

## BOARD OF COMMISSIONERS

### MINUTES OF THE BOARD SESSION – Regular Session

Wednesday, March 4, 2020

9:00 a.m.

Senator Hearing Room  
555 Court Street NE  
Salem, OR 97301

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

**ABSENT:** Commissioner Kevin Cameron

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

### PUBLIC COMMENT

*(Video Time 00:00:37)*

David Beem:

- Mr. Beem would like the county to obtain more funding for homeless issues.

### CONSENT

*(Video Time 00:01:48)*

### BUSINESS SERVICES

Approve an order appointing John Lattimer to the Marion County Retirement Plans Committee.

Approve a recommendation to adjust upward the pay grade for classification #600, Information Technology Director, and #607, County Counsel.

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

## ACTION

(Video Time 00:03:01)

### BUSINESS SERVICES

1. Accept the final closeout report for the Marion County Public Safety Building, the visitor reception remodel at the Marion County Jail, and the Marion County Transition Center heating, ventilation, and air conditioning (HVAC) retrofit. –Kevin Burton and Larry Tilford

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

- Presenting close out report for three major projects;
- Over the last year, nine of fourteen projects, totaling \$4.5 million, has been completed; and
- All projects were completed on time and under budget.

#### **Marion County Public Safety Building:**

- Enforcement and Parole and Probation were in different locations;
- The design of the project was to bring the departments under one roof where they could interact with one another;
- Elected to go with a CMGC (Construction Manager, General Contractor) Contract:
  - Contractor partners with the county and design team to help initiate the building and work through the process to make sure it is buildable and within budget.
- Original budget was \$13.8 million;
- The total cost of the building was \$11.2 million, which is \$2.5 million under budget;
- There were a total of nine change orders totaling \$627,426, or 5.5 percent of total project cost;
- Mr. Burton shared a power point presentation, including photographs during construction, and gave a brief overview of each:
  - Elected to go with wood framing since metal prices were high at the time;
  - There are three layers of roof insulation to help with thermal efficiency within the building; and
  - All office furniture was provided by Oregon Correction Enterprises.

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

- Commissioner Brentano asked what kind of feedback Mr. Burton has received:
  - He stated he has received lots of positive comments; and
  - When he is out at the building he can see the camaraderie between the employees of the two departments.
- Commissioner Willis stated he has received many compliments from the taxpayers about the building.

#### **Transition Center HVAC:**

- The system at the center had failed;
- There were also a lot of air quality issues within the building:
  - The roof upgrade presented a few months ago was in tandem with this project:

- A lot of condensation inside the building.
- Needed to look at a system that provided air exchanges to get humidity and odor out;
- A four duct work system was installed in every office, with a lot of fan quality units throughout:
  - It is a Variable Refrigerant Flow (VRF) system; and
  - If one fails, only shuts down about four offices and the rest of the building will continue to operate.
- Upgraded the lighting and the water heating in the building;
- Original budget for the project was \$1.3 million;
- The final cost was \$1.2 million;
- There were a total of \$176,000 in change orders, or 1.5 percent of the total project cost; and
- Mr. Burton shared a power point presentation, including photographs before, during, and after construction, and gave a brief overview of each:
  - There were mold issues due to condensation:
    - An abatement company came in and removed the mold.
  - Provided temporary heating to occupants in the building during construction;
  - Duct work was sealed with mastic and insulation to prevent condensation issues; and
  - All new lighting fixtures are LED.

***Board discussion:***

- The commissioners asked if there were any difficulties with working in an operating facility;
- Mr. Burton stated the contractor and department worked well together; and
- The work was more on the enforcement end and all required checks and clearances were obtained.

**Marion County Jail:**

- Mr. Burton shared a power point presentation, including photographs before, during, and after construction, and gave a brief overview of each:
  - The original design did not provide for a secure entryway into the lobby area;
  - Created a half wall to funnel visitors and create a control point so that the public could not just walk in; and
  - Reutilized bullet proof glass in design and construction.
- The original budget for the project was \$80,000;
- After the bids came in, the budget was increased to \$125,000 so that it could be built as designed;
- Cost savings measures were implemented; and
- The final cost of the project was \$122,865.

**Lessons Learned from projects:**

- Lessons learned carry over from prior projects;

- It is important to have all parties involved in design review:
  - More review equals less change orders and questions.
- Good to weigh short term cost versus long term maintenance;
- Review previous projects for any change orders to make sure there are no like items;
- Make sure facilities staff is always involved in the projects:
  - Input is vital in regards to ongoing maintenance costs and upkeep.
- Plan maintenance and landscaping into ongoing budget;
- Need to set completion dates on changes;
- Be present in process and have “open ears”;
- Safety fasteners are taken into account in the design review when working in correctional facilities;
- Work with local design teams:
  - Help to reduce reimbursable costs;
  - Response time is better; and
  - There is direct involvement.
- Look for value of scale.

***Board discussion:***

- Mr. Burton explained the process for change order requests; and
- The commissioners thanked everyone involved in these projects for setting up the county to be successful in the future.

**MOTION:** Commissioner Brentano moved to approve the final closeout report for the Marion County Public Safety Building, the visitor reception remodel at the Marion County Jail, and the Marion County Transition Center heating, ventilation, and air conditioning retrofit. Seconded by Commissioner Willis; motion carried. A voice vote was unanimous.

*(Video Time 00:39:26)*

**FINANCE**

2. Consider approval of the Tax Foreclosed and Surplus Real Properties sold at a public auction held on February 25, 2020. –Camber Schlag and LeAnne Aurand

***Summary of presentation:***

- On January 15<sup>th</sup>, the board approved an order to hold a public auction;
- The county held a public auction on February 25, 2020 for the sale of tax foreclosed and surplus real properties;
- Five of the seven properties were sold and include the following:
  - Lot 2, 460 Churchdale Avenue, Keizer:
    - Starting minimum bid was \$60,000;
    - Highest bid received was \$62,600; and
    - It was a cash sale and paid in full.
  - Vacant designated wetland off of Fern Ridge Road, Stayton:

- Starting minimum bid was \$3,915;
  - Highest bid received was \$36,500; and
  - Sold on a ten year Land Sale Contract with the county.
- Vacant lot off of Santiam Highway and Riverside Drive, Idanha:
  - Starting minimum bid was \$1,590;
  - Highest bid received as \$6,000; and
  - Sold on a two year Land Sale Contract with the county.
- Vacant lot off of Bonneville Avenue NE, Keizer:
  - Starting minimum bid was \$25,000;
  - Highest bid received was \$25,100; and
  - Sold on a ten year Land Sale Contract with the county.
- Manufactured home on a lot, 1070 Barnes Avenue SE, Salem:
  - Starting minimum bid was \$97,598;
  - Highest bid received was \$145,000; and
  - Sold on a ten year Land Sale Contract with the county.
- The total revenue from the sales is \$275,200; and
- Staff is requesting approval of the sales of the tax foreclosed properties and distribution of the revenue to the taxing districts and county.

***Board discussion:***

- The sale prices were higher than the starting minimum bid.

**MOTION:** Commissioner Brentano moved to approve the Tax Foreclosed and Surplus Real Properties sold at a public auction held on February 25, 2020. Seconded by Commissioner Willis; motion carried. A voice vote was unanimous.

*(Video Time 00:43:22)*

**PUBLIC WORKS**

3. Consider approval of a resolution initiating amendments to Section 17.120.040 of the Marion County Code and scheduling a public hearing for April 8, 2020. –Joe Fennimore and Joe Miller

***Summary of presentation:***

- Resolution to initiate amendments to the Marion County Zoning Code related to the criteria for the placement of temporary hardship dwellings;
- Would allow placing a temporary home on a property to care for a family member after obtaining a conditional use permit;
- This section of the code was last updated in 2008:
  - Process would help to address issues with the existing code that has developed since that time.
- After discussion at a February 24<sup>th</sup> meeting, the board directed staff to prepare a resolution initiating amendments and to schedule a public hearing;
- The resolution has been prepared and the options the board may consider are:
  - Adopt the resolution as written and schedule a public hearing for April 8, 2020;
  - Direct staff to modify the resolution and bring it back at a later time; or

- Take no action at this time.
- Staff recommends that the board adopt the resolution as written and schedule a public hearing for April 8, 2020.

***Board discussion:***

- Staff will have procedures prepared at the hearing on monitoring and removing temporary hardship dwellings.

**MOTION:** Commissioner Brentano moved to approve a resolution initiating amendments to Section 17.120.040 of the Marion County Code and scheduling a public hearing for April 8, 2020. Seconded by Commissioner Willis; motion carried. A voice vote was unanimous.

*(Video Time 00:45:47)*

4. Consider approval of the Contract for Services with Stericycle, Inc. in the amount of \$2,600,000 to operate the Household Hazardous Waste Facility located at the Salem-Keizer Recycling and Transfer Station, and provide off-site collection events in Marion, Polk, and Yamhill Counties through February 28, 2023. –Brian May

***Summary of presentation:***

- Marion County owns the facility operated by Republic Services, Inc.:
  - It was constructed in 2004 and opened to the public in April, 2005.
- In 2019, there was 274,000 pounds of hazardous waste collected from residents and businesses:
  - This is a 27% increase from the prior year.
- The contract includes operation of the facility and off-site collection events:
  - Marion County events; and
  - Events held in Yamhill and Polk Counties through an Intergovernmental Agreement.
- Per contracting rules, the request for proposals must be solicited every five years:
  - Usually only receive one to two proposals; and
  - This year received three proposals.
- The initial proposal was issued on November 12, 2019, and closed on December 20, 2019;
- All three proposals were received and evaluated:
  - Stericycle, Inc. received the highest score.
- A notice of intent to award was sent out on January 22, 2020:
  - No protests were received.
- The contract amount is \$2.6 million and is for a five year term;
- Services provided under the contract include:
  - Operation of facility at transfer station:
    - Open every Thursday and first and third Saturday.
  - Conditional exempt small quantity generators:
    - Small businesses and farms;

- Bring in materials by appointment only.
  - Satellite events in Yamhill and Polk Counties.
- Staff recommends approval of the contract.

***Board discussion:***

- This contract is an increase of approximately \$1 million from the last contract;
- There is a manifest process for final disposition of products collected:
  - There is a paper trail; and
  - Final disposition is either by incineration or landfill.
- There is roughly 1,500 tons a year collected; and
- Household hazardous wastes include:
  - Pesticide;
  - Herbicides;
  - Bleach; and
  - Fuel.

**MOTION:** Commissioner Brentano moved to approve the Contract for Services with Stericycle, Inc. in the amount of \$2,600,000 to operate the Household Hazardous Waste Facility located at the Salem-Keizer Recycling and Transfer Station, and provide off-site collection events in Marion, Polk, and Yamhill Counties through February 28, 2023. Seconded by Commissioner Willis; motion carried. A voice vote was unanimous.

*(Video Time 00:57:18)*

**SHERIFF'S OFFICE**

5. Consider approval of the Contract for Services with Greystone Tactical in the amount of \$300,000 to provide uniforms and duty gear for the Marion County Sheriff's Office through December 31, 2024. –Sheriff Joe Kast and Commander Eric Hlad

***Summary of presentation:***

- In 2019 the Sheriff's Office conducted a multi-award Request for Proposal:
  - Only able to award one contract for uniforms and duty gear.
- To be able to fill the volume of requests an additional contract award is needed;
- On January 15, 2020, the board approved an exemption for a special procurement to contract with Greystone Tactical;
- The Sheriff's Office employees 356 staff members across four divisions:
  - Jail;
  - Operations Division;
  - Enforcement; and
  - Community Corrections.
- There are specialty assignments within these divisions and they all require uniforms and gear to perform their duties;


- Since January 1, 2019, the Sheriff's Office has purchased uniforms and duty gear for 36 new hires, and 25 promotions, in addition to standard uniform replacement for wear and tear;
- Due to the volume and frequency in which the uniforms and gear are ordered, it is necessary to have more than one vendor who supplies these goods;
- Greystone Tactical is a local vendor that provides items that are better than or equal to items required by the Sheriff's Office policies;
- Would allow two contracting options for purchases; and
- Greystone will be able to provide the following items from the current vendor on a supplemental basis:
  - Jackets;
  - Pants;
  - Polos; and
  - Duty gear.

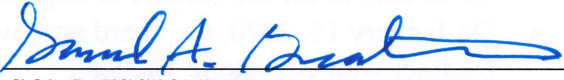
**MOTION:** Commissioner Brentano moved to approve the Contract for Services with Greystone Tactical in the amount of \$300,000 to provide uniforms and duty gear for the Marion County Sheriff's Office through December 31, 2024. Seconded by Commissioner Willis; motion carried. A voice vote was unanimous.

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

None.

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

  
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CHAIR

  
\_\_\_\_\_  
COMMISSIONER

Not Present At Meeting  
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COMMISSIONER

**Board Sessions can be viewed on-line at**  
<https://www.youtube.com/playlist?list=PLSUQ1gg6M78UsBE3q6w4rdf59Z5rXkEi5>