



MARION COUNTY BOARD OF COMMISSIONERS

# Management Update Minutes

**Monday, April 17, 2017, 10:30 am – 11:30 am**  
Courthouse Square, 555 Court St. NE, Salem  
5th Floor, Suite 5232, Silverton Conference Room

## ATTENDANCE:

Commissioner Sam Brentano, Commissioner Janet Carlson, John Lattimer, Gloria Roy, Scott Norris, Brian May, Brandon Reich, Sarah Spinks, Camber Schlag, Jeff White, Russ Dilly, Justine Flora, Cindy Schmitt, Barb Young and Kenna West as recorder.

Absent: Commissioner Kevin Cameron

## INFORMATIONAL

### **Annual Park Pass for North Fork, Bear Creek and Salmon Falls Parks**

#### *Summary of Presentation:*

- May 2016 a \$5.00 parking fee was approved for the North Fork Corridor and in the parks;
- There was also a delegation to Public Works to establish parking on the roadside;
- March 2017 work session there was discussion and request for annual pass research;
- Oregon State Parks and US Forest Service are charging \$30.00 for an annual pass; and
- Will bring forward on Wednesday an Order allowing a \$30.00 annual pass to be allowed for the three parks on the North Fork.

#### *Board Discussion:*

- \$30.00 fee acceptable;
- Will have a booth at the parks;
- Will be available at Public Works;
- Will have on-line availability very soon;
- Annual permits will specifically designate which parks and locations they can be used at plus will have a mailer/brochure included with the pass;
- In time, the hope is to have a pass for all parks, but currently now only county parks;
- Three Pools closing has no effect on Marion County; and
- All partners are working together, so no surprise for the County as that has been part of their discussions.

### **Mass Gathering Event Permits**

### *Summary of Presentation:*

- After a mass gathering event public hearing last year, Commissioner Carlson requested that staff find a way to do multiple mass gathering events on one parcel;
- Proposal allows small mass gatherings up to five years of events:
  - First year would be required to attend a public hearing;
  - Subsequent four years would be a renewal of the permit issued by the Planning Director;
  - If no issues or complaints, then Planning Director can issue a renewal of the permit;
  - Same notices would be given to the neighbors as currently provided.
- If the requestor has a history of problems with the mass gathering then the event would only be allowed a one year permit;
- The event would be allowed a one year only permit because they had not met the conditions of no complaints or issues;
- If can prove they met the conditions after the one year permit, then would consider a five year permit at next request;
- Board has significant flexibility in allowing or not allowing a five year permit.
- Same fee for the five year permit but pay the renewal on a yearly basis;
- Confirmed that if there are complaints or issues that the matter be brought to the Board for consideration before renewal permit issued;
- In the event there are substantiated complaints then the Planning Director may refer back to the Board;
- Can clarify the language as needed including taking out the word "substantiated";
- If agritourism exceeds 700 people, then could fall within a large mass gathering; and
- Permanent structures and parks are exempt from mass gathering permits.

### **Community Action Head Start Project Permit**

#### *Summary of Presentation:*

- There were delays in getting the building permit;
- Permit was released on Friday based on an agreement, subject to Board approval, for Public Works to complete some work on-site regarding relocation of driveway;
- Permit holder also wanted to do some work on some existing parking lots and modular classrooms;
- Had grant funding to complete some of the work;
- Scaled back their remodel due to reduced funds and are now only remodeling a modular older kitchen into a commercial kitchen to be the center of the food distribution for their programs;
- This triggered some storm water and access issues;
- Waiving storm water detention requirements because of the size of the improvements;
- Good use of road funds because it alleviates safety issues on Cordon Road; and
- The cost would be about \$50,000 and need the Board's approval before beginning work.

## **Marion County Procurement Card Policy Review**

### *Summary of Presentation:*

- Updates to the Procurement Card use policy and procedure;
- Last page of document has information regarding the transactions;
- Provides information on who, where and what size transactions are on the procurement cards;
- Proposed changes (page 7 of 19 and 10 of 19 in document) were based on best practices from GMO that suggested two persons to sign off on each transaction;
- Very burdensome and trying to make it practical for actual use and during that discussion Finance was asked to bring back a report with how many transactions were over \$100;
- Multiple other jurisdictions within Oregon also do not require second signature because too burdensome;
- County has excellent procedures in place so mandatory second person to sign is not necessary;
- No other jurisdiction except the federal government have this policy and the federal government has significantly more personnel to handle this additional mandate.

### *Board Discussion:*

- Move this matter to Board Session on Wednesday.

## **Update Marion County Administrative Policy 517 – Health Insurance Portability and Accountability Act (HIPAA) Protected Health Information Privacy Rule Requirements**

### *Summary of Presentation:*

- About a year ago began updating the HIPAA Information Privacy Rule document;
- Significant format changes;
- Limited substantive changes;
- Suggested they meet with IT regarding these changes;
- Data sharing can be done through prior agreement;
- Broad policy changes based on federal law changes; and
- This will be the primary document from which other Departments will use as a template for their policy.

## **Fiscal Year 2016-17 Business Development Grant Application and Funding Recommendation**

### *Summary of presentation:*

- Grant application that EDAB is recommending for funding from Santiam Brewing Company;
- Requested a \$50,000 business development grant toward a \$625,000 expansion project;
- The project is bringing "in-house" their bottling and canning lines to increase their revenues and productivity and expanding their manufacturing operations to produce more brews per year;

- This project is in partnership with a grant from the City of Salem;
- The project creates 16 jobs that do not include sales representatives or administrative office jobs leaving only bottling, canning and manufacturing jobs.

*Board Discussion:*

- Confirmation that there was \$266,000 available when this was opened for solicitation;
- Already funded three grants totaling \$82,000;
- The balance is around \$100,000;
- There is a final application period of April 28, 2017 so there might be a few more applications coming forward, but nothing at this point; and
- Requested that Sarah Spinks send City of Jefferson information on grants available for the Greater Jefferson Library and to the City of Hubbard for a couple of projects, including a library.

**Legislative Update**

- Tracking forms handed out;
- Accessory Dwelling Unit (ADU) legislation:
  - 5 sets of amendments to SB 1024;
  - 4 of them are around the list of elements:
    - Must be permissive, so counties can disallow all ADUs;
    - Definitions for ADUs in rural residential;
    - Same lot or parcel as the single family dwelling;
    - If detached must be within 100 feet of the existing single family dwelling;
    - 900 sq. feet maximum;
    - Must have all permits including sanitation, safety, quality, durability;
    - Language around ground water restricted areas;
    - Not in an urban reserve;
    - If detached it can't be within a mile of a Urban Growth Boundary of a city with a population greater than 10,000 so there is a mile buffer; and
    - County may impose additional restrictions.
  - Air B&B is a major issue for Multnomah County
  - (-1) 2 Acres attached, 4 Acres detached and no discussion of Air B&B;
  - (-2) 4 Acres only and no discussion of Air B&B;
  - (-3) Same as -1 but they preclude Air B&B;
  - (-4) Same as -2 but they preclude Air B&B; and
  - (-5) Were put forward by the Department of Agriculture about conflicts with farm use, but was drafted incorrectly, so trying to add to -1, -2, -3 and -4.
- HB 2645 – Drug Take Back Bill:
  - Mark Nystrom would like a letter of support for the Bill;
  - Sets up kiosks in pharmacies where people could take drugs to return them;
  - Still allows law enforcement to take back the opiates, etc.;

- County doesn't have capacity to accept at incinerator, but potentially in the future;
- San Francisco, Sacramento, Canada all doing this;
- AOC has endorsed the Bill;
- Works with our waste energy in that we could use if there was capacity; and
- Barb to review the full Bill and update Commissioners on the language before they decide whether to support or not.
- HB 3435 – Disaster County Relief
  - Allows counties to make loans out of their public roads funds to entities such as hospitals;
  - Allows structured payment plans back to the county;
  - Several people at AOC meetings uncomfortable with this Bill, but if could narrow to just those counties who want to participate; and
  - Marion county wants to narrow the bill and do not participate as is written.
- Request from James LaBar
  - Letter of support for Regional Solutions;
  - Ways and Means is considering their budget this week;
  - Within their budget they requested \$11 million of lottery bond proceeds to support local or regional economic development projects; and
  - Anything we can do to support James and what he is trying to do lets do it.
- Patrick Sieng email regarding public safety cuts that may be coming out of Ways and Means;
  - \$23 million marijuana revenue fund shift to their general fund;
  - \$1.8 million cut to OYA, closing North Coast Youth Correctional Facility;
  - \$20 million case load reduction for adult and juvenile corrections;
  - \$1 million reduction in transition and treatment funding services for adults leaving prison;
  - \$2 million reduction in state police patrol service vehicles; and
  - \$1.4 million reduction which reduces 60 training slots in basic police/corrections training classes.

### **Communications Update**

- No update

### ACTION

### OTHER

### COMMISSIONERS' COMMITTEE ASSIGNMENTS AND UPDATES

Adjourned at 11:45 a.m.

COMPLETED BY: **Kenna West**

*Reviewed by: Sarra Sparks*