



Management Update Minutes

OREGON

Tuesday, December 13, 2022, 9:30 a.m.

Courthouse Square, 555 Court St. NE, Salem
5th Floor, Suite 5231, Commissioners Boardroom

ATTENDANCE:

Commissioners Kevin Cameron, Danielle Bethell, and Colm Willis, Jan Fritz, Matt Lawyer, Shawnnell Fuentes, Kent Inman, Ryan Crowther, Shane Ottosen, Lani Radtke, Dennis Mansfield, Brian May, Tom Kissinger, Terry Stoner, John Carlson, Lindsey King, Jeff Wood, Brandon Reich, Scott Norris, Jane Vetto, Chad Ball, Jay Bergman, and Brian Nicholas.

Jan Fritz called the meeting to order at 9:30 a.m.

INFORMATIONAL:

Update on Fire Hardening Grant

-Brandon Reich

Summary of presentation:

- After the wildfires the legislature appropriated money to help homeowners recover:
 - The state Building Codes Division developed a program to spend the money as a grant;
 - Approximately 15 percent of the county's portion has been distributed to 68 property owners:
 - Property owners do not get reimbursed for the entire cost of what they have purchased; and
 - Property owners get reimbursed an amount based on what they have purchased:
 - For example, they would get \$2,200 for a roof, not the full cost of the roof.
 - The funds are not available to homeowners who had smoke damage, it is only available to homeowners who had structural damage.

Board discussion:

- Commissioner Bethell would like legal to review the legislation to make sure that homeowners who had smoke damage cannot apply for the grant.

Prospective vacation of a portion of 82nd Avenue SE right of way

-Kent Inman

Summary of presentation:

- To initiate a road vacation the county needs to receive a petition from the landowners abutting the right of way; and

- The county is a fee simple owner of property at the south end of the road:
 - The property is a one-foot reserve strip; and
 - Since the county owns the reserve strip, it is not a right of way, two of the adjacent landowners are not actually abutting the property, so they do not have to be included in the road vacation process.

Board discussion:

- If 100 percent of abutting landowners sign the petition the Board can choose to not hold a public hearing;
- Staff thinks that the simplest way to address the issue is to dedicate the one-foot reserve strip to the public to make it a right of way;
- The landowner who petitioned for the road vacation is currently doing activity in the right of way:
 - The petition could proceed without the other landowners' signatures, but a public hearing would be required.
- To get rid of the reserve strip the county would have to give it to someone or sell it to someone; and
- The Commissioners would like the county and the two abutting property owners to sign the petition, and when the road is vacated the reserve strip will be sold.

Hayesville Drive Urban Widening Project- Lumen Technologies, Inc

-Ryan Crowther, Scott Norris, Shane Ottosen Jr.

Summary of presentation:

- For the Hayesville Drive project staff has been coordinating with utilities to determine how utilities will relocate, and to agree on relocation schedules;
- Lumen had committed to relocating by June, they did not, and they have not responded to correspondence from the county; and
- A board order would be required to force them to move.

Board discussion:

- If the construction contractor incurs additional costs due to Lumen's delay, those costs can be passed onto Lumen;
- Lumen would be required to move within 30 days of the board order; and
- The Commissioners agreed to have staff move forward with a board order.

Land Use Planning Fee Schedule Review

-Brandon Reich, Lindsey King

Summary of presentation:

- Staff developed a draft review of the fee schedule and sent it out to local stakeholders:
 - Feedback was received that the fees are reasonable, and there were no objections.
- In developing the fee schedule planning looked at what nearby counties charge; and
- The last review of the fee schedule was done 18 years ago.

Board discussion:

- Commissioner Willis has concerns with some of the fee increases, including the fees for zone changes:
 - He wants individuals to have access to the process, and some of the proposed fees are very high.
- For a zone change where there is only the potential to add a dwelling, planning created a new fee category with a lower fee;
- Commissioner Cameron would like to know how many of each fee category planning receives in a year; and
- Staff will provide more information at a future work session.

Parkdale Park- Project Plan and Scope for design and outreach

-Tom Kissinger, Brian May

Summary of presentation:

- Parkdale Park is a 6.2-acre property in east Salem;
- The park is owned and operated by Marion County Parks:
 - There are minimal amenities at the site.
- American Rescue Plan Act (ARPA) funding was received that will allow the county to do site improvements including the following:
 - ADA accessible pathway through the park;
 - Potentially a dog run area;
 - Picnic shelter;
 - Potentially a small nature place structure; and
 - Trees for shade cover.
- Three designs will be developed and presented to the community for feedback;
- Staff is meeting with the East Salem Service District (ESSD) advisory committee on January 24, 2023, to introduce them to the project;
- Staff is attending an east Salem community meeting on January 26, 2023, to let residents know about the project and upcoming opportunities for the public to engage;
- Public surveys will be conducted;
- Community meetings will be held; and
- A final design will be brought to the Board for approval.

Board discussion:

- There are other non-ARPA funds that can potentially be used for the design and outreach; and
- Commissioner Bethell would like a play structure included.

Santiam Canyon Parks Wildfire Recovery Plan- Public Outreach

-Tom Kissinger, Brian May

Summary of presentation:

- Following are public outreach activities planned for January through March 2023:
 - Listening sessions in the community;
 - Town halls;
 - Dedicated website where the plan will be posted;
 - Public survey; and

- Postcards to the region to ensure residents are informed.
- The information gathered from the outreach process will be brought to a future work session with the Board; and
- The goal is to hold a public hearing in March 2023.

Board discussion:

- Prospective locations for meetings include the Gates Community Church, Mehama Community Center, a Parks Commission meeting, and a public hearing at a Board Session meeting;
- Commissioner Bethell suggested that staff also speaks at the public comment section of Detroit and Gates city council meetings;
- Commissioner Bethell would like staff to communicate with Mr. Heynen and the Long-Term Recovery Group (LTRG); and
- The North Fork is used heavily by individuals throughout the county, not just residents of the area, and staff would like to reach these individuals:
 - The public hearing could be promoted.

Master Recycler Program Rebrand

-Tom Kissinger, Brian May

Summary of presentation:

- The Master Recycler Program has existed since 1994:
 - Marion County was one of the first counties to implement the program.
- There is a shift away from recycling and towards materials management:
 - What are the impacts of products an individual buys and what materials are they made of.
- Staff has been working with JPW Communications to develop concepts:
 - Three concepts were developed, and through public outreach one was chosen.
- The chosen concept is called Marion Resourcers Movement:
 - The program is trying to reach a younger demographic.
- The program is offered through Marion County.

Board discussion:

- The Commissioners are concerned that the name is confusing, and that individuals will not know what it is about:
 - Commission Willis suggested Marion Waste Reduction Movement.

Appointment to the Marion County Justice Reinvestment Council

-Undersheriff Jeff Wood, Commander Jay Bergman

Summary of presentation:

- The purpose of the council is to focus on three areas including justice diversion, prison diversion, and prison reentry:
 - The council advises the Sheriff on these areas.
- There are members of the council whose terms are expiring December 31, 2022;
- The Commissioners were provided a packet that includes the names of individuals that are being recommended for appointment to the council; and

- With Board approval, staff would like to bring the list of appointments to a Board Session for approval.

Board discussion:

- A broad recruitment was not done for this board, and historically recruitment is not put out to the public;
- A lot of the memberships are dictated by the council's bylaws;
- The council meets quarterly;
- Historically the Union Gospel Mission has participated, but they have not been attending meetings for the last year:
 - Commissioner Bethell will reach out to see if they would like to participate.
- The Commissioners agreed with the appointments.

Enterprise Storage Replacement

-Gary Christofferson, Eric Flora

Summary of presentation:

- Information Technology's goal is to replace enterprise hardware on a five-year cycle to stay current with technology;
- Due to the high cost of the storage device, it will be financed over five years;
- The current hardware is due for replacement and has reached the vendor's published end of life:
 - The vendor no longer sells the county's existing hardware.
- The county uses enterprise class storage which has dozens of drives and is highly redundant; and
- Information Technology has selected the peer storage array.

Board discussion:

- This is coming to tomorrow's Board Session meeting.

FY 22-23 First Supplemental Budget

-Jeff White, Daniel Adatto

Summary of presentation:

- The total budget changes are \$22,838,299, bringing the amended budget to \$715,482,690:
 - \$14,437,182 are appropriation changes;
 - There is a total of 14.1 full time equivalent (FTE) additions;
 - 33 funds are being modified;
 - Net Working Capital was adjusted to actual in several of the funds;
 - The Central Services Fund had a change within appropriation categories:
 - The Information Technology department moved approximately \$283,000 from Personnel Services to Materials and Services for contracted staffing.
 - The Community Development Fund moved from the Board of Commissioners to Community Services.
- The public hearing has been noticed in accordance with local budget law; and
- Following are the funds that had a greater than \$500,000 change:

- General Fund:
 - Net Working Capital was adjusted to actual by bringing in approximately \$4.2 million:
 - Approximately \$353,000 is being put into the Assessor's Office for back scanning that they were not able to complete last year:
 - The funds are being brought forward from the last fiscal year.
 - Money is being put into the Juvenile Department to paint several of its buildings; and
 - Approximately \$3.1 million is going to Transfers Out:
 - Approximately \$20,000 to the Non-Departmental Grants Fund for the Oregon Department of Veterans Affairs;
 - Approximately \$2.7 million to the Capital Improvement Projects Fund for new and modified projects;
 - \$500,000 to the Facility Renovations Fund for future projects; and
 - Approximately \$800,000 is being moved to reserves.
- Lottery and Economic Development Fund:
 - There was approximately \$1.4 million in additional Net Working Capital:
 - \$393,000 is being distributed to various projects; and
 - The remainder is going into reserves.
- Community Development Fund:
 - Intergovernmental Federal is being reduced:
 - Primarily includes grant funds from Oregon Housing and Community Services for the tiny home sites in the North Santiam Canyon:
 - The housing project will be moved to the Public Works Grants Fund due to the infrastructure and engineering components of the project.
 - Intergovernmental State is increasing by approximately \$276,000:
 - This comes from an Oregon Business Development (OBD) grant to provide additional Sheriff patrols in the canyon.
 - Net Working Capital was adjusted to actual;
 - Personnel Services was reduced by approximately \$334,000:
 - Due to a reduction of FTE and temporary staffing that is no longer needed.
 - Materials and Services increased:
 - Due to the OBD grant for canyon Sheriff patrols and contracted services for emergency medical services in Lyons.
 - Capital Outlay decreased due to the reduction in Intergovernmental Federal; and

- Contingency and Reserve for Future Expenditure decreased to balance the fund.
- Health and Human Services Fund:
 - Increase of 12.6 FTE across various programs; and
 - Intergovernmental State decreased due to a reduction in the amount the county received for the Behavioral Health Resource Network (BHRN) grant.
- Environmental Services Fund:
 - Net Working Capital is being adjusted to actual by bringing in approximately \$1.5 million:
 - The majority was put into reserves;
 - Approximately \$61,000 was put into milk dispensers for schools;
 - Approximately \$50,000 is for the north Marion water line replacement; and
 - Carry forwards that are being rebudgeted.
- Public Works Fund:
 - The fund is being adjusted by \$6.6 million;
 - Approximately \$4.5 million is being added to Net Working Capital;
 - Intergovernmental Federal is increasing by approximately \$400,000:
 - This is due to an increase in anticipated revenue from the Oregon Department of Transportation (ODOT) for ferry boat and capital roadway construction projects.
 - Intergovernmental State is increasing by approximately \$1.5 million:
 - For ODOT House Bill 5202 grant to offset costs of the North Fork Road replacement signage, Sinker Creek Bridge replacement, and North Fork guardrails.
 - Capital Outlay:
 - There are a lot of carry forward projects that are being rebudgeted; and
 - New projects include:
 - \$200,000 for North Fork Road replacement signage;
 - \$500,000 for Sinker Creek Bridge replacement;
 - \$800,000 for North Fork guardrails; and
 - Others.
- Fleet Management Fund:
 - Approximately \$1.6 million is being added to Net Working Capital; and
 - Approximately \$1.4 million is being carried forward for the annual fleet replacement program.
- Sheriff Grants Fund:
 - Approximately \$296,000 is being carried forward to adjust Net Working Capital to actual; and

- Charges for Services increased for the contract with the City of Jefferson for wildfire related law enforcement patrols.
- American Rescue Plan Fund:
 - Intergovernmental Federal increased by approximately \$9.5 million:
 - Carry forward balance of American Rescue Plan Act (ARPA) funds;
 - Approximately \$4.3 million is going to contracted services; and
 - Approximately \$5.1 million is going to Contingency.
 - The new total for the ARPA fund is approximately \$58,813,000:
 - This covers the 29 projects that are within the fund.
- Debt Service Fund:
 - Net Working Capital is being adjusted to actual by bringing in approximately \$500,000:
 - It is all going to reserves.
- Facility Renovation Fund:
 - Received General Fund Transfers of \$500,000 for future projects.
- Capital Improvement Projects Fund:
 - General Fund Transfers increased by approximately \$2.7 million for the following projects:
 - Juvenile Logan Building sidewalk replacement;
 - Approximately \$417,000 for the jail F Pod HVAC replacement;
 - Approximately \$83,000 for court annex interior refurbishments;
 - \$40,700 for Board of Commissioners lobby security improvements;
 - Approximately \$87,000 for transition center showers;
 - Approximately \$35,000 for juvenile detention oven replacement; and
 - \$2 million for future capital projects.
 - Transfers in from Health and Human Services of \$1 million for the Electronic Health Records (EHR) project.

Tax account 543638 prior owners buy back request

-John Carlson

Summary of presentation:

- The property is .25 acres in Aurora zoned exclusive farm use (EFU);
- The property foreclosed in 2013 with \$1,020 being owed in taxes and fees:
 - If \$1,020 is used as the buyback amount, 10 percent will be added for finance fees.
- There are no structures on the property; and
- No one has been paying taxes on the property for 9 years.

Board discussion:

- The Commissioners agreed to sell the property back for \$1,020 plus finance fees.

Facility Update on His Place

-Tamra Goettsch, Terry Stoner

Summary of presentation:

- A plan is being developed to open one of the buildings:
 - The building already has an arsenic filtration system for its water, and a UV light would be added:
 - Sippel Well has been hired to install the UV light, and once it is installed, they will test the water.
 - Less than ten individuals would be housed there; and
 - The water would have to be tested once per month.
- The well situation has to be resolved before the other building can be opened.

Mill City Housing Projects Environmental Assessment process update

-Chris Eppley

Summary of presentation:

- Oregon Housing and Community Services (OHCS) will be responsible for the environmental assessment for the Home First, Green Light project;
- OHCS will also be responsible for the environmental assessment for the county's project:
 - The county will probably do the work and provide it to OHCS to evaluate and approve.
- Home First, Green Light is going to install their own lift station so that they can move forward with their project.

Mahonia Crossing

-Tom Rohlfing

Summary of presentation:

- A Commissioner's signature is required today on a plat that was just received by the Assessor's Office:
 - The Assessor's Office verifies that properties are up to date on their taxes.

Board discussion:

- One of the Commissioners will sign the plat.

Meeting adjourned at 11:37 a.m.

COMPLETED BY: **Betsy Orr**

Reviewed by: Shawnnell Fuentes