

**Report on issues discussed at the weekly
Management Update meeting on July 28, 2014**

Commissioners present: Commissioners Sam Brentano, Janet Carlson and Kevin Cameron.

Others present: John Lattimer, Bruce Armstrong, John Vanderzanden, Edwin Flick, Alan Haley, Joe Fennimore, Barb Young, Caron Galvin-Price, Cynthia Schmitt, Jolene Kelley, Kim Hulett, Tamra Goettsch, and Lynne Coburn as recorder.

Guests: Forrest Peck, MicroEnterprise Resources, Initiatives & Training (MERIT) and Derek Godwin, Oregon State University West Central Region Administrator

INFORMATIONAL

Polk Yamhill, Marion Regional MicroEnterprise Program

MERIT Director Forrest Peck asked that Marion County partner with MERIT on a regional grant project to train and support emerging small businesses in Polk, Yamhill and Marion counties.

Summary of presentation:

- Classes held in Independence, McMinnville and Woodburn;
- Grant resources could be used for MERIT's current Spanish language business development classes in Woodburn;
- Partnership would not count against Marion County's open block grants;
- City of Independence would be lead applicant and perform grant administration;
- Marion County is not responsible for the grant; and
- Part-time Latino outreach position is funded by University of Oregon.

Board discussion:

- Reviewed memorandum of understanding (MOU);
- Program would be available to all Marion County residents residing outside the Salem city limits;
- Grant application deadline is September 30, 2014; and
- MOU would need to be signed by the end of August 2014.

Board Direction: Legal Counsel will confirm there is agreement between the counties and City of Independence on the language of the MOU.

New County Emergency Manager

Retiring Emergency Manager John Vanderzanden introduced his replacement Edwin Flick. The board thanked Mr. Vanderzanden for his service and welcomed Mr. Flick.

Fir Tree Drive: 1 Foot Reserve Strip and Access Issues

County Engineer Cindy Schmitt explained that a fifth dwelling constructed on Fir Tree Drive S.E. is requesting access across a one-foot reserve strip owned by Marion County.

Board discussion:

- Neighbors concern about roadway damage when the fifth dwelling driveway was constructed;
- It is unclear whether other four homeowners received permission to cross the one-foot reserve strip;
- Fifth residence through Measures 37 and 49 claims;
- Marion County can recommend that owner sign the current road maintenance agreement when driveway permit is issued; and
- Dedicating the one-foot reserve strip as right-of-way to provide continuous public right-of-way all the way through would be the best solution.

Board Direction: Dedicate the one-foot reserve strip as right-of-way.

Commissioner Carlson asked that Public Works repair a hazardous pothole on Stratford Drive N.E.

Minutes Format Review

Communications and Administrative Manager Jolene Kelley introduced Board Session Coordinator Kim Hulett and reviewed alternative meeting minute formats that would significantly decrease the amount of time it would take to type minutes, but still meet the legal requirements. Commissioner Carlson provided an example of staff legislative measure summary minutes.

Board discussion:

- Including board discussion;
- Add summary bullet points;
- Minutes as a standalone document;
- Logging audio and/or video times;
- Public requests for audio of minutes;
- Including board direction and legal clarification;
- Attachments; and
- Include summary of presentation, issues discussed, and motion.

Senior Assistant Legal Counsel Bruce Armstrong said the minutes should include the action, who voted, and general the areas of discussion.

Board Direction: Continue working on the process and begin logging video and/or audio times.

COMMISSIONERS' COMMITTEE ASSIGNMENTS AND UPDATE

Commissioner Carlson

- Attended Striking Out Meth in Marion County event.
- Attended Solid Waste Management Advisory Council (SWMAC).
- Attended Catholic Community Services' grand opening of Woodmansee Park housing units for mental health clients and services.

Commissioner Cameron

- Met with May Trucking Company regarding traffic issues in Brooks.
- Attended Strategic Economic Development Corporation (SEDCOR) Executive meeting and discussed:
 - SEDCOR's budget; and
 - Hiring issue.
- Scheduling Clackamas Family Justice Center visit; and
- Interview on KBZY about the water level at Detroit Lake.

The board discussed an email from the City of Wilsonville regarding the Aurora Airport.

Commissioner Brentano

- Attended Salem Keizer Area Transportation Study (SKATS) meeting:
 - Chemewa Road project that finishes the access to Keizer Rapids Park.
- New federal functional classification on roads in the MPO area. It should not affect Marion County.

Adjourn: 10:09 a.m.