



MARION COUNTY BOARD OF COMMISSIONERS

# Management Update Minutes

**Monday, December 18, 2017, 9:00 a.m.**

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

## ATTENDANCE:

Commissioner Sam Brentano, Commissioner Kevin Cameron, Bruce Armstrong, Scott Norris, Alan Haley, Jeff White, Lisa Trauernicht, Ed Flick, Debbie Gregg, Barb Young, Daniel Adatto, Phil Jones, Joe Fennimore, Warren Jackson, Sarah Spinks, Renata Wakely, Jolene Kelley, and Kristy Witherell as Recorder

Commissioner Brentano called the meeting to order at 9:00 am.

## INFORMATIONAL:

### **Discuss the Community Development Block Grant Application**

- Lisa Trauernicht, Renata Wakely

#### ***Summary of presentation:***

- A new Community Development Block Grant that the cities of Stayton, Turner, Aumsville, and Mt. Angel are going in together on and are asking Marion County's participation;
- The block grant is for low income individuals that own primarily manufactured homes on leased land;
- Not a lot of funding for these certain individuals;
- The grant will cover costs for safety and health concerns with the home;
- Each jurisdiction has been asked to put in \$1,000 for a higher grant rating; and
- Would like to reach out to individuals who own manufactured homes in Marion County.

#### ***Board discussion:***

- Each jurisdiction has agreed to put in \$1,000;
- Monies will be used to be part of the grant;
- Stayton, who is the lead applicant, covered the cost to publish the public hearing;
- Valley Development Initiatives (VDI) will cover marketing costs; and
- Individuals who are interested in applying for the monies will need to fill out an eligibility form to determine income approval.

## **Review the new Continuity of Operations Policy (COOP) Procedure Policy #526/526-A**

- Lisa Trauernicht, Kathleen Silva

### ***Summary of presentation:***

- Have been working on the new policy for months;
- Been going back and forth with department heads;
- Was trying to get it finalized this year, but looking more like mid-January of 2018;
- Recently there was an update in the procedure under 3.8.3:
  - Significant capital outlay project for Information Technology; and
  - Changed the wording so it wouldn't have a significant implication on a specific department.
- Need approval from commissioners to send the plan to the Union for approval and will bring it back to Board Session for final approval.

### ***Board discussion:***

- The commissioners agreed to send the COOP plan to the Union for approval; and
- Ms. Trauernicht will bring the final recommendation to Board Session in January.

## **Discuss the Butteville Landing Memorandum of Understanding (MOU)**

- Alan Haley

### ***Summary of presentation:***

- The Friends of Historic Butteville are doing a lot of fundraising for the non-motorized boat landing;
- There are a couple of agencies that want to see an agreement between the owner, Marion County and the Friends of Historic Butteville before they sponsor the projects;
- The MOU states that neither party is an agent of the other and the MOU does not constitute a partnership or joint venture or agreement;
- The MOU states that Marion County is the owner and is supporting the projects and fundraising to support the projects;
- The MOU is non-committal;
- One of the grant requests of the Friends of Historic Butteville was for \$40,000 through the Oregon Community Foundation:
  - The agency went out and reviewed the project and gave the Friends of Historic Butteville \$50,000 instead; and
  - The money is roughly 50 percent of what they need for the next phase of the project.

## **Discuss Regulating Photovoltaic Solar Arrays in Farm Zones**

- Joe Fennimore

### ***Summary of presentation:***

- Had several applications and have approved several solar sites in the farm zones based on current code;
- Have been historically allowed, however provisionally they have not been allowed on prime and unique class 1 and 2 soils;

- In 2010, the legislature changed law and allowed solar sites on 12 acres of high valued soils and 20 acres on low value soils;
- Marion County amended the code in 2011;
- Amended the code again in 2013 and adopted the current standards that are in place today;
- Several concerns from farmers that high value soil is being taken out of production;
- The board asked Mr. Fennimore to find possible ways to regulate the applications:
  - Initiate the applications by resolution;
  - Refer the application to the planning commission; or
  - Make the decisions at Board Session.
- There are two planning commission members who have been approved for the solar sites;
- Yamhill County is going through a process to eliminate the solar sites in high value class 1-4 farm soils; and
- If solar arrays were not allowed on class 1 and 2 soils, it will disqualify 90 percent of parcels in the Exclusive Farm Use (EFU) zones.

***Board discussion:***

- The commissioners are okay with the solar sites going in on land that isn't farmable;
- Do not want to give up premium soil;
- The difference of classes is determined by the soil and slope of the land;
- Marion County Farm Bureau is against the issue;
- All of the applications are requesting 12 acre parcels for solar arrays;
- The commissioners would like a recommendation from the planning commission;
- The commissioners are looking for more regulations on a certain site; and
- Mr. Fennimore will bring the issue back to the board that will include the commissioners' recommendations.

**Review the Dedication and Removal and Street Vacation of Mater Dolorosa Cemetery in the City of Sublimity**

- Phil Jones

***Summary of presentation:***

- In July 2017, a petition was filed with Public Works to request a removal of the dedication of the cemetery and to vacate all of the streets within the plat;
- The cemetery is located within the Marian Estates Senior Living Community;
- Petition states that the cemetery does not house any remains;
- The public roads within the cemetery have never been developed;
- The dedication removal and vacation is necessary to clear the title to the property in order to obtain funding for Marian Estates;
- The cemetery is .6 acres of land;
- Was created in 1964 by a cemetery plat;
- Contains 84 lots with six grave sites per lot;
- Surrounded by public alleys and walkways;

- The approximate location of the cemetery is at the east end of Division Street, in the middle of Marian Estates Senior Living property;
- The search in the surveyors records office revealed no record of any previous dedication removal or vacation;
- There are currently five residential buildings that are on the cemetery property site;
- A visual inspection was made to confirm the buildings, an access road, and a portion of a parking lot;
- There are no utilities that need to be protected by easements;
- ORS 97.440 pertains to the removal of a dedication of all or a part of cemetery property, which states that it needs to be accomplished by an order of the Board of Commissioners;
- There is a document that was provided by the petitioners from the Oregon Burial Site Guide that stated that Mater Dolorosa Cemetery was closed and all interments were removed and transferred to nearby St. Boniface Cemetery in the 1970's;
- The public hearing will be set up as two action items for consideration:
  - Street vacation; and
  - Dedication and removal.

***Board discussion:***

- The commissioners will want to hear discussion of how the disinterment took place and if proper procedures were followed at the public hearing.

**Review Fiscal Year 2018-19 Budget Parameters**

- Jeff White, Debbie Gregg

***Summary of presentation:***

- The budget parameters are set annually;
- Met with John Lattimer last week and he reviewed and approved the budget parameters;
- There are 20 budget parameters;
- The first four are the only ones that change from year to year;
  - Discussed with the Treasurer what the investment income rate should be and it was increased by .25 percent, which is now 1.5 percent for all funds;
  - Cost of Living Allowances are budgeted based on union contracts;
  - Health insurance:
    - Received updated enrollment information from Business Services.
  - PERS expense:
    - Employer rate of 19.3 percent has stayed the same;
    - The assessment for debt service has increased by 1 percent, bringing it to 6 percent; and
    - Total PERS rate of 25.3 percent.
- The rest of the parameters are based on budget policy, budget instructions, and budget manual; and
- By 2019, the rate of PERS could potentially rise to 40 percent.

## **Discuss the 2017-18 Business Development Grant Application and Funding Recommendation**

- Sarah Spinks

### ***Summary of presentation:***

- Economic Development Advisory Board (EDAB) received and reviewed a request for \$50,000 from Adaptive Plastics, which is located in Brooks, OR;
- Their proposal is to support them in establishing a research and development department that will bring some of their patent pending technology to market;
- Adaptive Plastics is a greenhouse producer and in addition to producing greenhouses, they are starting to experiment with and get into some market development;
- Would also support their testing greenhouse facility;
- This project will double as a community outreach project with food growing and partnering with Marion-Polk Food Share;
- There are a few contingencies that EDAB recommended:
  - Fund the proposal at \$50,000, with a contingency that they work with Marion County to get required permits for the site; and
  - Secure additional funding for the project.

## **Review the Salem-Keizer Education Foundation College and Career Readiness Capital Campaign Funding Request**

- Sarah Spinks

### ***Summary of presentation:***

- EDAB reviewed the grant in February 2017;
- Brought the recommendation to the board at the end of February;
- Ms. Spinks was asked to research other opportunities for the board to consider funding:
  - There was an unusually large workload of Request for Proposals and contracts during those months and the research "slipped through the cracks".
- The application came through the community project grants and it did not fit the criteria of livability and safety;
- It fit under the workforce development criteria, which the community project fund does not support;
- EDAB didn't want to set a precedence for funding projects that didn't meet the criteria;
- EDAB doesn't fund projects that are related to ongoing programs;
- This foundation is fundable through community foundation capital campaign funds;
- Community Services is upholding the original recommendation that the project not be funded through the community project grant fund;
- Salem-Keizer Education Foundation submitted their capital campaign giving brochure in hopes Marion County could donate that way:
  - The lowest donation amount is \$25,000;
  - Ms. Spinks inquired as to whether there was a lower amount the county could donate:

- The foundation will accept a \$10,000 donation and recognize Marion County as a Scholar Circle donor.
- If the board is wanting to support the project, they have a Good Neighbor Program fund from lottery dollars at their discretion to use:
  - \$20,000 a year is put into the fund; and
  - It has not been accessed for a couple of years.
- Could also pull it out of the contingency budget;
- EDAB is in the process of revising their criteria for reviewing grant applications; and
- As soon as the strategic planning is finished, EDAB will bring new definitions of the entire funding program before the board.

***Board discussion:***

- The commissioners would like to give to the fund;
- The Starkey-McCully building is located in the downtown redevelopment district on Commercial Street;
- The building will house a career readiness and a college prep facility;
- The board does not want the benefits of the recognition of monies given; and
- Ms. Spinks will work with the Board's Office to draft a letter of donation and issue a check.

**Communications Update**

- Jolene Kelley
  - Ms. Kelley gave current updates.

**Commissioners' Committee Assignments and Update**

Sam Brentano:

- O&C Counties meeting:
  - Elected to the board;
  - Staff came through with sequestration of revenues:
    - \$1.4 million a year for a couple of years to be distributed to the counties:
      - \$20,000 to Marion County.
  - Involved in two law suits:
    - Opposing the Siskiyou National Monument; and
    - Bureau of Land Management Forest Management Plan.
- Attended MWACT meeting.

Kevin Cameron:

- Met with Broadband consulting group;
- Emceed CASA lunch on Thursday, December 14<sup>th</sup>;
- Issues impacting the Canyon:
  - Water reallocation;
  - Army Corps mixing tower at Detroit Dam;
  - Need to focus on priorities, such as flood control:
    - Fish and irrigation.
- Toured the Marion County Jail;
- Attended the Chamber luncheon with Tim Boyle;

- Attended the SEDCOR luncheon about cyber security; and
- Justice Reinvestment Council.

Meeting dismissed at 10:24 a.m.

COMPLETED BY: **Kristy Witherell**

*Reviewed by:* Sarra Sparks