



MARION COUNTY BOARD OF COMMISSIONERS

Management Update Minutes

Monday, July 18, 2016, 9:00 am – 11:00 am

Courthouse Square, 555 Court St. NE, Salem
5th Floor, Suite 5232, Silverton Conference Room

ATTENDANCE:

Commissioner Kevin Cameron, Commissioner Sam Brentano, Commissioner Janet Carlson, John Lattimer, Jan Fritz, Sheriff Myers, Commander Sheila Lorange, Brian Wallace, Julia Uravich, Cindy Schmitt, Pam Hutchison, Caron Galvin-Price, Scott Norris, Patty Vega, Barb Young, Jolene Kelley and Kenna West as recorder.

John Lattimer called the meeting to order at 9:07 am.

COMMUNICATIONS UPDATE

- The Public Information Officer provided an update on communication outreach.

INFORMATIONAL

Review Sheriff's Office Fees

Summary of Presentation:

- Recommendation for an increase in fees at the Sheriff's Office;
- Recently inundated with Alcohol, Tobacco & Firearm (ATF) forms for special firearm equipment such as:
 - Silencers; and
 - Short barreled rifles.
- The ATF forms require a lot of staff time for background checks;
- Previously never charged any fees for this service;
- The proposed ATF form fee was the impetus for checking on other fees being charged by the Sheriff's Office;
- A work group was created to review those fees;
- Fees have not been reviewed since 2005;
- Recommend a fee of \$25.00 for the ATF form;
- OLCC temporary sales licenses for special events such as:
 - Special wine events;
 - Festivals;
 - Private events;
 - Recommend a \$15.00 fee for up to three alcohol managers; and
 - Recommend a \$25.00 fee for more than three alcohol managers.
- Fireworks permits for special events:
 - Fire Department must approve;
 - Sheriff must approve the fireworks operator; and

- Recommend a \$15.00 fee.
- Attorney Security By-Pass Card:
 - Current fee is \$7.00 for a lifetime card, which doesn't even cover the cost of the card;
 - Multnomah County attorneys pays \$125.00 per year;
 - Recommend that the Marion County card be valid for four years;
 - Recommend a \$25.00 fee for each new or renewed card; and
 - Recommend a \$10.00 fee for a replacement card.
- Vehicle Impound Release Fee:
 - No recommended change; and
 - Marion County is at the same average rate as other counties.
- Address or Name Scan Fee:
 - Currently charge \$10.00;
 - The average charge by other counties is \$20.00; and
 - Recommend an increase to \$15.00.
- Visa/Adoption Letter Fee:
 - Rare actions;
 - A lot of staff time involved in the research and letter writing; and
 - Recommend a \$15.00 fee.
- Photos Transferred to CD:
 - Currently charging for just the cost of the CD;
 - Did not take into account the staff time to look up the report, to review the report and photos to make sure they were releasable and to actually transfer the photos;
 - The average charge for other counties is \$19.00; and
 - Recommend a \$20.00 fee.
- In-Car Video:
 - Recommending \$40.00 fee because:
 - Getting a lot of requests for production;
 - A lot of time involved in reviewing the video and redacting non-disclosable portions; and
 - Deputy *must* be the reviewer in conjunction with a technician and it takes an average of 30 minutes.
- Report Fees:
 - Currently \$1.75 per page up to 20 pages and then \$0.25 per page thereafter and with each increment of 20 pages an additional \$5.00 is charged;
 - Recommendation is a flat \$10.00 for the first 10 pages because most reports are about 3-4 pages in length; and
 - This provides clear and concise knowledge to the public as to the cost of the report rather than the convoluted calculation delineated above.

Board Discussion:

- The Attorney Security By-Pass card should be every 2 years rather than every 4 years:
 - There should be rules for exclusion in future for abuse or security issues; and

- Legal to set up a process to advise Sheriff's Department when an attorney has been suspended or disbarred.
- Departments have different policies which are different from the general county policy because of statutory requirements, etc.:
 - Requested a work session on the county policies and procedures in regard to fees;
 - The work session should include a delineation of the different fees for each department; and
 - Once fee policy in place, then should add to the website.
- This matter will be taken to the Security team and then to Board Session.

Continue Discussion on OR-551/Ehlen Road Safety Improvement Project

Summary of Presentation:

- Reviewed video of intersection issues;
- State's preferred alternative for OR-551/Ehlen Road; and
- Staff had a discussion with CenturyLink and they are in agreement with the proposed alternative.

Board Discussion:

- Not in agreement with Oregon Department of Transportation's (ODOT) proposed alternative;
- Letter from the county should reflect that the county does not agree with the proposed alternative;
- Public Works directed to reach out to the community and businesses in the area:
 - Door to door if necessary;
 - Use a list of questions or a checklist to make certain we have information ahead of time; and
 - Have a public meeting in the area to allow citizens and businesses to provide input and discuss the issues.
- Coordinate with ODOT; and
- If possible, at least one Commissioner available to attend.

Discuss HIV Medical Case Management

Summary of Presentation:

- The HIV Case Management Program consists of one Registered Nurse (RN);
- The current RN has resigned;
- Now in a position to change program if desired:
 - Option One:
 - Hire a new RN leaving the program essentially the same;
 - Option Two:
 - Contract with HIV Alliance to handle the medical and psycho-social case management;
 - Currently the county RN provides the medical case manage and HIV Alliance provides the psycho-social case management:
 - HIV Alliance is based out of Lane County.
 - Option Three:

- Return to the model in place at Marion County prior to 2009; and
- Marion County provides the psycho-social and medical case management.
- Discussed pros and cons to all options.

Board Discussion:

- Proceed with option number two.

Review Potential Sale of Foreclosed Property

Summary of Presentation:

- Keizer property:
 - 8' foot easement between properties; and
 - Used as an alley.
- Neighbors requesting to purchase:
 - Problems with tagging;
 - Problems with loitering; and
 - Unsightly.
- Contacted the holders of the easement:
 - Easement is 16 feet;
 - The north 8 feet of the easement was included in the sale of property to the current owners;
 - The south 8 feet of the easement was not included in the sale of property to the current owners.
- Discussions with property owners and easement owner;
- Easement owner wanted the 18 properties to contribute \$350 to dissolve the easement;
- County agreed to send letters to all 18 properties with the proposed amount;
- County confirmed with all interested that not handling the dissolution of the easement, but only aiding the parties in discussions;

Board Discussion:

- Proceed as follows:
 - Talk with property owners on the south side first;
 - Offer them the property;
 - If the property owner on the south side does not want the property, then proceed to talk with the property owners on the north;
 - If neither north nor south owner want the property, then look to the adjacent properties east and/or west; and
 - There will be no costs to the property owners from the county.

Discuss Potential Sale of Foreclosed Property at 1460 Hines Street SE, Salem to the prior owner of record

Summary of Presentation:

- Board authorized the prior owner to purchase back the property;
- Prior owner wants to purchase via a contract:
- Our policy requires a 25% down payment;
- Owes \$20,500, so the 25% down payment is about \$5,000;

- Prior owner has been unable to come up with the \$5,000 down payment;
- Requests different terms:
 - 10% down by the end of September; and
 - Monthly payments thereafter.
- Prior owner has been in the home for 30 years;
- Current options are:
 - Evict the prior property owner; or
 - Proceed with the contract with the terms outlined above.

Board Discussion:

- Take the contract to board session on consent calendar.

*Recording Failure at this point.

Review Election Documents for Marijuana Ballot Measures

Summary of Presentation:

- Discussion of different marijuana ballot measure options; and
- Discussion of local tax.

Board Discussion:

- Review City of Salem language and align where appropriate;
- Utilize “dedicated to public safety” because the funds are going to public safety; and
- Bring to board session for discussion and vote.

COMMISSIONERS’ COMMITTEE ASSIGNMENTS AND UPDATES

- Commissioner Carlson will attend the first meeting of the Oregon Health Collaboration on Thursday.
- Commissioner Cameron:
 - Attended a tour at Pacific Aviation; and
 - Attended a forestry tour in Roseburg.

Adjourned at 11:06 am

COMPLETED BY: **Kenna West**

Reviewed by: Sarra Sparks