

BOARD OF COMMISSIONERS

MINUTES OF THE BOARD SESSION – Regular Session

Wednesday, March 30, 2022  
9:00 a.m.

Senator Hearing Room  
555 Court Street NE  
Salem, OR 97301

**PRESENT:** Commissioner Danielle Bethell, Commissioner Colm Willis, and Kevin Cameron.  
Also present were Jan Fritz, chief administrative officer, Jane Vetto as county counsel, and Brenda Koenig as recorder.

Commissioner Bethell called the meeting to order at 9:00 a.m.

*(Video Time 00:00:36)*

**PUBLIC COMMENT**

Melody Cotter:

- Ms. Cotter is concerned with the price of rental housing in Salem:
  - In August her lease is increasing by 42 percent; but
  - Her income has remained the same.
- She inquired about whether the county has a rent cap that limits how much a landlord can raise rent; and
- She inquired on how the public can comment on a possible future recession:
  - She wondered if the county was preparing for a recession.

***Board discussion:***

- A couple of years ago the Oregon legislature forced the rent cap on landlords and it has created numerous problems;
- Marion County has programs that can potentially help individuals facing challenges with rental expense;
- Inflation is controlled at the national level;
- The current rent control is seven percent plus the Consumer Price Index (CPI):
  - The CPI is currently very high and may potentially increase more.
- The Board is exploring options to make it easier to build a variety of types of housing in the county;
- The county has received federal rental assistance funds that Ms. Cotter may qualify for;
- A down payment assistance program to help residents qualify for home ownership may be a future option; and
- Ms. Cotter was encouraged to testify before the Oregon Legislature when housing rent is addressed.

(Video Time 00:12:31)

**Motion:** Commissioner Willis moved to remove Item #1 under Contract Review Board from the agenda to consider approval of an order for a Contract-Specific Special Procurement with Galaxux for the licensing and annual maintenance of the Community Resource Network (CRN) that connects community resources to people from July 1, 2021, through June 30, 2026, and direct staff to provide an update at the next Management Update meeting. Seconded by Commissioner Cameron; motion carried. A voice vote was unanimous.

(Video Time 00:13:09)

## CONSENT

### BOARD OF COMMISSIONERS

#### Board Committee Appointments – Marion County Compensation Board

1. Approve orders appointing Lore Christopher, Jolene Kelley, and Melessa Villoria to the Marion County Compensation Board with terms ending December 31, 2022.

#### OLCC Applications – Recommended Approval

2. Silver Falls Hospitality, LLC, dba, Smith Creek Village - The Big Leaf Coffeeshouse and Grill –Sublimity, Oregon

3. Living Water Ranch, LLC, dba, Running Deer Vineyards – Salem, Oregon

4. Approve an order for the temporary appointment of Sam Brentano as Marion County Treasurer effective April 1, 2022, through December 31, 2022, until the term of the office expires, and a Treasurer is elected in the 2022 general election.

### BUSINESS SERVICES

5. Approve an order delegating authority to Danielle Bethell, Marion County Board of Commissioners Chair, to execute all documents necessary to close the county's purchase of 1505 and 1507 East Blaine Street in Woodburn, Oregon.

### HUMAN RESOURCES

6. Approve a recommendation to establish and adopt classification #350, Deputy Health and Human Services Director.

7. Approve a recommendation to establish and adopt classification #189, Health and Human Services Intern.

## PUBLIC WORKS

8. Approve an order establishing a policy for the temporary reduction in the cost to obtain building and septic permits from Marion County Building Inspection for property owners rebuilding or repairing commercial structures damaged or destroyed by wildfires in September 2020, effective for qualifying permits issued between September 8, 2020, and September 8, 2025.

### ***Board discussion:***

- Mr. Brentano is being appointed as the Marion County Treasurer because the current Treasurer is retiring:
  - There is a vacancy that needs to be filled until the next general elections are held; and
  - Mr. Brentano is running unopposed for Marion County Treasurer in the 2022 election.

**MOTION:** Commissioner Cameron moved for approval of the consent agenda. Seconded by Commissioner Willis; motion carried. A voice vote was unanimous.

*(Video Time 00:16:04)*

## **ACTION**

### BUSINESS SERVICES

9. Consider approval of the Public Improvement Agreement with Triplett Wellman, Inc. in the amount of \$14,332,000 for the construction of a new Health and Human Services Building through June 28, 2023. –Colleen Coons-Chaffins and Ryan Matthews

### ***Summary of presentation:***

- The new building will be approximately 32,000 square feet;
- Five of the seven contractors working on the building are local Marion County businesses;
- Triplett Wellman, Inc. is located within the City of Woodburn;
- An estimated \$14.3 million was for the initial contract; and
- An estimated \$200,000 was added to the contract for case work to allow for a separate contractor to provide services related to woodwork.

### ***Board discussion:***

- The new building will be built on the existing Health and Human Services (HHS) Center Street campus;
- The existing campus houses all public health services and department administration;
- As HHS has grown locally there have been significant investments from federal, state, and local governments in the health care system to assist with community needs;
- As HHS has grown, they have had to lease multiple office spaces across the county:
  - Currently there are multiple buildings all with an entryway that makes it hard for the public to access services; and

G:\BOARD SESSIONS\BOARD SESSION MINUTES\2022\3-30-2022

- With multiple reception areas the current HHS building can be difficult to navigate.
- The new building will have a single-entry point and all HHS public health services will be in one building;
- Financially the county is investing in assets that are long standing, instead of continuing to lease space;
- The tax dollars utilized for the project are health care funds coming through state, federal sources, or other partnerships;
- The new building will provide HHS the opportunity to grow:
  - The county has not had enough providers in the past;
  - The COVID-19 pandemic showed that there is a significant need for more services and improved access to services;
  - Room for growth has been built into the plans to allow for new services;
  - Finding space to meet healthcare needs has been a challenge; and
  - The new building will assist HHS with meeting healthcare needs.
- As lease rates continue to rise in the county, owning the building will allow money spent on the building to stay within the county.

**MOTION:** Commissioner Willis moved to approve the Public Improvement Agreement with Triplett Wellman, Inc. in the amount of \$14,332,000 for the construction of a new Health and Human Services Building through June 28, 2023. Seconded by Commissioner Cameron; motion carried. A voice vote was unanimous.

*(Video Time 00:24:36)*

CLERKS OFFICE

10. Consider approval of Amendment #10 to the Lease Agreement with Downtown Storage and Warehouse, LLC, to add \$1,306,668 for a new contract total of \$3,866,532.96 to extend the storage lease for Marion County archives through March 31, 2027. –Bill Burgess

***Summary of presentation:***

- The county has utilized an archive facility on Broadway Street since 1997;
- The facility is located in a building that was previously a bomb shelter;
- The facility is utilized for the archiving and storage of county records;
- The county's storage space requirements have increased over the years:
  - The county currently leases approximately 23,000 square feet:
    - The space contains approximately 18,000 cubic feet of records, and approximately 54 million pieces of paper.
- The archives hold permanent volumes as well as documents that have limited storage requirements;
- Staff retrieves records from the facility for all county departments:
  - In 2020 there were an estimated 2,006 documents were retrieved; and
  - In 2021 an estimated 1,564 documents were retrieved;

- This averages approximately six document retrievals per day.
- Staff also takes boxes to the facility to be stored:
  - In 2019 an estimated 1,700 boxes were stored;
  - In 2020 an estimated 982 boxes were stored; and
  - In 2021 and estimated 964 boxes were stored.
- Approximately 1,000 boxes a year are retrieved and burned;
- With the trend towards electronic records, it is not anticipated that the volume of paper records stored will increase:
  - Permanent records are anticipated to continue growing.
- Warehouse storage needs in the community grew with the legalization of cannabis:
  - In 2017 the county's storage lease increased from 43 cents to 87 cents per square foot; and
  - The current rate is 87 cents per square foot:
    - This is averaging approximately \$19,995 every month; and
    - Prior to the legalization of cannabis, the county was averaging approximately \$9,800 every month.
- Due to rising lease costs the county may want to consider building a county archive storage facility:
  - Archive storage facilities are not normal warehouses:
    - They store permanent records that cannot be exposed to weather, rodents, water, or mold; and
    - The records need to be stored securely.

***Board discussion:***

- Due to the increase in electronic records the Clerk's Office has seen a decrease in the number of incoming records to be stored;
- If the trend towards electronic records continues to increase the storage space required may decrease:
  - The contract would potentially have to be renegotiated if the county's storage requirements decreased before the end of the contract term.
- The county has been working on plans to increase the use of electronic records including:
  - Adding security to electronic storage so it can qualify as a permanent record repository.
- There are laws pertaining to the permanent storage of some older paper documents.

**MOTION:** Commissioner Cameron moved to approve Amendment #10 to the Lease Agreement with Downtown Storage and Warehouse, LLC, to add \$1,306,668 for a new contract total of \$3,866,532.96 to extend the storage lease for Marion County archives through March 31, 2027. Seconded by Commissioner Willis; motion carried. A voice vote was unanimous.

***Board discussion:***

- The Clerk's Office has mailed 220,000 voter registration confirmation cards:

G:\BOARD SESSIONS\BOARD SESSION MINUTES\2022\3-30-2022

- This will help clean up voter rolls as some individuals have moved out of the county:
  - This will result in a cost savings when the ballots are mailed out.
- Military ballots will be mailed out on Friday, April 1, 2022;
- Regular ballots will be mailed out on April 27, 2022;
- The public is encouraged to call the Clerk's Office if they have any questions regarding the election process;
- The Voters Pamphlet, including candidate statements, will be ready by Monday, April 4, 2022, and will be available on the county's website; and
- The commissioners would like Mr. Burgess to provide a presentation on the election process at a future board meeting.

*(Video Time 00:37:51)*

**PUBLIC WORKS**

11. Consider approval for the resubmission of three 2021 Oregon Federal Lands Access Program (FLAP) grant applications, under the newly re-opened 2021 Oregon Call for Projects, for the North Fork Road Guardrail Improvements project, the North Fork Road Kiosks project, and the Wintel Road Reconstruction and Bridge 47C76 Replacement project. –Ryan Crowther

***Summary of presentation:***

- Public Works originally applied for the three grants in October 2021;
- The Infrastructure Investment and Jobs Act changed the rules for FLAP grants:
  - The requirement for local agencies to provide a match was removed.
- The North Fork Road Guardrail Improvements project includes:
  - Several locations were identified that need guardrails installed:
    - Damage from the 2020 wildfires contributed to the number of guardrails needing to be replaced.
  - The estimated cost of the project is \$1,641,469.
- The North Fork Road Kiosks project includes:
  - Two recreational kiosks would be constructed:
    - One at the beginning of North Fork Road; and
    - One at Gates Hill Road.
  - The kiosks would provide information, collect user fees, and direct users to open parks; and
  - The estimated cost of the project is \$1,308,277.
- The Wintel Road Reconstruction and Bridge Replacement project includes:
  - The road and bridge provide access to the Ankeny National Wildlife Refuge:
    - These are federal lands located within Marion County.
  - The project will improve a one mile stretch of roadway and replace an obsolete timber bridge to continue to provide access to the federal lands; and
  - The estimated cost of the project is \$4,142,268.
- The intent of the resubmission of the grant applications is to determine if the county wants to keep the original applications submitted or modify the applications;

- Originally the county's Safety Only projects did not require a county match;
- Following are staff's recommendations for the three grant applications:
  - The North Fork Road Guardrail Improvements project:
    - The original grant application did not propose any county funds to be utilized;
    - Staff recommends that the project grant application be kept the same as originally submitted; and
    - This does require board approval to keep it eligible.
  - The North Fork Road Kiosks project and the Wintel Road Reconstruction and Bridge Replacement project:
    - The original grant applications did include a 10.27 percent county match: and
    - Staff recommends that the county match be eliminated, and the two applications resubmitted as fully federally funded projects as allowed by the new rules.

***Board discussion:***

None.

**MOTION:** Commissioner Willis moved to approve the resubmission of three 2021 Oregon Federal Lands Access Program (FLAP) grant applications, under the newly re-opened 2021 Oregon Call for Projects, for the North Fork Road Guardrail Improvements project, the North Fork Road Kiosks project, and the Wintel Road Reconstruction and Bridge 47C76 Replacement project. Seconded by Commissioner Cameron; motion carried. A voice vote was unanimous.

*(Video Time 00:41:57)*

12. Consider approval of the Purchase Order with PacWest Machinery, LLC, in the amount of \$361,662 for the one-time purchase of a Etnyre chip spreader. –Scott Wilson

***Summary of presentation:***

- The Purchase Order being considered is for the purchase of a 2022 Etnyre chip spreader;
- Public Works utilizes a diverse fleet of heavy and medium equipment types to perform its road maintenance tasks;
- The chip spreader is a vital component for distributing a uniform amount of aggregate during the chip seal application process;
- Chip seals are a cost-effective pavement maintenance treatment that slows the aging process of the county's paved roads and provides a durable surface;
- The purchase order was awarded to PacWest Machinery through a formal invitation to bid;
- The purchase is essential to replace equipment that has surpassed its useful life:
  - Replacing the existing 2001 Etnyre chip spreader that is experiencing metal fatigue and electronic issues with the wiring; and

- The old equipment is adding to downtime on projects.
- Options for the board to consider:
  - Approve the Purchase order; or
  - Withhold approval of the Purchase Order.
- Public Works recommends that the board approve the Purchase Order with PacWest Machinery, LLC.

***Board discussion:***

- It is estimated that the chip spreader will arrive in June 2023; and
- The current machine has distributed approximately 180,000 tons of aggregate and applied over 1,000 miles of two-lane roadway.

**MOTION:** Commissioner Cameron moved to approve the Purchase Order with PacWest Machinery, LLC, in the amount of \$361,662 for the one-time purchase of a Etnyre chip spreader. Seconded by Commissioner Willis; motion carried. A voice vote was unanimous.

*(Video Time 00:46:48)*

13. Consider adopting an administrative ordinance granting Comprehensive Plan/Zone Change (CP/ZC) Case #21-004/Anthony Arnautov. –Lindsey King and Scott Norris

***Summary of presentation:***

- The application is for the following:
  - To change to the Comprehensive Plan designation from Developing Residential to Multi-family Residential; and
  - To change the zone from Urban Development to Multi-family Residential.
- The property is a 2.25-acre parcel located at 4310 and 4330 Monroe Avenue NE in the City of Salem.
- The hearings officer conducted a public hearing on July 1, 2021;
- The hearings officer issued a recommendation that the board approve the request;
- The board held a public hearing on November 10, 2021;
- The board considered all the evidence in the record and approved the request with a two to one vote;
- The ordinance and findings have been prepared and the notice of adoption was given on March 23, 2022; and
- Before the board is an ordinance to consider approving Comprehensive Plan/Zone Change (CP/ZC) Case #21-004/Anthony Arnautov.

***Board discussion:***

None.



**MOTION:** Commissioner Cameron moved to adopt an administrative ordinance granting Comprehensive Plan/Zone Change (CP/ZC) Case #21-004/Anthony Arnautov. Seconded by Commissioner Bethell; motion carried 2-to-1 with Commissioner Willis voting no.

*(Video Time 00:48:59)*

14. Consider adopting an administrative ordinance granting Comprehensive Plan/Zone Change (CP/ZC) Case #21-008/Snow and Kerley Properties, LLC. –Lindsey King and Scott Norris

**Summary of presentation:**

- The application is for the following:
  - To change the Comprehensive Plan designation from Developing Residential to Multi-family Residential; and
  - To change the zone from Urban Development to Limited Multi-family Residential.
- The property is a 0.18-acre parcel located in the 300 block of Gwendolyn Loop NE in the City of Salem;
- The hearings officer conducted a public hearing on October 7, 2021;
- The hearings officer issued a recommendation that the board approve the request;
- The board held a public hearing on December 1, 2021;
- The board considered all the evidence in the record and approved the request;
- The ordinance and findings have been prepared and the notice of adoption was given on March 23, 2022; and
- Before the board is an ordinance to consider approving Comprehensive Plan/Zone Change (CP/ZC) Case #21-008/Snow and Kerley Properties, LLC.

**Board discussion:**

None.

**MOTION:** Commissioner Willis moved to approve an administrative ordinance granting Comprehensive Plan/Zone Change (CP/ZC) Case #21-008/Snow and Kerley Properties, LLC. Seconded by Commissioner Cameron; motion carried. A voice vote was unanimous.

*(Video Time 00:50:41)*

**SHERIFF'S OFFICE**

15. Consider approval of the Purchase Order with Rogue Jet Boatworks Inc. in the amount of \$116,630 for the one-time purchase of a 2023 Fastwater 25' Center Console boat used to patrol Oregon State Marine waterways within Marion County. –Commander Jeff Stutrud

**Summary of presentation:**

- The Board Session Agenda incorrectly lists the boat as a 25-inch Center Console boat:
  - The correct size is 25-foot.

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- A Contract Specific Special Procurement was brought before the Contract Review Board on February 16, 2022, during a Board Session meeting;
- The Purchase Order is to replace an aging 1988 or 1989 boat that the Oregon State Marine Board (OSMB) had agreed to surplus, and then purchase a new boat:
  - The surplus amount for the existing boat is \$25,000; and
  - The \$25,000 will be utilized towards the purchase of the new boat.
- A new boat will benefit water patrols on Detroit Lake, the Willamette River, and other Marion County waterways.

***Board discussion:***

- There has been an increase in crowds visiting Detroit Lake due to other recreational areas being closed following the 2020 wildfires;
- The county has had a great partnership with the OSMB;
- The county is utilizing a grant from the OSMB; and
- There are no county general funds being utilized for the new boat purchase.

**MOTION:** Commissioner Cameron moved to approve the Purchase Order with Rogue Jet Boatworks Inc. in the amount of \$116,630 for the one-time purchase of a 2023 Fastwater 25' Center Console boat used to patrol Oregon State Marine waterways within Marion County. Seconded by Commissioner Willis; motion carried. A voice vote was unanimous

*(Video Time 00:12:31)*

**CONTRACT REVIEW BOARD  
ACTION**

COMMUNITY SERVICES

1. Consider approval of an order for a Contract-Specific Special Procurement with Galaxux for the licensing and annual maintenance of the Community Resource Network (CRN) that connects community resources to people from July 1, 2021, through June 30, 2026. –Tamra Goettsch and Camber Schlag

**(Motion made and approved to remove item from the Board Session Agenda.)**

(Video Time 00:55:48)

**PUBLIC HEARINGS  
9:30 A.M.**

None.

Commissioner Willis read the calendar;  
Commissioner Bethell adjourned the meeting at 10:05 a.m.



CHAIR



COMMISSIONER



COMMISSIONER

**Board Sessions can be viewed on-line at**

**<https://www.youtube.com/playlist?list=PLSUQ1gg6M78UsBE3q6w4rdf59Z5rXkEi5>**