

BOARD OF COMMISSIONERS

MINUTES OF THE BOARD SESSION – Regular Session

Wednesday, June 6, 2018  
9:00 a.m.

Senator Hearing Room  
555 Court Street NE  
Salem, OR 97305

PRESENT: Commissioner Janet Carlson, Commissioner Kevin Cameron, and Commissioner Sam Brentano. Also present were Jane Vetto as county counsel, John Lattimer as chief administrative officer, and Kristy Witherell as recorder.

Commissioner Carlson called the meeting to order at 9:00 a.m.

**PUBLIC COMMENT**

None.

**CONSENT**

*(Video Time 00:00:46)*

**BUSINESS SERVICES**

Approve the following recommendations:

- Uphold pay grade for six classifications:
  - #128, Shelter Technician;
  - #273, Deputy Sheriff Trainee – Parole and Probation;
  - #274, Deputy Sheriff – Parole and Probation;
  - #651, Programmer Analyst 2;
  - #659, Programmer Analyst 1; and
  - #660, Programmer Analyst 3.
- Update classification specifications for class code #128, Shelter Technician;
- Adjust upward pay grade and update classification specifications for class code #127, Veterinary Technician; and
- Reactivate class code #528, Community Health Development Manager, adjust pay grade upward and update classification specifications.

**PUBLIC WORKS**

Receive notice of hearings officer's decision dismissing appeal of Adjustment (ADJ) Case #17-003/Mid-Willamette Valley Community Action Agency, Inc.

Receive notice of hearings officer's decision denying, on remand, Conditional Use (CU) Case #18-002/Lind, Clerk's file #5742.

Schedule a public hearing on June 20, 2018 for Mass Gathering #17-004, Noise Variance #17-001, and Conditional Use #17-043/Willamette Country Music Concerts, LLC.

#### SHERIFF'S OFFICE

Approve the incoming funds Intergovernmental Agreement with the City of Aurora for \$188,009 for the county to provide law enforcement services to the city.

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

### **ACTION**

*(Video Time 00:03:16)*

#### COMMUNITY SERVICES

1. Consider approval of the Intergovernmental Agreement with the Oregon State Fair Council for trade in lieu of payment for the use of the Oregon State Fairgrounds for the Marion County Fair from July 2019 - July 2021, trading asphalt services for rental fees. – Danielle Gonzalez, Dylan Wells

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

- This is something that Marion County has done since December 2013;
- Would like to offset the cost that Marion County pays for rental fees for use of the Oregon State Fairgrounds for the Marion County Fair;
- The scope of work is a structural asphalt overlay;
- The value of the agreement is \$120,000 in rental fees, which is three years at \$40,000 each year;
- Marion County has money in the budget for the exchange and Public Works has scheduled for the work to be completed this summer; and
- The money in the budget is for materials needed.

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

- Public Works uses this as a training opportunity for new employees.

**MOTION:** Commissioner Cameron moved for approval of the Intergovernmental Agreement with the Oregon State Fair Council for trade in lieu of payment for the use of the Oregon State Fairgrounds for the Marion County Fair from July 2019 - July 2021, trading asphalt services for rental fees. Seconded by Commissioner Cameron; motion carried. A voice vote was unanimous.

*(Video Time 00:09:43)*

2. Consider approval of an ordinance allowing property tax exemptions for eligible brownfield cleanup projects. – Tom Hogue, Tom Rohlring, and Scott Norris

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

- Application process for eligible properties would run through the Assessor's Office;
- Each application requires an order from the board in order to grant an exemption:

- Requires the concurrence of 75 percent of the applicable taxing districts to the eligible property.
- If an eligible property shows its eligibility, the property owner would be exempt from property taxes on new and existing improvements and personal property until the eligible cleanup costs are covered, or a 10 year period of when the exemption expires;
- The ordinance is designed to keep administration of the program as simple as possible;
- Applications are submitted to the Assessor's Office and only locally assessed properties are eligible;
- The Assessor's Office will process applications and forward eligible applications to the board for issuance of an order:
  - If the order is approved, 75 percent of the taxing districts would have to concur before the exemption would take effect.
- The applicant has to have a site evaluation and cleanup plan established with the Oregon Department of Environmental Quality (DEQ);
- The exemption cannot be concurrent with any other exemption, partial exemption, or special assessment programs applicable to the property;
- The current owner cannot have caused or contributed to the release of any hazardous substances on the property;
- Has to demonstrate the applicable costs subject to the exemption;
- This ordinance comes from 2016 legislation, which authorizes exemptions of this sort;
- Language of the ordinance:
  - Section 2 is a basic grant allowing authorized properties to apply for an exemption for brownfields;
  - Section 3 contains eligibility requirements;
  - Section 4 identifies ineligible property;
  - Section 5 contains the term of exemption, which is either 10 years or the date the eligible costs have been covered by the exemption, whichever is less;
  - Section 8 explains the application process:
    - Applications are due by March 15<sup>th</sup> preceding the first tax year of exemption;
    - There is a late allowance for filing up to December 31<sup>st</sup>;
    - Identifies what must be contained in the application; and
    - Lays out process by which the assessor reviews the application and presents it to the board for an order for either approval or denial.
  - Section 9 lines out costs;
  - Section 10 specifies that the eligible percentage is up to 100 percent of the property;
  - Section 11 details the procedures that the Assessor's Office will follow for monitoring and verifying compliance with the grant of the exemption;
  - Section 12 is the disqualification process, which comes from statute;
  - Section 13 has a sunset clause of January 2, 2027:
    - Any exemptions granted prior to that time will continue until they expire, according to their terms.

***Board discussion:***

- The application has not been developed yet;
- Today will be the first reading of the ordinance;
- The second reading will be June 20, 2018 and would be in effect on September 20, 2018;
- The first tax year this will apply to is the 2019-2020 tax year; and
- It will be the responsibility of Marion County's economic development team to give information to businesses.

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

The chair read the ordinance by title only once.

*(Video Time 00:22:07)*

3. Consider approval of an ordinance allowing property tax exemptions for rural industrial investments. – Tom Hogue, Tom Rohlfig, and Scott Norris

***Summary of presentation:***

- Similar to the previous ordinance;
- Property tax exemption for rural industrial properties;
- The application process would go through the Assessor's Office;
- Each application requires a supporting resolution from the board;
- Requires the concurrence of 75 percent of the applicable taxing districts to eligible properties.
- It is the applicants responsibility to acquire supporting resolutions from other taxing districts;
- An eligible property and the improvements will be exempt for three years;
- The rural industrial exemption program is similar to the enterprise zone program, which provides tax exemptions in specific geographic zones, typically located in cities;
- There are several enterprise zones within Marion County:
  - Salem;
  - Donald;
  - Hubbard; and
  - Stayton.
- This ordinance will allow similar tax exemptions on a site specific basis;
- The location has to be outside of an urban growth boundary of cities with a population of 40,000 or more:
  - Within the county's jurisdiction.
- New industrial investments and improvements are eligible;
- The proposed ordinance is designed to keep administration as simple as possible and as similar to the enterprise zone process as possible;
- Applicant has to gather the concurrence of other taxing districts;
- Ordinance is based on legislation from 2016, supplemented by additional legislation in 2018;
- Language of the ordinance:

- Section 2 contains definitions of terms:
  - Eligible location;
  - Eligible property; and
  - Rural area.
- Section 3 is the general grant of the authority authorizing the board to adopt the resolution granting a property tax exemption, subject to terms:
  - The exemption is equal up to 100 percent of the real property market value for the next three consecutive property tax years; and
  - Contains the requirement that 75 percent of the taxing district equaling 75 percent of the assessment of the subject property have to sign on to the exemption in order for it to take effect.
- Section 4 defines the application process:
  - Applications are due by March 1<sup>st</sup> of the preceding tax year;
  - There is a late filing process and applications can be submitted by December 31<sup>st</sup> of the preceding tax year;
  - Contains several requirements for conditions, which must be contained in a resolution that grants the exemption:
    - The board may impose additional exemptions tied to economic development; and
    - There must be an agreement between the applicant and the board on the conditions in order for them to be imposed.
- Section 5 describes the procedures that the Assessor's Office will go through to monitor and verify compliance with the conditions in the exemption; and
- Section 6 is a disqualification process, which comes directly from statute.
- This ordinance has a sunset clause of January 2, 2024:
  - Any exemptions that have been granted prior to that time will continue until they expire.

***Board discussion:***

- A fee can be adopted by an order; and
- The statute requires an application fee.

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

The chair read the ordinance by title only once.

*(Video Time 00:38:00)*

**FINANCE**

4. Consider approval of a resolution authorizing a \$5,000,000 Capital Financing Agreement. – Jeff White

***Summary of presentation:***

- Borrowing \$5 million under a 10 year financing agreement, specifically from Cashmere Valley Bank;
- Provided an opportunity for various banks to provide a quote:

- Received five bids.
- Cashmere Valley Bank provided the best interest rate terms:
  - 3 percent interest for the first five years;
  - 3.15 percent the second five years; and
  - Waves bank fees that amounts to \$5,000-8,000 dollars;
- Recommending that the resolution that is adopted, incorporates the projects intended to finance, plus a couple of others in that one of the projects identified costs less:
  - Constriction of the Juvenile Administration Building;
  - Replacement of the boiler system at the Marion County Jail;
  - Repaving the parking lot at the Marion County Jail;
  - Repaving the parking lot at the Juvenile Department;
  - Facility improvements at the Transition Center; and
  - Installation of an audible alarm system at Courthouse Square.
- Cashmere Valley Bank is prepared to forward the funds prior to the end of the year; and
- Resolution identifies John Lattimer as the person to act on behalf of the board and sign the loan documents.

***Board discussion:***

- Loan will be borrowed for the 2017-18 budget; and
- Payments are budgeted in the 2018-19 budget.

**MOTION:** Commissioner Brentano moved approval of a resolution authorizing a \$5,000,000 Capital Financing Agreement. Seconded by Commissioner Cameron; motion carried. A voice vote was unanimous.

*(Video Time 00:42:15)*

5. Consider approval of a revision to a Blanket Purchase Agreement in the amount of \$30,000 for debt collection services with Professional Credit Services. – Jeff White

***Summary of presentation:***

- Professional Credit Services handles the county’s debt collection;
- Professional Credit Services submits the receipts collected to the county:
  - The county writes a check for their fee.
- The need for the increase is because of a significant amount of returned checks and a higher number of successful collections.

**MOTION:** Commissioner Cameron moved approval of a revision to a Blanket Purchase Agreement in the amount of \$30,000 for debt collection services with Professional Credit Service. Seconded by Commissioner Brentano; motion carried. A voice vote was unanimous.

## PUBLIC HEARINGS

9:30 A.M.

(Video Time 00:46:40)

### SHERIFF'S OFFICE

A. Final public hearing to consider the addition of law enforcement services to the East Salem Service District. – Sheriff Jason Myers, Scott Norris

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

- This is the second public hearing on the addition of law enforcement services to the East Salem Service District;
- By statute, the second public hearing is to determine if 100 written requests have been received to initiate an election on the issue;
- The board may adopt an order formally adding services to the service district if less than 100 written requests were received:
  - 100 written requests for election have not been received.
- The Sheriff's Office is very supportive:
  - Will address the large volume of calls for service and issues to this community by dedicating exclusively 10 deputy positions to the communities of Hayesville and Four Corners.
- This approved order will allow adding law enforcement services to the East Salem Service District:
  - Once completed, the district governing body may consider an order creating a fee for additional law enforcement services;
  - The next East Salem Service District Governing Body Meeting is scheduled for June 18<sup>th</sup>; and
  - Scott Norris will make sure the public notice will include the addition of law enforcement services to the district.

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

- There was no one who came to speak at the public hearing and no comments were received;
- The majority of the citizens are very supportive of adding dedicated law enforcement to the area; and
- The commissioners would like the Sheriff's Office to continue the outreach to make people aware of the addition of law enforcement services to the district.

**MOTION:** Commissioner Brentano moved to close the public hearing and approve an order adding law enforcement services to the East Salem Service District. Seconded by Commissioner Cameron; motion carried. A voice vote was unanimous.

Commissioner Carlson read the calendar.  
Commissioner Carlson adjourned the meeting at 10:09 a.m.

  
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CHAIR

  
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COMMISSIONER

  
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COMMISSIONER

Board Sessions can be viewed on-line at <http://www.youtube.com/watch?v=VYF8Y6U7178>.