

BOARD OF COMMISSIONERS

MINUTES OF THE BOARD SESSION – Regular Session

Wednesday, March 18, 2020
9:00 a.m.

Senator Hearing Room
555 Court Street NE
Salem, OR 97301

PRESENT: Commissioner Colm Willis, Commissioner Sam Brentano, and Commissioner Kevin Cameron. Also present were Jan Fritz, chief administrative officer, Bruce Armstrong as county counsel, and Brenda Koenig as recorder.

Commissioner Willis called the meeting to order at 9:01 a.m.

PUBLIC COMMENT

None.

PRESENTATION

(00:00:51)

COVID-19 (Novel Coronavirus) update. –Katrina Rothenberger

Summary of presentation:

- Ms. Rothenberger stated they began monitoring the situation when the first cases were reported in China and began popping up in the United States;
- On March 2nd the department operations center was activated:
 - Allowed to organize and assign staff to different roles to appropriately prepare for first case in Marion County.
- As of March 17th, the total case count in Marion County was four:
 - Anticipates there will be more confirmed cases as test results come in.
- Through the public health investigation they do contact tracing:
 - Contact is made with the individual who is sick;
 - They figure out where they have been and who their close contacts are:
 - Close contacts can include someone they work closely with;
 - Someone they have had an hour of close contact with; and
 - Household contacts.
 - The individual is asked to stay home for 14 days and monitor their symptoms;
 - If they exhibit symptoms, they are asked to call back and arrangements for them to see their health provider would be made.
- A phone bank is operating seven days a week:
 - The phone number is 503-588-5621; and
 - This is the 24/7 disease reporting line.

- They are working closely with first responders and will be hosting another telephone meeting with the Ambulance Service Area to discuss the process of notification and how to protect themselves when responding to calls;
- There is community transmission in Marion County:
 - Need to practice social distancing.
- Businesses and schools are closed down until the end of April:
 - This is to protect people from becoming ill; and
 - To prevent a strain on the health system.

Board discussion:

- The commissioners thanked Ms. Rothenberger for everything she and her department are doing, as well as the various departments that have been responding to this situation;
- They are worried about people being burned out;
- A request has been made to the Emergency Operations Center for additional support:
 - Help in incident management team so they can focus on their duties and not try to do everything.
- Received a call from the Salvation Army at the KROC Center:
 - Camp Cascade also volunteered to help; and
 - May be able to utilize volunteers to answer the phones.

(Video Time 00:10:06)

Marion County Parks 2019 Season Summary. –Russ Dilley

Summary of presentation:

- Parks are currently open:
 - They are continuing to clean and disinfect the restrooms and play equipment.
- Last year there was a concerted effort for vegetative management:
 - Approximately 275 to 300 yards of vegetation was cleared out;
 - Two thirds of that was invasive species; and
 - Half a mile of fence line was cleared.
- Removed blackberries at the Aumsville Ponds;
- Scotts Mills:
 - Removed blackberries over the years to clear a trail to the waterfall; and
 - Last year all vegetation on the hillside was cleared out, and there is access to the creek.
- Bonesteele Park:
 - Island in the middle of the field was cleared;
 - Area is more open; and
 - May turn into a natural playground and add another picnic table.
- Joryville Park:
 - Removed vegetation for better road access.
- Cleared fence line at St. Lois Ponds;
- Parks staff distributed 75 tons of rock and gravel to various locations:
 - Spong’s Landing:
 - New pathways were installed; and
 - Hard surface areas around the picnic tables.

- Aumsville Ponds:
 - Fixed access to observation deck and replaced all railings.
- Niagara Park:
 - Repaired bridge to the west of the park.
- Repaired Bear Creek Well House:
 - Was in disrepair due to vandalism and mold; and
 - Also put in extra filters.
- One of the bigger projects was installing two picnic shelters and a group barbeque in Scotts Mills;
- Also installed a picnic shelter at Labish Village, and repaired the bus shelter;
- Installed two kiosks with park information at Spong's Landing and Bonesteele Parks;
- Graffiti and homeless issues resolved;
- Trail cameras installed to monitor wildlife and park activities;
- Traffic counters to capture amount of park usage;
- Decrease in parking passes for the North Fork Corridor;
- Seventeen parks in the county with various activities at each location:
 - Horseback riding;
 - Swimming; and
 - Playgrounds.
- Mr. Dilley thanked the commissioners and staff for their support in making a difference in the community.

Board discussion:

- The commissioners expressed their gratitude to Mr. Dilley for taking their challenge of either improving the parks or closing them, and commended him for his leadership.

(Video Time 00:19:25)

MOTION: Commissioner Brentano moved to add the following item to the action agenda, consider adopting an ordinance approving an addendum to the Marion County Personnel Rules related to COVID-19, by emergency procedure. Commissioner Cameron seconded; motion carried. A voice vote was unanimous.

CONSENT

(Video Time 00:19:57)

BOARD OF COMMISSIONERS

OLCC Applications – Recommended Approval

Annette Day Enterprises Inc., dba, Route 99 –Salem

BUSINESS SERVICES

Approve a recommendation to adjust upward the pay grade for classification #319, Budget and Grants Manager.

JUVENILE

Approve Amendment #1 to the Contract for Services with MJ Counseling and Consultation in the amount of \$25,000 for a total of \$125,000 for in-house counseling services through April 30, 2022.

PUBLIC WORKS

Approve an order acknowledging the adoption of the 2020-2024 Marion County Emergency Operations Plan.

SHERIFF'S OFFICE

Approve Amendment #1 to the incoming funds Intergovernmental Agreement with the United States Forest Service, through the Department of Agriculture, to add \$63,700 for a total of \$102,050 to provide Marion County Work Crew services through December 31, 2022.

TAX OFFICE

Approve an order for cancellation of uncollectible personal property tax accounts in the amount of \$39,433.70.

TREASURER'S OFFICE

Approve an order to add \$250 and increase the change fund at Marion County Health and Human Services Environmental Health Services and Vital Statistics to \$450.

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

ACTION

(Video Time 00:22:01)

COMMUNITY SERVICES

1. Consider approval of an order appointing Jimmy Jones and Chris Pineda to the Marion County Children and Families Commission with terms ending March 31, 2024. –Tamra Goettsch

Summary of presentation:

- Ms. Goettsch is pleased to bring forward for consideration two new members to the Children and Families Commission:
- They are two great leaders in the community;
- Mr. Jones was unable to attend and submitted a letter for the record;
- Ms. Goettsch stated both individuals are considered to be innovative thinkers, and are able to get things accomplished in the community;
- Mr. Pineda has taken an interest in how to infuse hope in the community using an outward mindset approach;
- With these appointments, there will be about 25 members on the commission that have leadership roles in the community; and
- The commission is looking at ways to make a difference in the East Salem area, around Chemeketa Community College.

Chris Pineda:

- Mr. Pineda stated that he lives in South Salem with his wife and children;
- He has been working with the commission in a consultant capacity since last Spring, and feels this is a natural segue to make it official;
- He has worked with the leaders on the commission in several different capacities; and
- He does not feel his work will change; it will be more supportive and intentional.

Board discussion:

- The commissioners were thankful to have him formally join the commission, and appreciated the work he has already done in the community.

MOTION: Commissioner Cameron moved to approve an order appointing Jimmy Jones and Chris Pineda to the Marion County Children and Families Commission with terms ending March 31, 2024. Seconded by Commissioner Brentano; motion carried. A voice vote was unanimous.

(Video Time 00:27:58)

PUBLIC WORKS

2. Consider approval of an order initiating formation procedures to add parks services to the East Salem Service District and scheduling a public hearing for May 6, 2020. –Dennis Mansfield and Scott Norris

Summary of presentation:

- This is a board order to initiate formation procedures to add park services to the East Salem Service District (ESSD);
- The Santana Village Park Association presented to the ESSD Advisory Committee in August 2019, and asked for financial support to maintain the park;
- The park was given to the association by the county in 2012 due to the lack of funding at the time to maintain the park;
- The residents in the area created a non-profit association and have been maintaining the park since that time;
- The request outlines annual maintenance expenditures of \$8,000:
 - This is currently being paid by donations, fundraisers, and volunteers of the association; and
 - No government funding has been provided since inception of the association.
- For ESSD to provide any support to the Santana Village Park Association, park services must be added:
 - Once added, the governing body can consider providing financial support through ESSD funding.
- To add the park service, three board orders need to be adopted:
 - The first order is to initiate the procedure and schedule the first of two public hearings for May 6, 2020;
 - If adopted, the public hearing will take place on May 6, 2020, directly followed by a second board order to declare the name of the district and set boundaries, and tentatively schedule the second public hearing for June 3, 2020;

- If adopted, the second public hearing will take place and the board will consider adopting a final board order formally adding the services to the district; and
- If all three orders are adopted, then ESSD can begin providing park services.
- Staff recommends the board adopt the order initiating the formation procedures.

Board discussion:

- Once the park service is added to the ESSD, the governing body may consider adding other parks within the district that also need financial support:
 - The commissioners can also further discuss how to allocate funding across all the parks in the ESSD.
- There are public safety issues at this park that the volunteers were unable to maintain;
- The funding for the new deputies in the area will not be used to fund this new service;
- If resources are available in the future, would like the option to add these services in the normal parks system; and
- Need to make sure there is an option for public comment at the hearing.

MOTION: Commissioner Brentano moved to approve an order initiating formation procedures to add parks services to the East Salem Service District and scheduling a public hearing for May 6, 2020. Seconded by Commissioner Cameron; motion carried. A voice vote was unanimous.

(Video Time 00:37:57)

3. Consider approval of an Intergovernmental Agreement with the Jefferson School District 14J for the county to collect the Construction Excise Tax (CET) and remit to the school district to fund capital improvements for school facilities. –Brandon Reich

Summary of presentation:

- In 2007 the legislature passed a law that allowed school districts to apply CETs on new developments in the district:
 - Allows the district to fund capital improvement projects.
- The law allows the option for the CET to be applied, and if the districts choose to do so, Marion County Building Inspection must collect the funds and remit it to the district:
 - There is a limit on the amount that can be collected; and
 - This amount can be adjusted annually based on the construction cost index.
- There are currently five school districts that have an Intergovernmental Agreement (IGA) with the county to distribute the CET:
 - Cascade;
 - North Marion;
 - Silver Falls;
 - Gervais;
 - North Santiam; and
 - Over the past three fiscal years, over \$1.5 million in CET was collected that can be used by these school districts to improve classrooms and school facilities.
- Currently working with the Jefferson School District to develop an IGA that lays out the process for collection and remittance of the CET:
 - An administrative fee of 1.8 percent will be assessed;

- This is the current fee charged to the other districts; and
- The fee can be as high as four percent, but this rate is closer to the actual cost to administer the program.
- There is no expiration date in the IGA, but either party may terminate with advanced written notice.

Board discussion:

- The commissioners wanted to clarify that the school district approved the CET; and
- The approval from the board is to allow Marion County Building Inspection to administer the CET program for the Jefferson School District.

MOTION: Commissioner Cameron moved to approve an Intergovernmental Agreement with the Jefferson School District 14J for the county to collect the Construction Excise Tax (CET) and remit to the school district to fund capital improvements for school facilities. Seconded by Commissioner Brentano; motion carried. A voice vote was unanimous.

(Video Time 00:41:55)

BOARD OF COMMISSIONERS

4. Consider adopting an ordinance approving an addendum to the Marion County Personnel Rules related to COVID-19, by emergency procedure. –Michelle Shelton

Summary of presentation:

- Highest level of concern is for employee health and safety while continuing county operations; and
- By amending the personnel rules to allow telecommuting, it will allow department heads and elected officials to determine on a case by case basis the opportunity for employees to work remotely to maintain social distance and meet their job functions.

Board discussion:

- Commissioner Willis stated that this has been discussed in great length;
- Local medical facilities will not be able to manage a mass outbreak if a situation similar to the one in Italy were to occur:
 - This is the reason the president and governor have asked people to stay home and for schools to close.
- County functions are different than those on the state level, they are immediate and essential;
- All county departments provide services to the residents of Marion County and there is not an option to shut down;
- This plan is a way to stay safe and flatten the curve:
 - Allows employees to work remotely with department head approval; and
 - This is a work from home policy, not a furlough.
- The residents of the county pay taxes, and some of that helps to pay for employee salaries;
- Some people in the private sector are without jobs;

- We all need to think about how to help families in the community get through this crisis.
- Recently received results from a county culture survey:
 - Mostly positive; and
 - It is inappropriate to post negative comments during this situation.
- Here to serve the public;
- Need to be sensitive to those who are unable to work at this time;
- Have a commitment to the people of Marion County;
- The policy may change as the situation changes;
- The public needs local government even more so in hard times;
- This is a way to minimize exposure to employees and the public;
- There is a specific work plan in place for those wishing to work remotely; and
- The commissioners expressed their gratitude to all those who have worked above and beyond during this difficult situation.

MOTION: Commissioner Brentano moved that the chair read the ordinance by title only twice. Seconded by Commissioner Cameron; motion carried. A voice vote was unanimous.

The chair read the ordinance by title only twice.

MOTION: Commissioner Brentano moved to adopt an ordinance approving an addendum to the Marion County Personnel Rules related to COVID-19, and declaring an emergency. Seconded by Commissioner Brentano; 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 10:04 a.m.

CHAIR

COMMISSIONER

COMMISSIONER

Board Sessions can be viewed on-line at

<https://www.youtube.com/playlist?list=PLSUQ1gg6M78UsBE3q6w4rdf59Z5rXkEi5>