



O R E G O N

MARION COUNTY BOARD OF COMMISSIONERS

# Management Update Summary Minutes

**August 5, 2025. 9:30 AM**

Courthouse Square, 555 Court St. NE, Salem  
5th Floor, Suite 5232, Commissioners Board Room

## ATTENDANCE:

**Commissioners:** Danielle Bethell, Kevin Cameron, and Colm Willis.

**Board's Office:** Jan Fritz, Alvin Klausen, Matt Lawyer, Toni Whitler, Heather Inyama, Jon Heynen, Chris Eppley, and Rand Feres.

**Legal Counsel:** Steven Elzinga.

**Sheriff's Office:** Nick Hunter.

**Public Works:** Brian Nicholas, Brian May, Chris Einmo, and Austin Barnes.

**Health and Human Services:** Rhett Martin, Elisa Martinez, Karin Perkins and Ryan Matthews.

**Human Resources:** Lori Klemsen.

**Citizen:** Kathy Rogers

Jan Fritz called the meeting to order at 9:32 a.m.

## INFORMATIONAL:

### **1. Challenge Cost Share Agreement with USDA, Forest Services Willamette National Forest for Health, Safety, and security Management of Detroit Ranger District and Marion County Area**

-Nick Hunter

#### **Summary of Presentation:**

- Five-year agreement totaling \$150,000.
- Breakdown of funds:
  - \$65,000 for overtime.
  - \$40,000 for two reader board signs.
  - \$10,000 for sign maintenance.
  - \$23,000 for miscellaneous supplies and equipment.
  - \$11,000 for administrative costs.
- Signs will be used for emergency communication, fires, and public safety notifications.
- County will retain signs after five-year agreement.

#### **Board Direction:**

- Approved to move forward.

### **2. Department of Land Conservation and Development (DLCD) Farm Stand Rules Advisory Committee Update**

-Austin Barnes

#### **Summary of Presentation:**

- Current farm stand rules working effectively in Marion County.
- Proposed state changes would create unnecessary restrictions.
- Key concerns:
  - Potential limitations on farm stand operations.
  - Overly complex permitting process.
  - Restrictions on value-added products and events.
- Recommended maintaining current local control of farm stand regulations.
- Suggested minimal clarification on permit requirements for specific activities.

**Board Direction:**

- Oppose unnecessary changes to farm stand rules.
- Support maintaining local flexibility.
- Provide input to preserve current operational standards.

**3. IGA with Silverton for Eastview Lane Radio Site for Marion County Radio Project**

-Brian Nicholas

**Summary of Presentation:**

- Adding radio antennas and controllers to existing Silverton radio site.
- Physical site improvements include:
  - Upsizing and replacing generator.
  - Structural modifications to existing insulated woodshed.
  - Installing 3,000-pound battery stack.
  - Reinforcing foundation.
- County will contribute \$3,600 annually for electrical costs.
- Collaboration with Silverton Fire Department.

**Board Direction:**

- Approved to move forward.

**4. Material Management Advisory Council (MMAC) Bylaws Amendment**

-Brian May

**Summary of Presentation:**

- Bylaws align with new state requirements and reflect Marion County and its cities.
- Major changes include:
  - Restructuring membership to ensure city and stakeholder representation.
  - Less citizen members and increasing city and business representation.
  - The new composition is 16 voting members and 3 non-voting members.
  - Voting members now include:
    - A county commissioner.
    - Representatives from the largest cities (Salem, Keizer, Woodburn).
    - Representatives from mid-sized and small cities.
    - Rural and urban citizen representatives.
    - Business representatives.
  - Non-voting members provide additional expertise and perspective.
- The amendments support the Recycling Modernization Act and foster collaboration.
- The council's mission and advisory role remain unchanged.
- The goal is to improve communication, education, and policy recommendations across jurisdictions.
- Bylaws clarify member appointing process and participation expectation.

**Board Direction:**

- Approved to move forward.
- Monitor effectiveness of the new structure.

**5. Consider MMAC Appointment of Voting Members:**

- Kevin Cameron
- Dan Kohler
- Jenny Ammon
- Linda Nishioka
- Ryan Zink
- Frank Lonergan
- Jim Row
- Walter Wick
- Jordan Ohrt
- Brian Asher
- Treva Gams
- Duane West

**Non-Voting Members:**

- Shane Kuenzi
- Julie Jackson

-Brian May

**Summary of Presentation:**

- Voting members:
  - County, city, business sector, rural and urban citizen representatives.
  - Based on city council or mayoral authorization, business/industry nominations, and citizen applications.
  - Balanced, diverse, and representative membership for various perspectives.
- Non-voting members:
  - Selected for technical expertise or stakeholder perspective.
  - Give input and support but do not participate in formal votes.
  - Help ensure comprehensive discussion and informed recommendations.
- Confirming appointments include verifying eligibility, willingness to serve, and proper authorization.
- Ongoing outreach to fill remaining vacancies and ensure all cities and sectors are represented.

**Board Direction:**

- Approved to move forward.

**6. Commercial Onsite Septic Grant Agreement with State of Oregon for North Santiam Sewer**

-Brian Nicholas

**Summary of Presentation:**

- Grant for Detroit Community Center septic system.
- Project details:
  - Approximately \$630,000 total cost.
  - Design and construction of high-strength waste treatment system.
  - Serves community center's commercial kitchen.

- Supports economic development in Detroit.

**Board Direction:**

- Approved to move forward.

**7. Contract Early Work Amendment with Slayden for Brooks-Hopmere Water Improvement Project**

-Chris Einmo

**Summary of Presentation:**

- Water tank construction amendment.
- Technical specifications:
  - Bolted steel tank design.
  - Approximately \$630,000 for tank and foundation.
  - RAM aggregate piers for soil stabilization.
  - Competitive bidding process completed.
- Cost-effective solution at approximately \$1 per gallon of storage.

**Board Direction:**

- Approved to move forward.
- Request detailed progress reports.

**8. Vital Records from VitalCheck**

-Rhett Martin

**Summary of Presentation:**

- Online ordering functionality for vital records implementation.
- Fee structure:
  - \$25 base fee.
  - \$7.37 additional vendor fee for online service.
- Service features:
  - Processing within one business day.
  - Option for in-office pickup or mailing.
- Estimated benefit over \$100,000 based on certificate volume.

**Board Direction:**

- Approved to move forward.
- Monitor customer satisfaction.
- Track usage and revenue generation.

**9. IGA with Oregon Department of Human Services (ODHS) for Intellectual & Development Disabilities Services**

-Karin Perkins

**Summary of Presentation:**

- Covers 2025-2027 biennium.
- Key changes and requirements:
  - Full Time Equivalent (FTE) survey submission.
  - Access to ODHS GIS system.
  - Workday affiliation manager designation.
- Organizational restructuring:
  - Adding three developmental disability associate positions.
  - Eliminating program manager position.

- Creating two program supervisor roles.
- Funding details:
  - 86% continuing service level.
  - \$8.92 million additional funding.
  - 9.5% enrollment increase.

**Board Direction:**

- Approved to move forward.
- Review organizational structure changes.
- Monitor caseload and service delivery.

**10. IGA Amendment #15 with Oregon Health Authority (OHA) for Financing of Community Mental Health, Addiction Treatment, Recovery, Prevention, and Problem Gambling Services**

-Ryan Matthews

**Summary of Presentation:**

- Six-month extension of existing agreement.
- Negotiation context:
  - Pauses ongoing discussions between counties and OHA.
  - Provides buffer for continued negotiations.
- Maintains current payment levels.
- Prepares for potential new agreement in January 2026.

**Board Direction:**

- Approve IGA amendment with redlined provisions.
- Continue active negotiations.
- Prepare for potential future changes.
- Protect county's interests in mental health services.

**11. Marion County Insurance Study Committee Member Recommendation of Sherrie Hickman**

-Lori Klemsen

**Summary of Presentation:**

- Recommendation to add Sherry Hickam to insurance committees
- Rationale:
  - Consistent with previous committee appointment practices.
  - Provides continuity and expertise.

**Board Direction:**

- Approved to move forward.
- Review committee effectiveness.

**12. Travel Policy Update**

-Steve Elzinga

**Summary of Presentation:**

- Comprehensive policy revision (first update since 1996).
- Key changes:
  - Per diem option at GSA rates.
  - Recognition of de minimis credit card points.
  - Reduced administrative burden.

- Considerations:
  - Flexibility for employees.
  - Consistency with other county practices.

**Board Direction:**

- Approved to move forward.

**13. Legislative Update**

-Alvin Klausen

**Summary of Presentation:**

- A letter of appreciation for Chris Einmo:
  - Recognize his contributions to county projects, particularly the Brooks-Hopmere and commercial septic projects.
  - Reviewed by the Public Works Director for project detail accuracy.
  - Letter will be framed.
- State transportation funding package changes:
  - \$139 increase in title fees.
  - \$42 and \$72 increases registration fees for gas and electric vehicles.
  - Six-cent increase to the gas tax.

**Board Direction:**

- Good with the update.

**14. Board Session Agenda Review**

-Commissioner Danielle Bethell

**Summary of Presentation:**

- Overview of board session agenda.

**Board Direction:**

- Approved to move forward

COMMISSIONERS' COMMITTEE ASSIGNMENTS and UPDATE

**Commissioner Danielle Bethell**

- N/A

**Commissioner Kevin Cameron**

- N/A

**Commissioner Colm Willis**

- N/A

Other

**Board Session Changes**

Matt Lawyer

**Summary of Presentation:**

- Agenda to state that public hearings will start no earlier than 9:30 a.m.:
  - Currently it states 9:30 a.m.
- Signatures on ordinances to be signed by all commissioners:
  - Currently it is signed by the chair and clerk.

**Board Direction:**

- Approved to move forward.

**Mid-Willamette Valley Council of Governments (MWVCOG) Analysis**

Commissioner Danielle Bethell

**Summary of Presentation:**

- Director leaving and some cities considering withdrawal from the organization.
- Facing financial challenges, with uncertainty about future funding and operations.
- MWVCOG services to Marion County:
  - Helps with the down payment assistance and housing rehabilitation programs in Marion County.
  - Assists with planning and grant programs for cities in Marion County.
- Potentially the county could perform these services internally.

**Board Direction:**

- Get cost information and a breakdown of services received.
- Analyze what services are provided to the county and the cost of those services.

**National Night Out**

Commissioners

**Summary of Presentation:**

- Commissioners will be at various cities for the National Night Out event.
- All commissioners will end at Sublimity.

**East Salem Service District Meeting**

Jon Heynen

**Summary of Presentation:**

- The next ESSD meeting is scheduled for September 25 at People's Church.
- The board was offered the opportunity to provide a general county update.
- Commissioners agreed to participate and discussed preparing a presentation.
- Noted the need for reminders and topic selection closer to the meeting date.

**Board Direction:**

- Agreed to participate.
- Reminder closer to meeting date.
- Possible have a slide show created.

**Adjourned** – time: 11:15 a.m.

**Minutes by:** Mary Vityukova

**Reviewed by:** Gary L. White