



MARION COUNTY BOARD OF COMMISSIONERS

# Management Update Minutes

**Monday, August 17, 2020, 9:00 a.m.**

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

## ATTENDANCE:

Commissioners Colm Willis, Sam Brentano, Kevin Cameron, Jan Fritz, Joe Kast, Brian Nicholas, Lani Radtke, Scott Norris, Kathleen Silva, Michelle Shelton, Leslie Martin, Janelle Shanahan, Matt Wilkinson, Barb Young, Chad Ball, Lisa Trauernicht, Jolene Kelley, and Kristy Witherell as recorder.

Jan Fritz called the meeting to order at 9:00 a.m.

## INFORMATIONAL:

### **Review Safe Routes to Schools 2020 Grant Applications**

- Lani Radtke, Janelle Shanahan

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

- In 2011, there was a Transportation Growth Management (TGM) Grant Program that gave Public Works an engineering solutions project to look at all of the different transportation alternatives offered to schools within Marion County;
- With the Safe Routes to Schools Program, a scoring criteria was identified:
  - Public Works scored each school and identified five schools in the county that would meet the criteria for the Safe Routes to Schools Grant Program.
- The majority of the scoring came from equity, which is the free and reduced lunch program, and chronic absenteeism;
- Auburn Elementary School:
  - Located on Auburn Road, between Lancaster Drive and Cordon Road; and
  - Will include a rectangular rapid flashing beacon crossing on Center Street by Citation Drive.
- Four Corners Elementary School:
  - Rectangular rapid flashing beacon crossing sign on State Street near Elma Avenue;
  - Sidewalk infill on Elma Avenue with Americans with Disabilities Act (ADA) upgrades for ramps and crossings;
  - Proposing another pedestrian crossing at Mahrt Avenue and Elma Avenue intersection; and
  - Implement traffic calming north of the school with curbing and crosswalks.

- Eyre Elementary School:
  - Includes 30 ADA ramp upgrades;
  - Pedestrian crossing on Pennsylvania Avenue; and
  - Additional school flashing lights.
- Stayton Middle School:
  - This particular location has had a project identification plan through the Safe Routes to School Program;
  - A consultant was hired to study the area and make recommendations on the improvements;
  - There are more than 250 pedestrians leaving school;
  - Public Works will install a pedestrian hybrid beacon:
    - It is a cross between a rectangular flash beacon and a full traffic signal where it gives the motorist a red signal and it gives the pedestrians a walk signal;
    - It keeps the pedestrians from crossing until they get a walk signal; and
    - It is beneficial in this area because it will not congest the street and will allow for vehicles to go through.
  - There will be ADA upgrades; and
  - Sidewalk infill on the south side of Shaff Road.
- Silverton High School:
  - Did not score as high, but in an effort to improve their relationship with the city of Silverton, Public Works has been working on priorities in their city;
  - The city has asked the county to make improvements to Western Avenue's pedestrian and bicycle lanes;
  - The county is hopeful that the application is approved, but with the scoring criteria, it may not be approved;
  - The plan includes a multi-use path on the south side of Western Avenue; and
  - The county has changed the school zone signage in the area.
- The following schools did not score high enough to be considered for the grant funding:
  - Scott Elementary;
  - Lamb Elementary;
  - Houck Middle School;
  - Stayton Elementary;
  - Stayton High School;
  - Sublimity Elementary;
  - Sublimity Middle School; and
  - Gervais Schools.
- The deadline for submittal is August 31<sup>st</sup>; and
- Would like to get a letter of support from the commissioners and sheriff by the end of the week.

## **Review Updated Policy 302/302-A, Leave Donation Program and Policy 305/305-A, Protected Leave**

- Michelle Shelton, Leslie Martin

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

- There were a lot of formatting changes;
- Not any impactful changes;
- Name changed from Business Services to Human Resources;
- Procedure 302-A – Leave Donation Program:
  - If an employee is requesting the donation leave, they need to first go to Human Resources for approval and Human Resources will go back to the the business partner within the department for oversight:
    - The department will solicit donations; and
    - Track it with payroll.
- Policy 305 - Protect Leave:
  - Verbiage and name change from Business Services to Human Resources;
  - Formatting changes;
  - Would like Legal Counsel to look into Section 8.2 of the policy:
    - Would like verification of how ACA stability period intertwines with employees on Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) leave;
    - As it would apply to a regular employee not on USERRA leave, if they are on a stability period and are still an employee the county still needs to maintain insurance; and
    - The county's policy does not state that for military leave and wants to make sure that the county is applying it correctly.
- Procedure 305-A:
  - Cleaning up verbiage;
  - If an employee needs to go on leave, they will need to go to Human Resources for the paperwork;
  - Supervisors will still know who is on leave;
  - The goal for centralizing the paperwork is to alleviate some concerns employees are having to disclose medical issues to their supervisors; and
  - This will provide consistent oversight of approvals.
- Will send the policies to the unions for approval:
  - They have 15 days to look it over and approve it.
- Will then go before the board for approval.

## **Discuss CARES Act Funding for Marion County Clerk's Elections for Outdoor 24/7 Ballot Drop Sites**

- Bill Burgess, Connie Higgins

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

- The Secretary of State asked for a priority list from each county for CARES Act funding for election needs:
  - Hart Verity Vote Tally computers, which is \$5,500:
    - Will enhance speed processing of ballot printing and add flexibility to ballot design.

- 600 Mail trays at \$9.10 a piece;
- 10 Ballot drop boxes around the county at \$3,000 a piece;
- Six election tables at \$69 a piece;
- 25 chairs at \$28 a piece;
- \$1,000 for a cover for the ballot sorter;
- \$4,770 for a security system for the elections room;
- 17 Verity Vote Tally computers at \$5,500 a piece;
- Five ballot scanners at \$10,000 a piece; and
- \$3,500 for security for social distancing.
- The City of Aumsville and Turner would like an outside drop box;
- The City of Turner would pay for the installation;
- Juvenile Department would charge \$1,000-\$1,100 to install the boxes in concrete;
- The boxes are 600 pounds;
- Without the CARES Act funding coming, Mr. Burgess is asking for help for funding for the ballot drop boxes;
- The City of Jefferson was not interested in adding a ballot box in their city, but ultimately decided on a spot where other boxes are by city hall; and
- The North Santiam School District Superintendent wrote an email to Mr. Burgess regarding not being able to find a ballot drop site in Sublimity.

***Board discussion:***

- The board stated that new ballot boxes are unnecessary;
- There can be clear advertising regarding the last day to mail in ballots;
- The Clerk's Office can advertise where citizens can drop off ballots;
- Mr. Burgess stated that there is an issue with mail service:
  - He is recommending that individuals mail their ballots at least seven days ahead:
  - Most mail takes three to five days to get to the Clerk's Office:
    - Some mail has taken more than 14 days.
  - Mr. Burgess has urged to use the post marked date on the ballot, but the state is not in agreement;
- Commissioner Cameron stated that ballot boxes should be inside the city hall buildings like they have in the past:
  - City halls should be open and serving the public like the county's buildings are.
- Mr. Burgess is asking for money from any funding stream:
  - He believed that the CARES Act funding would have covered the cost, but it never came to the county.
- Commissioner Cameron is not in favor of funding the ballot boxes with General Fund dollars because the county has added free postage for mail in ballots:
  - If the City of Turner wants their citizens to have more access to voting, then they can open their facility and have someone supervise the ballot box like what they have done in the past.
- The City of Mt. Angel paid for their own outside ballot box;
- In the last four years, more than 50 percent of the ballots are returned by the Monday of election day;

- The Clerk's Office cannot call the election until 15 days after the election;
- The envelopes are not opened unless the signatures are matched:
  - Trained staff checks for signature matches.
- Ballot scanners help get intermediate results out faster;
- In previous elections, 65 to 70 percent of ballots returned were from ballot boxes;
- More than 50 percent of ballots returned came through the mail in the last election;
- In the last election, 245 ballots came in after postmark and time:
  - Individuals are given letters that their vote did not count if their ballot is received late; and
  - Commissioner Cameron suggested including in the letter on how to sign up for electronic notification of when your ballot has been received.
- The county has given the community many chances to track their ballots:
  - Commissioner Cameron does not see it necessary to add ballot boxes in the City of Turner with General Fund dollars due to the fact that the city is unwilling to open City Hall and serve their customers.
- Marion County has eight permanent ballot drop boxes:
  - Any Roth's Grocery Store;
  - Public Works; and
  - Several other unofficial designated areas around the county, which puts the number at 24 sites to drop off your ballot.
- Mr. Burgess may have funding in his budget for the mail trays.

### **Council of Governments Housing Rehabilitation Loan Portfolio Update**

- Lisa Trauernicht

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

- Family homes that qualify have to meet certain requirements;
- There is more than \$75,000 available in the program;
- It is very hard for people to qualify for the loan;
  - The manufactured homes are too old to qualify;
  - There may be code violations to the home;
  - The individual has to be at a certain income level; and
  - The home cannot have any other updates that aren't up to code.
- Looking for direction on how to advertise the program;
- Other small cities also participate in this program; and
- Ms. Trauernicht can reach out to neighborhood associations or fire departments to advertise for the program.

#### OTHER:

##### Fire Update:

- First wildland fire of the season;
- It's on the eastern edge of the Opal Creek Wilderness;
- It broke out yesterday afternoon;
- The Forest Service closed the area;
- Evacuated Opal Creek last night;
- North Fork Road is closed where the pavement ends;

- The Sheriff's Office was conducting saturation patrols on North Fork Road yesterday;
- Personnel believe it's caused from a thunderstorm;
- The Sheriff's Office has closed Road 2209, which includes all of Jawbone Flats and Opal Creek trails;
- Closed Road 2207, which ties in from North Fork to Detroit:
  - It includes Three Pools, which is heavily used; and
  - Shady Cove Campground.
- The Sheriff' Office is working in partnership with the U.S. Forest Service to evacuate everyone from the area;
- The U.S. Forest Service has command over the fire; and
- The commissioners would like regular updates on the fire.

COMMISSIONERS' COMMITTEE ASSIGNMENTS AND UPDATE:

Colm Willis:

- Attended the Mid-Willamette Homeless Alliance Development Council Meeting:
  - All of the legal documents are finally done;
  - Created the ORS 190 due to HUD wanting to contract with an entity; and
  - Most of the support work will be contracted out to the Council of Governments.

Sam Brentano:

- Attended a Forest Trust Lands Meeting:
  - State Forests have been trying to meet with counties individually, which could negate the settlement.

Kevin Cameron:

- Appreciated the letter that Gina from AOC wrote regarding the CARES Act funding and sent to the Oregon EBoard;
- Commissioner Cameron asked that the state delegation gets copied on the letter and knows that the county is in support of the letter; and
- The state allocated \$110 million of the CARES Act money to themselves for personal protective equipment, instead of giving the money to the counties.

Meeting adjourned at 10:33 a.m.

COMPLETED BY: **Kristy Witherell**

Reviewed by: *Joanna Ritchie*