



MARION COUNTY BOARD OF COMMISSIONERS
MANAGEMENT UPDATE

Minutes

Tuesday, October 13, 2026, 9:30 a.m. – 11:30 a.m.
Commissioners' Boardroom
Courthouse Square, 555 Court St. NE, Suite 5231
Salem, Oregon 97301

Attendance:

Commissioners: Colm Willis, Danielle Bethell and Kevin Cameron.

Board's Office: Chris Eppley, Matt Lawyer, Alvin Klausen, Jon Heynen, Trevor Lane, Jonathan Sanford, Toni Whitler and Cameron Russell.

Assessor: Tom Rohlfing and Natasha McVey.

Business Services: Tamra Goettsch.

Clerk's Office: Bill Burgess, Frank Milton, Holly Steele and Emily Miller.

Community and Economic Development: Kelli Weese, Chip Bury, Steve Dickey Sarah Coutley, and Ashley Jackson

Health and Human Services (HHS): Michael Keuler, Stacie Neal, Susan McLaughlin, and Karin Perkins.

Information Technology (IT): Adam Crateau.

Legal: Jennifer Rogers and Steve Elzinga

Public Works (PW): Brian Nicholas, John Speckman, Ryan Crowther, and Lani Radtke.

Sheriff's Office: Sheriff Nick Hunter, and Commander Jason Bernards.

Commissioner Colm Willis called the meeting to order at 9:37 a.m.

Informational

1. Initial Board Review – Multiple Items

1.a. Contract Amendment #3 to the Intergovernmental Agreement (IGA) with Oregon State Marine Board (OSMB)

– Commander Jason Bernards

Summary of Discussion:

Requested a \$40,000 reimbursement amendment for repairs to its 2007 Marine Patrol boat. Includes a jet drive, engine, exhaust hose, and steering cable. The reimbursement will follow completion of work, which will proceed through County's Capital Improvement Plan (CIP) and Request for Proposals (RFP) processes.

Initial Board Review Outcome:

PROCEED – Board Session

Direction & Follow-Up:

Board Session Placement – CONSENT

The IGA amendment may proceed to Board Session. RFP results and proposed repair contract are to return to Management Update before Board Session.

Task: Complete CIP and RFP processes and return with repair contract and RFP results.
Assigned To: Commander Jason Bernards.

1.b. Allen @ Butteville Roundabout-Resolution of Need for Condemnation

– Ryan Crowther

Summary of Discussion:

Negotiations for right-of-way acquisition had stalled with the Dieterleff Family Trust. Their representatives have not responded to the County's offer. The appraisal and offer were approximately \$60,300. For permanent and temporary property interests, improvements, and damages. Commissioners supported having County counsel contact Trust's attorney to seek negotiations before County proceeds with condemnation.

Initial Board Review Outcome:

PROCEED – Board Session.

Direction & Follow-Up:

Board Session Placement – CONSENT.

Resolution is scheduled for the November 4th Board Session. Subject to legal review and any progress in negotiations.

Task: Have legal counsel contact the Trust's attorney to initiate negotiations.

Assigned To: Steve Elzinga.

Deadline/Timeline: This week.

Task: Advance condemnation resolution for November 4th Board Session unless negotiations resolve acquisition beforehand.

Assigned To: Ryan Crowther.

1.c. Contract Amendment #1 with Acoustic Technology, Inc for Public Safety Alerting Project

— Ryan Crowther

Summary of Discussion:

Amendment increases contract by \$179,781. For unanticipated rock excavation, drilling, additional boundary resolution, and changes to base-station equipment. Project remains within its \$1.8 million grant budget, with grant funds covering costs.

Initial Board Review:

PROCEED – Board Session.

Direction & Follow-Up:

Board Session Placement – CONSENT.

1.d. Verda Lane, Keizer for Congressionally Directed Spending Project Delivery

— Lani Radtke

Summary of Discussion:

Keizer requested that Marion County deliver a federally funded sidewalk project on Verda Lane. The city is not certified to deliver federal projects. County staff reported they could oversee a consultant but could not design project internally. Federal timeline requires timely progress toward construction. Commissioners required confirmation that Keizer can cover all project and consultant costs. Request legal review of indemnification provisions to limit County liability.

Initial Board Review:

PROCEED – Return to Management Update.

Direction & Follow-Up:

Return to Management Update with proposed agreement before Board Session. Legal review is to address indemnification and other provisions intended to minimize County liability. Initial County–Keizer agreement to begin consultant procurement may be considered.

Task: Verify Keizer’s committed funding for all project and consultant costs and return with proposed agreement.

Assigned To: Lani Radtke / Ryan Crowther.

Task: Review the agreement’s indemnification and liability provisions.

Assigned To: Legal Counsel.

1.e. 2027 BUILD Grant Application

— Lani Radtke

Summary of Discussion:

Presented potential applications for the next federal BUILD grant cycle. Including bridge replacements, safety corridor improvements, Golf Club Road, and Lake Labish crossings. Commissioners identified bridge repairs as a priority. Discussed pursuing construction projects or planning studies for safety corridors, including Golf Club Road.

Initial Board Review:

PROCEED – Return to Management Update.

Direction & Follow-Up:

Staff may continue developing grant options and return to Management Update before Board Session.

1.f. Opportunity to Apply for Bloomberg Grant

— Michael Keuler

Summary of Discussion:

Potential \$25,000 Network of Practice grant opportunity associated with Michael Keuler’s Johns Hopkins University fellowship. The proposed work would assess community centers’ capacity to serve as resilience hubs, develop staff practices, and potentially pilot approach with a local organization. Commissioners supported pursuing opportunity while emphasizing equitable service distribution and importance of considering longer-term implementation.

Initial Board Review:

PROCEED – Return to Management Update.

Direction & Follow-Up:

Return to Management Update with further information before Board Session.

Task: Submit statement of interest by November 16th. If invited, develop full proposal and keep Board informed.

Assigned To: Susan McLaughlin / Michael Keuler.

Deadline/Timeline: Statement of interest due November 16th.

1.g. Archives Temperature and Humidity Readers

- Frank Milton

Summary of Discussion:

Requested approval to evaluate networked temperature and humidity monitors for three archive locations. Including the courthouse vault and the Archives Building. The discovery work will assess device compatibility, connectivity, security, technical requirements, and costs. Request was not for project funding or implementation.

Initial Board Review Outcome:

PROCEED – Return to Management Update.

Direction & Follow-Up:

Return to Management Update with discovery findings before a final project decision.

Task: Evaluate device, connectivity, security, technical, and cost options for the archive sites.

Assigned To: Frank Milton / County IT.

1.h. Permanent Drop Box Installation in Marion County

- Clerk Bill Burgess

Summary of Discussion:

Clerk's Office has proposed additional ballot drop boxes. Including a potential location at Marion County Fire District 1 and locations near the courthouses. Commissioners stated that installation could not be completed before current election because of operational capacity, permitting, and jurisdictional requirements. Requested a work session on broader plan, including costs and staffing, and further information on the Fire District 1 proposal.

Initial Board Review Outcome:

NEEDS MORE INFORMATION – Schedule a Work Session.

Direction & Follow-Up:

Schedule work session to review long-term drop-box plan, costs, staffing, and required agreements.

No additional permanent box installation was approved for the current election cycle.

Task: Return with details for proposed Marion County Fire District 1 box. Including an IGA, installation and staffing costs, contractor information, funding source, and grant eligibility.

Assigned To: Bill Burgess.

Deadline/Timeline: Next Tuesday.

1.i. E-Recording Agreements

-Clerk Bill Burgess

Summary of Discussion:

A sixth entity has requested authorization to submit records through the County's e-recording system. The agreement was undergoing contract and policy review.

Initial Board Review Outcome:

PROCEED – Return to Management Update.

Direction & Follow-Up:

Return to Management Update with completed agreement before Board Session.

Task: Complete the agreement and bring it forward for review.

Assigned To: Bill Burgess

1.j. Emergent Economic Opportunity Program (EEOP) Funding – Santiam Station of Detroit Lake Food Cart Area Improvements

- Chip Bury

Summary of Discussion:

The proposal sought funding for interim improvements to the Detroit Lake food-cart area. Including weather protection and plumbing work, with an estimated project cost of approximately \$145,000. Commissioners requested a more detailed proposal and the City of Detroit's long-term plan. Concerns about investing in interim improvements without a clear long-term vision and noting that request may be better suited to Opal Creek funding.

Initial Board Review Outcome:

NEEDS MORE INFORMATION

Direction & Follow-Up:

No funding approval was given for the current request.

Task: Obtain City's long-term plan for site. Provide additional details on proposed improvements and prior planning investment.

Assigned To: Chip Bury.

Task: Invite the City of Detroit to discuss its long-term plans with the Board.

Assigned To: Kevin Cameron.

1.k. EEOP Funding Request Woodburn Fire District and "Sparky the Fire Dog"

-Chip Bury

Summary of Discussion:

Woodburn Fire District requested \$2,900 toward an interactive fire-safety education tool. The Board supported inviting District to apply. Value of using the tool in community outreach, including youth activities.

Initial Board Review Outcome:

PROCEED – Administrative Approval.

Direction & Follow-Up:

Staff may invite the district to apply. No Board presentation required if proposal remains unchanged.

Task: Invite Woodburn Fire District to submit an EEOP application for up to \$2,900.

Assigned To: Sarah Coutley.

2. Shaff Road/Golf Club Road/Wilco Road Interstate Update

-Lani Radtke

Summary of Discussion:

Stayton considering a traffic signal after determining it could not fund previously proposed roundabout. Commissioners stated that they did not support a signal under County jurisdiction and maintenance. Open to Public Works assisting with delivery after jurisdictional transfer, provided City covers project and consultant costs. County staff time may be considered if capacity is available.

Direction & Follow-Up:

City must accept jurisdiction and responsibility for maintenance before County assists with delivery.

Task: Confirm the City's position on jurisdictional transfer and report the cost and staffing implications of County delivery assistance.

Assigned To: Lani Radtke.

3. Contract with Sound Forensics and Consulting for Psychiatric Security Review Board (PSRB) Expert Testimony and Written Reports

-Gwen Weber

Summary of Discussion:

HHS requested an \$8,500 contract for a jurisdictional report and expert testimony. For a youth subject to a PSRB review after three years of conditional release. Karin Perkins stated that PSRB funds were expected to cover the work, subject to confirmation.

Direction & Follow-Up:

Board Session Placement – CONSENT, if Board session approval is required.

Task: Confirm the funding source for the contract.

Assigned To: Karin Perkins.

4. Contract with Zaman Clinical and Forensic Psychology, LLC for PSRB Expert Testimony and Written Reports

-Gwen Weber

Summary of Discussion:

This contract is for a second evaluator to provide PSRB expert testimony and written reports. The discussion identified PSRB funding as the expected source, pending confirmation.

Direction & Follow-Up:

Board Session Placement – CONSENT, if Board Session approval is required.

5. Contract with Garten Services, Inc. – Janitorial Services

-Stacie Neal

Summary of Discussion:

Garten Services was selected through the Oregon Forward process to provide janitorial services at leased County facilities. The proposed three-year contract was approximately \$700,000. Commissioners requested a one-year contract and an analysis of whether bringing work in-house could reduce costs. Staff reported an annual bid amount of approximately \$221,100, with an allowance bringing the one-year contract to approximately \$250,000.

Direction & Follow-Up:

Board Session Placement – CONSENT.

Prepare a one-year contract for Board Session.

Task: Analyze cost and operational requirements of bringing janitorial services in-house. Including staffing and service scope.

Assigned To: Tamra Goettsch.

Deadline/Timeline: Before the end of summer.

Task: Prepare the one-year Garten contract, approximately \$250,000 including emergency cleaning.

Assigned To: Stacie Neal.

6. Advancing Tax Levies to Small Taxing Districts Pursuant to ORS 311.392

-Natasha McVey

Summary of Discussion:

Requested authorization to advance taxes to small taxing districts. Primarily lighting districts, under ORS 311.392. Arrangement allows districts to be paid in advance and simplifies County's distribution process.

Direction & Follow-Up:

Board Session Placement – CONSENT.

7. 2026-2027 Community Development Woodburn/Santiam Agreements

-Steve Dickey

Summary of Discussion:

Agreements included \$250,000 for the City of Woodburn's Mill Creek Community Center expansion and renovation. \$250,000 for a water storage and purification system at Santiam Hospital. Commissioners expressed no concern with the Woodburn agreement. Requested confirmation that Salem Health or appropriate successor entity knew of and had sufficient funding for Santiam project following merger.

Direction & Follow-Up:

Board Session Placement – CONSENT.

Task: Obtain written confirmation from Salem Health or appropriate successor entities that the Santiam project has committed funding and can proceed.

Assigned To: Steve Dickey.

Deadline/Timeline: Before the October 28th agreement deadline.

8. Tourism Grant Agreements – Travel Salem and North Marion

-Ashley Jackson

Summary of Discussion:

Provides Travel Salem with \$300,000 over three years and North Marion Tourism Collaborative \$150,000 over three years. Commissioners requested a way to measure grant results including visitor stays and spending. Discussed improving coordination with local chambers. The Board supported Kelli Weese serving as Marion County's representative on the Travel Salem Board.

Direction & Follow-Up:

Board Session Placement – CONSENT.

Task: Obtain and provide final Oktoberfest shuttle usage figures.

Assigned To: Ashley Jackson.

Task: Work with Irene to develop recurring performance matrix for Travel Salem and North Marion Tourism. Including measurable grant deliverables, visitor stays, and spending.

Assigned To: Ashley Jackson.

Task: Serve as County's representative on Travel Salem Board and report significant developments to the Board.

Assigned To: Kelli Weese.

9. Rural Homesite Map – Feedback and Launch Directions

-Sarah Coutley

Summary of Discussion:

Staff reported that 78 of 442 notified property owners had opted out of the rural homesite mapping tool. Property owners may continue to opt out after launch. Commissioners supported proceeding with the launch while retaining opt-out safeguards and returning to the Board if significant concerns arise.

Direction & Follow-Up:

Task: Publish mapping tool on the Community and Economic Development website, retaining the opt-out process.

Assigned To: Sarah Coutley.

Deadline/Timeline: This week.

10. Update to Policy #206 – Reduced Services or Temporary Closure of County Offices

-Tamra Goettsch

Summary of Discussion:

Business Services presented proposed ADA-related updates to Policy #206 and its procedures for communicating service reductions or temporary closures. Legal Counsel identified a needed correction to preserve normal operations as an available option. Departments are required to review the policy by November 1st.

Direction & Follow-Up:

Board Session Placement – CONSENT.

Staff authorized to distribute the revised materials to departments for review.

Task: Add normal-operations option, distribute revised policy and procedures, and bring final policy to Board Session.

Assigned To: Tamra Goettsch.

Deadline/Timeline: Department review by November 1st.

11. Legislative Update

-Alvin Klausen

Summary of Discussion:

Oregon Emergency Management Association workgroup developing placeholder bill language related to emergency management. Requested language submitted for drafting and a summary of relevant committee discussions to inform the Board's response.

Direction & Follow-Up:

Task: Obtain workgroup's input and draft placeholder-bill language and prepare a summary memo of relevant Association of Oregon (AOC) committee discussions.

Assigned To: Alvin Klausen.

Deadline/Timeline: By the end of the week.

12. Board Session

- **October 14, 2026 – Agenda**
- **October 21, 2026 – Agenda Draft**

-Commissioner Colm Willis

Summary of Discussion:

Review of board session agendas.

COMMISSIONERS' COMMITTEE ASSIGNMENTS and UPDATES

Commissioner Danielle Bethell

- N/A.

Commissioner Kevin Cameron

- N/A.

Commissioner Colm Willis

- N/A.

Other

13. City of Jefferson Enterprise Zone Letter of Support

-Alvin Klausen

Summary of Discussion:

Community Services raised a request for a letter of support for the City of Jefferson to establish an enterprise zone. Commissioners questioned where development could occur.

Direction & Follow-Up:

None currently.

Adjourned – time: 11:32 a.m.

Minutes by: Mary Vityukova

Reviewed by: Gary L. White