

BOARD OF COMMISSIONERS

MINUTES OF THE BOARD SESSION – Regular Session

Wednesday, April 2, 2014

9:00 a.m.

Commissioners' Board Room  
1115 Commercial Street NE  
Salem, OR 97301

PRESENT: Commissioner Sam Brentano, Commissioner Patti Milne, and Commissioner Janet Carlson. Also present were John Lattimer as chief administrative officer, Gloria Roy as county counsel and Kim Hulett as recorder.

Commissioner Brentano noted that today is a special day in Marion County with the Earth Day presentation and awards, State of the County Address in Stayton, and the rededication of Courthouse Square.

**PRESENTATION**

Earth Day Awards – Alan Pennington

Waste Reduction Coordinator Alan Pennington said that April 19, 2014, is the 15<sup>th</sup> annual Earth Day Celebration at the Oregon Garden. There will be many activities such as the Turtle Ridge Wildlife Center birds and music will be provided by the Woodburn High School Mariachi Band, Bush Elementary Marimba Band, and Early College High School Emaa Da Drumming Band. He noted that on Earth Day admission to the Oregon Garden is free and that 2,500 to 3,000 people usually attend. Mr. Pennington said that the county received over 100 entries for the 15<sup>th</sup> Annual Oregon Garden Poster Contest and introduced grand prize winner Adeline Satya, a kindergarten student from Valley Inquiry Charter School. He added that this is the first time a kindergarten student has won the grand prize. Other winners included: Auzeen Seiffert, Wright Elementary School, fifth grade; and Grace Hanich, Sprague High School, twelfth grade. The commissioners then presented the Earth Day awards and Fred Meyer gift certificates.

**PUBLIC COMMENT**

None.

**CONSENT**

**BUSINESS SERVICES**

Approve amendment #2 to add \$7,614 to the leased warehouse space at 1505 Front Street with Eleanore Boeckman and extend the term through August 31, 2014.

## TAX COLLECTOR

Approve an order authorizing a property tax refund in the amount of \$100,184.30 to US Leaseco, Inc.

Approve an order authorizing a property tax refund in the amount of \$36,257.80 to PIH Salem, LLC.

Approve an order authorizing the cancellation of uncollectible personal property tax accounts.

**MOTION:** Commissioner Carlson moved approval of the consent calendar. Seconded by Commissioner Milne; motion carried. A voice vote was unanimous.

## **ACTION**

### BUSINESS SERVICES

1. Consider recommendations from the 2014 County Compensation Board regarding compensation of elected officials. – 2014 Compensation Board Chair Tracy Warren, Mina Hanssen

Business Services Director Mina Hanssen said that the state requires that the county appoint a board of volunteers to review the compensation of the county's elected officials and introduced Marion County Compensation Board Chair Tracy Warren to present the compensation board's recommendation. Ms. Warren said that the compensation board is recommending a 5.45 percent increase for the County Clerk, 2.77 percent increase for the commissioners, 5.00 percent increase for the County Sheriff, and no change to the other elected office positions. She said the compensation board is also recommending a cost of living adjustment for elected officials if one is given to non-represented employees.

Ms. Hanssen explained that with the recession, budgetary constraints had moved employees' salaries out of alignment to market comparables and that staff is attempting to move employees back into alignment of plus or minus five percent of market comparables. She said the compensation board likewise adopted that philosophy and after reviewing the market information have made their recommendation that brings most elected officials into that plus or minus five percent range. Ms. Hanssen also explained that with the consolidation of the justice courts there will only be one full-time justice rather than two part-time justices and that the compensation board's recommendation is that the salary for the one justice be increased to cover the full-time position. Commissioner Carlson noted that the compensation rates presented include the recommended increases and requested that current compensation rates be forwarded to the board for review prior to the budget committee meeting. Ms. Hanssen agreed.

**MOTION:** Commissioner Milne moved that the Marion County's Compensation Board recommendations be forwarded to the Marion County Budget Committee for further review and consideration, and that current compensation rate information be included. Seconded by Commissioner Carlson; motion carried. A voice vote was unanimous.

2. Consider approval of a proclamation designating April 6-13, 2014, as Volunteer Week in Marion County. – Cathy Crocker

Volunteer Services Coordinator Cathy Crocker requested that the Marion County Board of Commissioners proclaim April 6-13, 2014, as Volunteer Week in Marion County. She said that the dates coincide with National Volunteer Week which was established in 1974 and focuses national attention on the impact volunteers have in our communities. Ms. Crocker added that the Annual Volunteer Report and awards presentation will be at the April 9, 2014, board session.

**MOTION:** Commissioner Carlson moved approval of a proclamation designating April 6-13, 2014, as Volunteer Week in Marion County. Seconded by Commissioner Milne; motion carried. A voice vote was unanimous.

The commissioner then read the proclamation.

#### CLERK - ELECTIONS

3. Consider approval of a contract for \$290,000 with Core Communications for the printing of ballots through June 30, 2016. – Bill Burgess

County Clerk Bill Burgess said that Elections would now be using a contract process for the printing of its ballots and that Elections has had a good working relationship with Core Communications of Corvallis, Oregon. He added that the new ballots are half the cost of the old ballots.

Commissioner Brentano noted that the contract is through 2016, and asked if special election ballots are included in the contract. Mr. Burgess said he believes the county is covered under this contract and explained how the number of elections was projected.

Commissioner Carlson asked how long Marion County has been doing business with Core Communications and why they are a sole source vendor. Mr. Burgess said that the county began working with Core Communications in approximately 1993, when it was known as Capital Press. He explained that Core Communications is one of the few printing facilities certified to print ballots and that the county is required to use a printer approved by the county's ballot vendor, Hart Intercivic. He also explained that Core Communications' convenient location allows Election staff to be on site when ballots are printed and transport hard drives back and forth rather than transmitting data over File Transfer Protocol (FTP) sites.

Commissioner Carlson asked if Elections intends to go out for bid before 2016 to see if there are more vendors. Mr. Burgess said he would look at that option, but added that Elections is not required to go out for bid for ballot printing.

**MOTION:** Commissioner Milne moved approval of a contract for \$290,000 with Core Communications for the printing of ballots through June 30, 2016. Seconded by Commissioner Carlson; motion carried. A voice vote was unanimous.

4. Consider approval of a contract for \$175,000 with Cenveo for the printing of ballot envelopes through June 30, 2016. – Bill Burgess

County Clerk Bill Burgess said that Cenveo is the company that supplies election envelopes to most of the counties in Oregon and that this is the first time the county has had a contract with Cenveo. He said the county uses outer delivery envelopes, security envelopes, and return envelopes and the prices quoted were based on quantity. He said the envelopes Elections is requesting will cover all the county's major elections plus some of the minor elections throughout the term of the contract.

Commissioner Brentano asked how many ballots are sent during a normal election. Mr. Burgess said approximately 150,000 ballots. He said that on Friday, approximately 1,200 ballots will be sent to military and overseas voters; thirty days prior to the election 600 to 700 ballots will be sent to out-of-state voters; and the bulk of the ballots will be sent twenty days before the election.

**MOTION:** Commissioner Carlson moved approval of a contract for \$175,000 with Cenveo for the printing of ballot envelopes through June 30, 2016. Seconded by Commissioner Milne; motion carried. A voice vote was unanimous.

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

None.

Commissioner Brentano read the weekly calendar.

Commissioner Milne commented that she will be stepping down from the position of Marion County Commissioner on April 21, 2014, in order to focus on her run for the Oregon State Senate.

The commissioners also commented on the remediation of Courthouse Square and the rededication ceremony scheduled for 2:00 p.m. today.

Commissioner Brentano adjourned the meeting at 9:50 a.m.

  
CHAIR

  
COMMISSIONER

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COMMISSIONER