to achieve additional improvements to each jurisdictions zoning ordinance or development code.

The Community Partners desire to create an intergovernmental entity, the Project Management Team, which will support the Morrow County Planning Director in the oversight of the contract for the Buildable Lands Inventory and Housing Analysis to fulfill the objectives as listed above.

**WHEREAS**, each of the Community Partners to this agreement has authority to perform the functions, duties, and responsibilities set out in this agreement itself or by agreement with other parties;

**WHEREAS**, the Community Partners to this agreement wish to enter into an intergovernmental agreement to cooperatively engage a consultant team to complete a Buildable Lands Inventory and Housing Analysis to the mutual benefit of all.

**THE PARTIES AGREE AS FOLLOWS:**

1. **Purpose:** This IGA establishes and forms a six jurisdictional entity to be known as the Buildable Lands Inventory and Housing Analysis Project Management Team, hereinafter known as the PMT. The PMT will assist in the oversight of the project.
2. **Effective Date:** This agreement shall be effective when fully executed by all parties.

**3. Funding:** Each of the Community Partners has agreed to support the project with funding as follows:

Morrow County	\$30,000
City of Boardman	\$5,000
City of Heppner	\$1,000
City of Lone	\$200
City of Irrigon	\$5,000
Town of Lexington	\$200

The total cost of the project will be finalized when the consultant team is identified and contracts are completed. The intent of the PMT is to not have the total exceed the amount available with a target of \$30,000.

**4. Term:** This IGA shall be in effect for the life of the project, expected to be no later than December 31, 2018. To account for any project delays the IGA shall remain effective until completion of the project.

**5. Termination and Dissolution:** This agreement may be terminated, in writing, by mutual consent of all the Community Partners prior to conclusion of the project. At the conclusion of the project the IGA is terminated and the PMT is dissolved.

**6. Withdrawal:** If a party to this IGA withdraws prior to dissolution, that party shall not be entitled to any reimbursement of funds nor to any remaining work products.

**7. Modifications:** No modification of the IGA shall be effective unless and until it is made in writing and signed by all parties.

**8. Hold Harmless:** Each of the Community Partners shall be solely responsible for any liability incurred by that Community Partner. To the extent possible each Community Partner shall hold the others harmless, and indemnify and defend the others from any and all liability.

**9. Severance:** If any aspect of this agreement shall be found to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this agreement.

**10. Contract Execution in Counterparts:** This IGA shall be comprised of six separate original documents, identical but for the signature blocks. The governing body of each Community Partner shall execute and date one of the separate original documents. This IGA shall be final upon the date of the last signature. Morrow County shall compile the six original documents in to one document. From that time forward this compilation shall be considered the original IGA. Morrow County shall provide a full copy of this document to each of the other Community Partners and shall maintain the original in its records.

**Now therefore, the Community Partners enter into this IGA.**

**Morrow County Board of Commissioners**

Dated this \_\_\_\_ day of \_\_\_\_ 2018.

\_\_\_\_\_  
Don Russell, Chair

\_\_\_\_\_  
Jim Doherty, Commissioner

\_\_\_\_\_  
Melissa Lindsay, Commissioner

Attest:

\_\_\_\_\_  
Bobbi Childers, Clerk

Approve as to Form:

\_\_\_\_\_  
County Counsel

**City of Boardman**

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

\_\_\_\_\_  
Sandy Toms, Mayor

\_\_\_\_\_  
Del Turner, Council President

\_\_\_\_\_  
Toni Connell, Council Member

\_\_\_\_\_  
Brenda Profitt, Council Member

\_\_\_\_\_  
Brandon Hammond, Council Member

\_\_\_\_\_  
David Jones, Council Member

\_\_\_\_\_  
Art Kegler, Council Member



**City of Heppner**

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

\_\_\_\_\_  
Cody High, Mayor

\_\_\_\_\_  
Teresa Hughes, Council Member

\_\_\_\_\_  
John Bowles, Council Member

\_\_\_\_\_  
Corey Sweeney, Council Member

\_\_\_\_\_  
Dale Bates, Council Member

\_\_\_\_\_  
Joanne Burleson, Council Member

\_\_\_\_\_  
Adam Doherty, Council Member

**City of Irrigon**

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

\_\_\_\_\_  
Daren Strong, Mayor

\_\_\_\_\_  
Margaret Anderson, Mayor Pro Tem

\_\_\_\_\_  
Joanna Lamb, Council Member

\_\_\_\_\_  
Ken Matlack, Council Member

\_\_\_\_\_  
Michelle Hagen, Council Member

\_\_\_\_\_  
Alan Carnahan, Council Member

\_\_\_\_\_  
Marlina Avila, Council Member

**City of Ione**

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

\_\_\_\_\_  
Rod Taylor, Mayor

\_\_\_\_\_  
Dan Peterson, Council Member

\_\_\_\_\_  
Brian Spivey, Council Member

\_\_\_\_\_  
Beverly Benson, Council Member

\_\_\_\_\_  
Taranna Patton, Council Member

\_\_\_\_\_  
Jim Holtz, Council Member

**Town of Lexington**

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

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Vacant, Mayor

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Bobbi Gordon, Council Member

---

Bill Beard, Council Member

---

Sheila Miller, Council Member

Morrow County  
City of Boardman  
City of Heppner  
City of Irrigon  
City of Lone  
&  
Town of Lexington

Request for Proposals

March 16, 2018

Morrow County  
Planning Department  
Post Office Box 40  
Irrigon, OR 97840



## **PROJECT OVERVIEW**

Morrow County and the five communities are requesting proposals from qualified consultants to complete a Buildable Lands Inventory and Housing Analysis to be completed for Morrow County and our partner communities.

The Morrow County Planning Director will serve as the local project manager to coordinate the partners, the process and intergovernmental discussions so that planning and policy stay linked through completion of the project and beyond.

The project is anticipated to start approximately May 15, 2018 and conclude no later than December 31, 2018.

## **PROPOSALS AND SELECTION PROCESS**

Six copies of the proposals, clearly marked "Buildable Lands Inventory and Housing Analysis," along with an electronic copy on either a thumb (USB) drive or CD, must be received by 4:00 p.m. on April 19, 2018 at the following mailing address:

Carla McLane  
Planning Director  
205 Third Street NE  
Post Office Box 40  
Irrigon, Oregon 97840  
541-922-4624  
cmclane@co.morrow.or.us

## **COLLABORATION WITH STAFF/COMMUNITY PROCESS**

Project staff will collaborate with the consultant to provide available existing mapping and data, including current and historical maps and aerial photos. The County has available some Geographic Information System database layers of land use and zone designations. It is recommended that before submitting a proposal, any consultant understand the County's information limitations, and to contact Stephen Wrecsics, Morrow County GIS Planning Technician, to discuss how this information can be used.

The Morrow County Planning Director, in conjunction with the community partner representatives, shall serve as the Project Management Team (PMT). Consultant shall work in partnership with the PMT, which has the responsibility of guiding the project and review of products through the various project stages.

This project will also utilize a Technical Advisory Committee (TAC) to review work products and make recommendations to Morrow County and our community partners through the project and at the adoption stage. The TAC is comprised of the PMT along with representatives from the Port of Morrow, Willow Creek Valley Economic Development Group, Greater Eastern Oregon Development Corporation, and Barry Beyeler, Boardman Community Development Director. The Consultant shall hold an initial meeting with the TAC to kick off and present an overview of the project, including time lines.

The consultant shall be expected to participate in meetings with County and community partners. Consultant will be responsible for presenting the final product. Staff shall be responsible for preparation of any required DLCD Notices for Plan Amendments.

## **GOALS AND OBJECTIVES**

The Port of Morrow continues to grow and describes the growth in the 2017 Economic Impact Analysis released on December 12, 2017. Permanent employment is calculated at just shy of 8,500 jobs with an economic output of \$2.77 billion. Visible signs of this growth have come in the form of new and expanding data center development along with growth in the food processing industry. Housing development has not kept pace with the industrial development at the Port of Morrow, something this Buildable Lands Inventory and Housing Analysis is designed to delineate and describe.

Portland State University's Population Research Center recently released their preliminary population estimates for Oregon, its counties, and incorporated cities. From July 1, 2016 to July 1, 2017, Morrow County's population total rose by 145 residents to reach 11,890, an increase of 1.2 percent. Population growth in Morrow County remained steady from 2013 to 2017, rising within a narrow range of 0.9 to 1.2 percent annually. Unincorporated areas in Morrow County grew at a much slower rate than incorporated areas (cities and towns). Unincorporated areas rose by 105 residents between 2013 and 2017, an increase of just 2.4 percent or 0.5 percent annually. Incorporated areas grew at a much higher 7.0 percent since 2012, gaining 485 residents. Morrow County's unincorporated areas represented 37.7 percent of its 2017 population total. Back in 2012, 38.7 percent of the county's residents lived in an unincorporated area.

In order to respond to growth and development-related issues and to plan for the future Morrow County and our community partners continue to ask: can someone who works in Morrow County find a place to live in Morrow County? Anecdotally and intuitively the answer is no, but to make qualitative legislative changes to provide for "needed housing" the County and our community partners need data - data by way of a BLI and a Housing Analysis. The overall objective is to have accurate information in order to make the legislative changes necessary to provide for housing needed by residents and workers in Morrow County and our communities.

## **SCOPE OF WORK**

All products must be produced in hard copies as well as electronic files, including database, spreadsheet and GIS. All electronic documentation must be compatible with Microsoft Office products and ARCGIS.

### **A. Complete the BLI as follows (May 15, 2018- July 31, 2018):**

Step 1: Prepare a master list and map of land that is zoned for residential, industrial and commercial purposes throughout the county. Also show land is either vacant or developed.

Step 2: For vacant land apply the base zoning density to determine residential, industrial or commercial capacity.

Step 3: For developed land start a further screening process by removing parcels from the buildable lands inventory that are fully developed per existing zoning.

Step 4: For remaining developed land, apply an appropriate screen of the ratio between land value and improvement value, obtained from the County Assessor, to determine parcels for which redevelopment is feasible. Remove the parcels from the buildable lands inventory where redevelopment is found infeasible.

Step 5: Introduce development constraint layers to the entire remaining inventory of both vacant and redevelopable parcels, including public/semi-public ownership, floodways, floodplains, Goal 5-protected wetlands, and steep slopes. State administrative rules allow exclusion of lands with slopes greater than 25%, and perhaps a discount factor is appropriate for land with slopes of a lesser steepness. Include any other relevant constraint layers here. For the communities of Lone and Lexington include an analysis that compares development both with and without a community waste water treatment facility.

Step 6: Use constraint layers to reduce density of vacant and re-developable lands - this will most likely result in some lands being dropped from the buildable lands inventory. Also, we would recommend as part of this phase a "truthing" step, whereby both the PMT and TAC would look at the draft inventory for any **anomalies** or unusual situations that might not show up in the data, and make adjustments to the inventory as appropriate.

Step 7: Calculate and categorize the remaining development potential - this is the buildable lands inventory.

#### **B. Complete Housing Analysis (August 1, 2018- September 30, 2018):**

Step 1: Project the number of new housing units needed in the next 20 years.

Step 2: Identify relevant national, state and local demographic and economic trends and factors that may affect the 20-year projection of structure type mix.

Step 3: Describe demographic characteristics of the population and, if possible, household trends that relate to demand for different types of housing.

Step 4: Determine the types of housing that are likely to be affordable to the projected households based on household income.

Step 5: Estimate the number of additional needed units by structure type.

Step 6: Determine the needed density ranges for each plan designation and the average needed net density for all structure types

#### **C. Identify Potential Legislative Changes to Implement the BLI and HA (October 1, 2018 – November 15, 2018):**

Step 1: Provide the Buildable Lands Inventory and Housing Analysis as a Background Report for Morrow County and each of the community partners to allow adoption into each of the jurisdictions Comprehensive Plans.



Step 2: Identify needed policy changes and suggest implementation strategies resulting from the above work to support Goal 10 – Housing amendments to any of the partner communities Comprehensive Plans.

Step 3: Determine if the current Urban Growth Boundaries are adequate for each of the partner communities. Also provide analysis concerning rural residential lands in the unincorporated areas of Morrow County.

Step 4: Develop a timeline and potential scope of work to develop suggested amendments to each of the partner communities Zoning Ordinance or Development Codes outlining the needed steps to adopt code changes reflective of findings in the Buildable Lands Inventory and Housing Analysis that will facilitate affordable work force housing and development of industrial and commercial spaces. This does not have to be a complete list of possible amendments, but obvious changes that come out of the analysis.

### **PAYMENT SCHEDULE**

Develop a requested payment schedule showing the number, timing, and amount of interim and final payments. Relate interim payments to products, if applicable. The payment schedule should include a reasonable number of payments.

### **PROJECT PARTNERS**

The project partners are Morrow County, the Cities of Boardman, Heppner, Lone and Irrigon, and the Town of Lexington.

### **COSTS INCURRED**

Morrow County and our five communities are not liable for any costs incurred by the consultant in the preparation or presentation of the proposal or interview, if one is needed.

### **PROPOSAL FORMAT**

The County requests that the Consultant respond to specific criteria that will facilitate proposal evaluation. The specific criteria are presented below. The criteria need not be presented on separate pages.

#### **A. Introductory Letter**

The letter shall name the person(s) authorized to represent the Consultant in any negotiations and name of the person(s) authorized to sign any contract, which may result. The letter shall indicate the insurance carried by the Consultant and be signed by an authorized representative of the Consultant.

#### **B. Consultant's Capabilities**

This criterion relates to the firm's capabilities and resources in relation to this project.

- Are resources available to perform the work for the duration of the project?

- What similar projects by type and location have been performed within the last three years?
- Has the firm done similar projects with other government agencies?
- Internal procedures and/or policies associated or related to work quality and cost control.

**C. Project Team**

This criterion relates to the project manager, key staff and sub-consultants. The basic question is how well the team's qualifications and experience relate to this specific project? Identify the project team in a matrix, to include number of hours by project manager on this project.

**D. Please Include Information On:**

Project principal experience on similar projects.

Extent of principal involvement.

Names of team members who will be performing the work on this project and their responsibilities.

Identity of project manager and his/her experience on similar projects.

Experience of key staff.

Unique qualifications.

Project team experience on similar projects.

How the team's expertise covers all phases of the project.

Timeliness of delivery of services.

References from successfully completed projects managed by the contractor.

Utilization of locally procured goods, services, or personnel (as applicable).

Other services provided by the contractor not specifically listed in this RFP.

Total cost to the County.

**E. Project Understanding**

This criterion relates to whether the Consultant has a clear understanding of the project.

**F. Project Approach**

This criterion is the heart of the response and deals with the Consultant's ability to clearly define the action to be taken to deal with the objectives and problems outlined in the scope of work. It should include the proposed design outline and schedule that indicate tasks, milestones, and staff assignments.

The Consultant shall include an estimated fee for services to be used by the County for budgetary purposes. The fee estimate will not be used as an evaluation criterion.

## **G. Support Information**

Support information must be limited to that which is pertinent to the proposal. Material must include references and may include graphs, charts, photos, resumes, certificates, etc.

## **PROPOSAL REVIEW, EVALUATION, AND SELECTION**

### **Review**

Morrow County and our five communities will award a contract to the consultant whose proposal would be most advantageous to the PMT. The County and community partners will evaluate proposals and decide on those people to be interviewed. A selected committee will evaluate applicants, rank the proposals, and make recommendations to the County within two weeks of the submittal date. The County has the right to require any clarification or change it needs to understand the Consultant's approach to the project and view of the work scope.

### **Evaluation and Selection**

Each proposal will be limited in length and judged as a demonstration of the Consultant's capabilities and understanding of the project. No amendments, additions or alternates shall be accepted after the submittal deadline. Incomplete submittals, incorrect information or late submittals will be disqualified. Evaluation criteria, maximum points and page limitations (one page is considered to measure 8 1/2" x 11") will be as follows:

#### **Proposal Format and Evaluation Criteria Page Limitations and Maximum Points**

Contents	Max.# Pages	Max. Points
Introductory Letter	2	5
Firm's Capabilities	1	20
Project Team	4	15
Project Understanding	4	20
Project Approach	6	25
Budget Breakdown	3	10
Support Information	4	5
<b>TOTAL</b>	<b>24</b>	<b>100</b>

## **CONTRACT REQUIREMENTS**

The successful Consultant shall enter into a Personal Services Contract with Morrow County. Payment for contract services will be made not more than monthly, upon receipt of the Consultant's billing statement, for work done to date, in accordance with the contract.

The invoice shall include a summary of progress through the billing date. All billings will be processed through the County project manager.

Morrow County nor our Community Partners will be liable for any pre-contractual expenses incurred. The County reserves the right to negotiate special requirements and service levels using the selected qualification(s) as a basis. Compensation for additional services will be negotiable.

The selected firm must agree to indemnify, hold harmless and defend the County and our Community Partners from any and all liability or loss resulting from any suits, claims or actions brought against the County or our Community Partners which result directly or indirectly from the wrongful or negligent actions of the consultant in the performance of the contract.

All documents, records, designs and specifications developed by the selected firm with regard to this project shall be the property of the County and our Community Partners. Additionally all responses to this RFP become the property of the County and our Community Partners.

Any questions regarding this RFP should be directed to Carla McLane, Planning Director, Morrow County Planning Department at 541-922-4624 or [cmclane@co.morrow.or.us](mailto:cmclane@co.morrow.or.us).



**AGENDA ITEM COVER SHEET**  
Morrow County Board of Commissioners  
(Page 1 of 2)

(For BOC Use)  
Item #  
**4e**

Please complete for each agenda item submitted for consideration by the Board of Commissioners  
(See notations at bottom of form)

Staff Contact: Darrell Green

Department: Administration

Short Title of Agenda Item: **Part-time Temporary Office Assistant**

Phone Number (Ext):

Requested Agenda Date: 3/14/2018

**This Item Involves:** (Check all that apply for this meeting.)

- |   |   |
|---|---|
| <input type="checkbox"/> Order or Resolution                              | <input type="checkbox"/> Appointments                   |
| <input type="checkbox"/> Ordinance/Public Hearing:                        | <input type="checkbox"/> Update on Project/Committee    |
| <input type="checkbox"/> 1st Reading <input type="checkbox"/> 2nd Reading | <input type="checkbox"/> Consent Agenda Eligible        |
| <input type="checkbox"/> Public Comment Anticipated:                      | <input checked="" type="checkbox"/> Discussion & Action |
| Estimated Time:   | Estimated Time: <b>5 minutes</b>                        |
| <input type="checkbox"/> Document Recording Required                      | <input type="checkbox"/> Purchase Pre-Authorization     |
| <input type="checkbox"/> Contract/Agreement                               | <input type="checkbox"/> Other                          |

☐ N/A

Purchase Pre-Authorizations, Contracts & Agreements

Contractor/Entity:

Contractor/Entity Address:

Effective Dates – From:

Through:

Total Contract Amount:

Budget Line:

Does the contract amount exceed \$5,000?    ☐ Yes    ☒ No

Reviewed By:

_____	Department Head	Required for all BOC meetings
DATE		
Darrell Green	3/9/2018	Admin. Officer/BOC Office Required for all BOC meetings
DATE		
_____	County Counsel	*Required for all legal documents
DATE		
_____	Finance Office	*Required for all contracts; other items as appropriate.
DATE		
_____	Human Resources	*If appropriate
DATE		

\*Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.

**Note:** All other entities must sign contracts/agreements before they are presented to the Board of Commissioners (originals preferred). Agendas are published each Friday afternoon, so requests must be received in the BOC Office by 1:00 p.m. on the Friday prior to the Board's Wednesday meeting. Once this form is completed, including County Counsel, Finance and HR review/sign-off (if appropriate), then submit it to the Board of Commissioners Office.

Morrow County is now accepting applications for a Temporary, Part-Time Office Assistant. 15-19 hours per week. Hourly wage is \$14.86. It is anticipated this position will not exceed nine (9) weeks. For more information or to download an application go to [www.co.morrow.or.us](http://www.co.morrow.or.us) or contact Darrell Green, County Administrator (541) 676-2529. First review March 13, 2018. EOE

## **JOB DESCRIPTION**

**Date Prepared:** March 2017

**Position Title:** Temporary Office Assistant

**Department:** Administration

**Supervisor:** Executive Assistant

**Position Overview:** Under the general supervision of the Executive Assistant, the Temporary Office Assistant is responsible for various administrative duties of the Administrative office. Duties include providing excellent customer service while: filing, organizing, scanning, and maintaining office files and records.

**Resources Influenced:**

**Annual Operating Budget:**

**Total Employees in your chain-of-command:** 0

**Reporting Positions:** none

**Working Environment:** The work and responsibilities are performed Board of Commissioners Office.

### **Qualifications:**

1. Education & Experience - High School graduation or equivalent plus at least one year of experience in an office requiring the use of general office skills and equipment. Additional education may be substituted for experience.
2. Office Skills – Basic to intermediate computer knowledge and skills, basic office practices and procedures.
3. Equipment used - Telephone, calculator, personal computer, printer, copier scanner.
4. Must have a valid Driver's License.
5. Ability to multi-task in an occasionally hectic environment
6. Experience using Microsoft Office Suite to generate correspondence, create documents, and generate reports to track information. Experience with Excel to create forms and generate reports to track data. Ability to learn specific software.
7. Communication skills and the use of tact and diplomacy with diverse or difficult individuals.
8. Works collaboratively in a team setting; willingness to collaborate, share information, and contribute to the team's success as necessary.
9. Use of positive customer service skills for both internal and external customers in answering inquiries or requests for information, explaining procedures, policies, rules and regulations.

10. Ability to organize and maintain files according to federal, state and county standards.
11. Ability to effectively use oral and written communication in the performance of duties and responsibilities.
12. Ability to learn and implement procedures, regulations and requirements with respect to procurement, budget, safety, operations and organization.

### **Essential Job Functions**

#### **Physical:**

1. Ability to push, pull and lift up to 40 pounds (box of paper).
2. Ability to sit for extended periods of time.
3. Ability to word process at 30 wpm.
4. Regular and predictable attendance.
5. Ability to enter and retrieve data from County computers and software.
6. Ability to answer phones and transfer calls if appropriate.
7. Ability to operate an automobile independently.

#### **Mental:**

1. Ability to understand and comprehend written and oral instructions.
2. Ability to read, write and comprehend English.
3. Ability to communicate effectively in both written and verbal form.
4. Ability to perform basic math functions.
5. Ability to comprehend complex issues and commit these issues to writing.
6. Ability to maintain confidentiality of work related information and materials.
7. Ability to maintain confidentiality under HIPAA standards.
8. Ability to greet clients and the public in the office and on the phone in a courteous and professional manner.
9. Ability to work with clients and the public in occasionally stressful situations.
10. Ability to use persuasiveness or assertiveness skills, as well as sensitivity to the point of view of others.

#### **Job Duty Outline:**

- I. Assist with office functions and procedures.
  - A. Provide administrative support for the Executive Assistant.
  - B. Distribute mail.
  - C. Manage the office supplies and materials.
    1. Maintain inventory of office supplies and materials.
    2. Order supplies and materials as needed.
  - D. Respond to phone, email, and walk-in inquiries.
  - E. Assist in organizing various events and such as Board of Commissioner meetings.



- F. Must work well under pressure and with minimal supervision. Proven flexibility and willingness to handle a variety of tasks.
- G. File, copy, scan and email documents.
- H. Correlate and organize meeting binders.
- M. The listed job duties are not inclusive of all assigned work. Administration reserves the right to assign other duties as needed and necessary.

I. Department Organization

- A. Communicate with other department employees to effectively and efficiently coordinate work programs.
- B. Communicate with employees from other departments and agencies in order to coordinate and implement the work program.
- C. Communicate with members of the general public in order to coordinate work programs and provide appropriate information about county activities.



**AGENDA ITEM COVER SHEET**  
Morrow County Board of Commissioners  
(Page 1 of 2)

(For BOC Use)  
Item #  
**5c**

Please complete for each agenda item submitted for consideration by the Board of Commissioners  
(See notations at bottom of form)

Staff Contact: Carla McLane, Planning Director  
Department: Planning Department  
Short Title of Agenda Item:

Phone Number (Ext): 5505  
Requested Agenda Date: 03142018

**Planning Commission Appointment - Heppner Area -- Second Edition**

**This Item Involves:** (Check all that apply for this meeting.)

- |   |  |
|---|--|
| <input type="checkbox"/> Order or Resolution                              | <input checked="" type="checkbox"/> Appointments     |
| <input type="checkbox"/> Ordinance/Public Hearing:                        | <input type="checkbox"/> Update on Project/Committee |
| <input type="checkbox"/> 1st Reading <input type="checkbox"/> 2nd Reading | <input type="checkbox"/> Consent Agenda Eligible     |
| <input type="checkbox"/> Public Comment Anticipated:                      | <input type="checkbox"/> Discussion & Action         |
| Estimated Time:   | Estimated Time:                                      |
| <input type="checkbox"/> Document Recording Required                      | <input type="checkbox"/> Purchase Pre-Authorization  |
| <input type="checkbox"/> Contract/Agreement                               | <input type="checkbox"/> Other                       |

☒ N/A

Purchase Pre-Authorizations, Contracts & Agreements

Contractor/Entity:

Contractor/Entity Address:

Effective Dates – From:

Through:

Total Contract Amount:

Budget Line:

Does the contract amount exceed \$5,000?    ☐ Yes    ☒ No

**Reviewed By:**

Carla McLane	03092018	Department Head	Required for all BOC meetings
	DATE		
		Admin. Officer/BOC Office	Required for all BOC meetings
	DATE		
		County Counsel	*Required for all legal documents
	DATE		
		Finance Office	*Required for all contracts; other items as appropriate.
	DATE		
		Human Resources	*If appropriate
	DATE		

\*Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.

**Note:** All other entities must sign contracts/agreements before they are presented to the Board of Commissioners (originals preferred). Agendas are published each Friday afternoon, so requests must be received in the BOC Office by 1:00 p.m. on the Friday prior to the Board's Wednesday meeting. Once this form is completed, including County Counsel, Finance and HR review/sign-off (if appropriate), then submit it to the Board of Commissioners Office.

# **AGENDA ITEM COVER SHEET**

**Morrow County Board of Commissioners**

**(Page 2 of 2)**

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## **1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):**

Planning Commission Position #2 has been empty since the resignation of Ken Bailey on January 25, 2018. The term of this position ends December 31, 2019.

Recruitment efforts have included advertising via multiple news outlets, as well as various city and public postings in the Greater Heppner area, requesting letters of interest received by the Planning Department by Friday, March 9, at close of business.

Four letters/e-mails of interest have been received, from the following persons: Brian Thompson, Steven Rhea, and Tripp Finch, residents of Heppner; and Mike Alldritt of Lexington. Copies of these letters are attached.

## **2. FISCAL IMPACT:**

## **3. SUGGESTED ACTION(S)/MOTION(S):**

As your Planning Director I do not have a recommendation. But I have worked with both Steve Rhea and Brian Thompson, and can support the appointment of either. I do not know the other two applicants.

"I move to appoint (\_\_\_\_\_) to Position 2 of the Planning Commission, to serve the remainder of the term effective today, March 14, 2018, through December 31, 2019."

☒ Attach additional background documentation as needed.

Brian Thompson  
55805 Highway 74  
Heppner, OR 97836  
PH. 541-980-5045  
Email- bbranch@centurytel.net



February 22, 2018

Dear Morrow County Board of Commissioners,

I am writing this letter to express my interest in becoming a member of the Morrow County Planning Commission. I believe my experience in agriculture, real estate and development would be an asset to the Commission and the County.

My experiences range from owning and operating farms and ranches in the county to numerous real estate transactions. I am familiar with partitioning, subdividing, EFU restrictions and project development.

Thank you for your consideration.

Sincerely,

Brian Thompson



**Carla McLane**

---

**From:** Steven Rhea <srhea0512@gmail.com>  
**Sent:** Thursday, March 01, 2018 11:44 AM  
**To:** Carla McLane  
**Subject:** Panning Commission Vacancy

Carla and Commissioners I would like to submit an interest in serving on the Planning Commission representing the Heppner Position that is currently vacant. I am a lifetime resident of Morrow County and have lived in Heppner for 32 years. Thank you for your consideration. Steve Rhea, PO Box 1034, 60 Canyon Drive, Heppner, Ore. 97836. Cell 541-980-4232

March 7, 2018

Tripp Finch  
PO Box 52  
Heppner, OR 97836

Morrow County Planning Department  
PO Box 40  
Irrigon, OR 97844

**RE: Letter of Interest for term as a Morrow County Planning Commissioner**

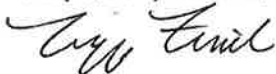
To: Morrow County Planning Department

I would like to be considered for appointment to the Morrow County Planning Commission. I currently reside in Heppner, and my street address is 565 N Gale Street.

Presently, I serve as a commissioner on the Heppner City Planning Commission, and I am a licensed Oregon Realtor. I believe that Morrow County can enjoy new growth and prosperity while preserving its history and character. I want to see Morrow County continue to be a place that successfully balances agriculture, industry, and residential development. I believe that it is imperative that housing be a top priority for the future of our county. We stand at the cusp of great opportunity and need to have solid leadership at the helm to ensure Morrow County makes wise decisions for all of its citizens both present and future.

I look forward to the opportunity to serve on this commission.

Respectfully submitted,



Tripp Finch  
Heppner, Oregon

To whom it may concern,

My name is Mike Alldritt, I am a lifelong resident of Lexington OR. I graduated from Heppner high in 1995, from there I worked as a carpenter apprentice, then at PGG for a year Kinzua saw mill. Finally, in 1998 I started my career as an Ironworker, starting as an apprentice I served a four-year program becoming a journeyman in 2002. Over the years I worked my way up through the ranks to superintendent and now representative of Ironworkers local 29.

I am in strong support of bringing living wage jobs to rural Oregon. I support the data center activity on the north end of the county and any other that is coming to the Port of Morrow. I am very excited with the opportunities that are coming to the residents of the county, as in career opportunities.

I don't have a lot of experience on committees or boards but I would like the opportunity to serve the people in rural Oregon. Making decisions that will positively affect our youth and building them a future to succeed in is at the top of the list. With our beauty in the foothills of the Blues in mind as well, and to make sure future generations will be able to enjoy the same sites that my family has for five generations.

Thank you for your time.

Sincerely,

Mike Alldritt

## **Budget Calendar for FY 2018-19**

**January 10**

**Meeting with BOC to outline process**

### **Long Range Planning Workshop**

- General financial position overview: Kate
  - Beginning and ending fund balance
- Revenue Forecast
- Long range objectives
- “FTE Ask”
- Grant process?
- Budget Committee Workshop?

**January 19**

**Budget worksheets, instructions, and calendars sent out**

**January 31**

**FTE Ask due to Administrative Officer**

**February 13**

**Compensation Committee Meeting**

**February 16**

**Budget Requests due back to Finance Department**

- Budget preparation-Kate
- Fund restructure – Kate
  - Department Restructure
    - Finance & HR
    - General Maintenance
- FTE Ask – Darrell, Karen, & Kate
  - Review, calculate, & prepare for BOC approval

**March 19-23**

**Department Meetings to Discuss Budget Requests**

- 15 minutes each. Darrell and Kate
- Kate and Darrell discussion and decisions on which decision packets to include
- Creation of spreadsheet that lists all decision package requests. This should denote what is included and not included in the recommended budget.
- Fund restructure – Kate
  - Department Restructure
    - Finance & HR
    - General Maintenance
- Background Documentation/Narrative
  - Revenue – Kate directed
  - Charts and Graphs – Kate



<b>March 26</b>	<b>Publish 1<sup>st</sup> Budget Comm. Meeting Notice</b>
	<b>Publish Budget Comm. Meeting Notice to County Website</b>
<b>April 17-19</b>	<b>Budget Committee Meetings</b>
<b>May 2</b>	<b>Publish Budget Financial Summary and Notice of Hearing</b>
<b>May 16</b>	<b>Public Hearing on Budget</b>
<b>June 20</b>	<b>Adopt Budget</b>
<b>July 6</b>	<b>File Budget with County Assessor</b>
<b>September 15</b>	<b>File copy of budget with County Clerk</b>

**AGENDA**  
**MORROW COUNTY BUDGET COMMITTEE MEETING**  
**ON THE FISCAL YEAR 2018 – 2019 BUDGET**  
**Tuesday, April 17, 2018 at 9:00 a.m.**  
**Bartholomew Building Upper Conference Room**  
**110 N. Court St., Heppner, OR**

- |            |   |
|------------|---|
| 9:00 A.M.  | *Election of Chairperson and Secretary<br>*Approval of 2017-18 Meeting Minutes  |
| 9:05 A.M.  | *Budget message   |
| 9:15 A.M.  | *Explanation of the Budget Documents  |
| 9:30 A.M.  | *Presentation of Revenue by Kate Knop & Mike Gorman<br>*Property Taxes<br>*SIP & Long Range Planning  |
| 10:00 A.M. | *Compensation & Benefits Update by Karen Wolff<br>*Personnel Budget Review<br>*COLA's<br>*Explanation of Health Benefits Changes<br>*Compensation Committee Review<br>*Budget Requests (Decision Packages) by Kate Knop |
| 10:30 A.M. | *Break  |
| 10:45 A.M. | *Board of Commissioners<br>*Building Reserve Fund<br>*Equity Fund<br>*Computer Department<br>*Computer Reserve<br>*Programming Reserve<br>*Safety Committee   |
| 11:00 A.M. | *Administration (Finance & Human Resources)   |
| 11:15 A.M. | *Assessor/Tax Collector   |
| 11:30 A.M. | *Treasurer<br>*County School, Ione School   |
| 11:45 A.M. | *County Clerk<br>*Board of Property Tax Appeals (B.O.P.T.A.)<br>*Clerks Records Fund  |
| 11:45 A.M. | *Public Comment   |
| 12:00 P.M. | *Lunch  |
| 1:00 P.M.  | *District Attorney<br>*Alcohol Enforcement<br>*Victim Witness Fund<br>*CAMI Fund<br>*Law Library<br>*DUI Impact<br>*Liquor Control<br>*Court Security Fund  |

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CONTINUED

- |           |  |
|-----------|--|
| 1:30 P.M. | *Sheriff Department<br>*911 Emergency<br>*Community Corrections<br>*Emergency Management |
| 2:00 P.M. | *Justice Court<br>*Bails & Fines   |
| 2:15 P.M. | *Juvenile  |
| 2:30 P.M. | *Break   |
| 2:45 P.M. | *Health Department   |
| 3:00 P.M. | *Veterans Department   |
| 3:15 P.M. | *Planning<br>*Heritage Trail<br>*Building Permit<br>*Water Planning                      |
| 3:45 P.M. | *Public Comment<br>*Recess until Wednesday, April 18, 2018, at 9:00 a.m.                 |

This is a public meeting. This meeting is scheduled to span three days: April 17, 2018 at 9:00 a.m. to April 19, 2018. This meeting will begin or resume at 9:00 a.m. each day. The presentation times listed above are approximate.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Roberta Lutchner at (541) 676-5613.

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**Bartholomew Building Upper Conference Room**  
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- |            |   |
|------------|---|
| 9:00 A.M.  | *Budget Update  |
| 9:15 A.M.  | *Public Comment   |
| 9:30 A.M.  | *Road Fund<br>*Equipment Reserve<br>*Finley Buttes Road Fund<br>*Parks Fund<br>*Airport Fund<br>*Public Works - General Maintenance<br>*Public Works - Administration<br>*Public Works - Transfer Station North<br>*Public Works – Transfer Station South<br>*Weed Department & Reserve |
| 10:30 A.M  | *Break  |
| 10:45 A.M. | *Fair Fund<br>*Barn, Roof   |
| 11:00 A.M. | *Rodeo Fund<br>*Bleacher Reserve Fund   |
| 11:15 A.M. | *STF Fund<br>*STF Vehicle Reserve<br>*5310 Grant Fund<br>*5311 Grant Fund   |
| 11:30 A.M. | *Surveyor Department<br>*Surveyor Preservation Fund   |
| 11:45 A.M. | *Public Comment   |
| 12:00 P.M. | *Lunch  |

*Request for Public Funds*

- |           |   |
|-----------|---|
| 1:00 P.M. | *Cities – “Grants to Cities”<br>Boardman<br>Heppner<br>Ione<br>Irrigon<br>Lexington |
| 1:30 P.M. | *OSU Extension  |
| 1:45 P.M. | *Willow Creek Valley Economic Development<br>*Morrow County Tourism                 |
| 2:00 P.M. | *Video Lottery  |

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CONTINUED

2:15 P.M.	*Wildlife Services
2:30 P.M.	*Break
2:45 P.M.	*Soil & Water Conservation
3:00 P.M.	*Watermaster
3:15 P.M.	*Irrigon/Boardman Emergency Center
3:30 P.M.	*South Morrow Neighborhood Center
3:45 P.M.	*Museum
4:00 P.M.	*Public Comment
	*Recess until Thursday, April 19, 2018, at 9:00 a.m.

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9:00 A.M.	*Budget Update
9:15 A.M.	*Public Comment
9:30 A.M.	*Willow Creek Wind Fees Fund *Echo Winds Fees Fund *Shepherds Flat Fee Fund *PGE – Carty Fund
9:45 A.M.	*Break
10:00 A.M.	*Finley Buttes License Fee Fund
10:15 A.M.	*Heppner Admin. Building Fund
10:30 A.M.	*Forest Service Fund
10:45 A.M.	*Transfer to Other Funds *Non-Departmental Revenues & Expenditures
11:00 A.M.	*Revisit Miscellaneous Issues if Necessary  *Approval of Tax Rate  *Public Comment
12:00 P.M.	*Adjourn/Lunch

THE MORROW COUNTY BUDGET COMMITTEE APPROVES THE BUDGET AND TAXES FOR THE 2018 - 2019 FISCAL YEAR AT THE RATE OF \$4.1347 PER \$1,000 OF ASSESSED VALUE FOR OPERATING PURPOSES.

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