



Management Update summary Minutes

OREGON

July 18, 2023. 9:30 AM

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

ATTENDANCE:

Commissioners: Kevin Cameron, and Danielle Bethell Staff: Jan Fritz, Matt Lawyer, Gary White, Shawnnell Fuentes, Alvin Klausen, Scott Norris, Ryan Matthews, Jane Vetto, Chad Ball, Jessica Stanton, Sherry Linter, Kent Inman, Scott Wilson, Ryan Engel, Brian Nicholas, Jeff Wood, Jay Bergman, Jeff Stutrud, and Max Hepburn.

Jan Fritz called the meeting to order at 9:30 a.m.

INFORMATIONAL:

Proposed Dedication of Three One-Foot Reserve Strips

-Kent Inham

Summary of presentation:

- There is a street over Block A;
- If the area is already dedicated there is no harm in dedicating it again;
 - If it is not, then this issue will be cleaned up;
 - People are driving over a reserve strip;
 - Would like this to be made a record of dedication;
- In the 1960s to the 2000s the county asked for reserve strips to block access to adjoining property owners;
 - This was a planning condition;
 - Reserve strips are currently not asked for;
- Per planning on the three reserve strips there are no issues;
- The purpose is to restrict access to a dead-end road;
 - Such as blockades on dead end roads, where future streets will happen;
 - Then requirements for reserve strips were removed;
 - Planning codes were updated, and requirements were removed;
- There can be issues with fire and emergency access or properties with development issues;
 - These issues are not seen in this case;
- This will be on consent for August 2, 2023, at board session; and
- Staffing and contract training is why there were delays in bringing this forward.

Board Direction:

- The Board of Commissioners (BOC) are good to proceed.

Gravel Road Soil Stabilization on Hazelnut Ridge Road

-Scott Wilson, Ryan Engel

Summary of presentation:

- This is regarding a citizen's complaint of the condition of a gravel road and how Public Works addresses gravel road maintenance concerns;

- A section of gravel road at 20328 Hazelnut Ridge is raising concerns for the property owner;
 - The owner has concerns about the rideability and the loss of surface aggregate caused by vehicles;
- The segment of road requires annual or semi-annual maintenance;
- Public Works has a Gravel Road Stabilization program that addresses such complaints;
- Public Works applies soil stabilization compounds;
 - Lignin sulfonate or EarthBind-100;
 - Typically, on steep inclines or road segments prone to degradation due to heavy traffic or soft base conditions;
 - The treatment enhances safety and reduces maintenance costs by reducing the frequency in which the road must be regraded;
- Public Works budgets about \$105,000 annually for this program, which pays a contractor to supply and apply the compound;
- Hazelnut Ridge Road is included in the Gravel Road Stabilization program;
- Dust is a concern for property owners who live on gravel roads;
 - Public Works has a Citizen Dust Abatement program that addresses this;
 - Owners choose to pay the stabilization contractor to apply the compound on segments of gravel roads the owners choose;
 - This is done at the same time as the Gravel Road Stabilization;
 - Property owners receive a highly discounted rate because the county pays the contractor mobilization and traffic control costs;
 - Dust abatement is an often-requested service on gravel roads;
 - This was created as fee-for-service as it is unfeasible to apply soil stabilization on the entire 200-mile gravel road system every year;
 - The estimated cost would be \$1.5 million to \$2.1 million annually;
 - Public works is not able to provide dust abatement for all owners;
 - Charging a fee keeps costs low to owners;
 - Owners will pay \$2 per linear foot or about \$400 for a 200-foot-long property frontage;
- Other issues with gravel roads are;
 - Loose rocks or segregation causing traction issues;
 - Wash boarding, which makes the road rough and bumpy to use;
 - This is typically on accelerated and deaccelerated hills;
 - Loss of rock down to the sub-base of the road;
- Soil stabilization compound is applied in July each year;
- Participants of dust abatement sign an agreement with the soil stabilization compound application contractors;
 - When the agreement is in place the road segments are added to the road planning and execution of the next program cycle;
- A contractor is being procured and the prices are now as high as \$3 a linear foot;
 - Some adjustments may be needed;
- Emails have been shared with the property owner as well as had site visits;
- Hazelnut Ridge is down to the base, but still has aggregate and is not moving;
 - In the Fall the section of road will be reprocessed, ripped up and reshaped;
 - There was no opportunity to do it this Spring, as time ran out;
 - An extensive amount of resources will be used and hope to be done before Winter;
 - This was conveyed to the owners, and they were satisfied;

- There are roads that are targeted that have not been addressed yet;
- Gravel road inspections are done by supervisors, district crew leaders, and personnel that operate the graders;
 - They are out on routes and get inspected frequently;
 - Preventative maintenance is done, and conditions of the road are addressed before it gets to a bad condition, such as Hazelnut Ridge;
 - It does get to a condition beyond what Public Works can do;
 - Standard application no longer works, and a deeper repair is needed;
- On site yesterday and many vehicles driving at an appropriate speed, given the conditions, arrived safely at the top;
 - The rideability is poor and does not represent what is strived for;
 - It is a stretch to say that the area is dangerous;
- Most road troops and crew leaders are out in the community and develop relationships as citizens call in with issues;
- There are districts so district managers can maintain an awareness of their area;
- Many citizens know who to call, they call the dispatch number, it gets logged and sent to the district manager;
 - And it will be looked at and worked into the work plan for the year;
 - Many know who to call because of the consistent needs' roads have;
- There are many ways to contact about road problems; and
- Emails and site visits were done with the Hazelnut Ridge property owner.

Board Direction:

- The BOC is good to proceed.

Engineering Standards Update – Project Scope

-Max Hepburn, Lani Radtke

Summary of presentation:

- This is a follow up from the May 11, 2023, Roads, and Bridges Work Session;
- Negotiating with the consultant on the engineering update project scope in regard to updating the 1990 engineering standards;
 - Which are currently 32 years old;
- The initial cost was over budget, but it was taken down to a budget of \$560,000 for a two year project;
 - It is proposed to be done in two phases;
- The contract will be done with Kittelson and Associates;
- Making sure that the standards and updates are done in a public forum with a lot of public engagement, meetings, and involvement from the board;
 - Want to make sure that it does not seem like things are being hidden;
- Throughout phases one and two there will be regular meetings with;
 - Public stakeholders;
 - The technical advisory committee;
 - Work sessions with the BOC;
- Phase one's ultimate goal is to prepare an outline to be used for the development of the standard in phase two;
 - Draft table of contents to build out what the chapters are to be;
 - There will be an outline development;
 - With feedback from the technical advisory committee, public, and BOC;
 - This will ensure that all the necessary parts of the outline are met;
 - There will be a sample chapter layout;

- To ensure the chapters look like what is wanted to be presented;
 - Headings, format, readability, text size, etc. are how the engineering standards are appropriate to be presented;
 - Develop an external stakeholder engagement plan;
 - These are ideas that were shared through or with;
 - Online surveys, technical advisory committee, BOC work sessions, presentations, and management updates;
 - Making sure there is enough public involvement to ensure success and transparency;
 - This phase will take about seven months;
 - After the outline and plan are done it transitions to phase two;
- Phase two is the bulk of the project;
 - A larger portion of the budget will go into phase two;
 - Standards will be developed in bundles that the consultants identify;
 - The bundles will be two to three chapters each;
 - Doing work in bundles allows the review teams to do the work in sections;
 - It will not be one 8-hour session, but a few hours spread out;
- The Technical Advisory Committee (TAC) consists of generalities of local developers, engineering firms, utility companies, interested property owners;
 - There is not a limit on who can join;
 - The committee has not started as the first step is to get the contract in;
- The Request for Procurement (RFP) process is done, have a consultant and this is for a contract; and
- The scope of work will be done jointly with the contractor, Kittelson.

Board Direction:

- Include the planning commission in the process;
- Email the TAC list to the BOC before it is final to make sure no one is missed;
- The statement of transparency is appreciated and to have effort behind this statement;
- Make time with Commissioner Willis to bring him up to speed when he comes back;
- The BOC is good to proceed with the contract;
- E-mail Jessica Standon the full packet;
- This will be a consent item at board session; and
- A formal presentation should be done for the portion of the project when things will be done to show the public the impact.

Countywide Public Safety Radio Project Update

-Brian Nicholas

Summary of presentation:

- The Internet Protocol (IP) equipment has been ordered, there is no delivery date from the supplier;
- Almost at the end for ordering the design of the Public Works six site system, which will be the data overlay for paging abilities to departments;
- It is with the Tait (the radio manufacturer) to see if the scope of work is agreeable;
 - This contract will be the next item the BOC will see at board session;
- Once cost calculation is done, will come to management update before going to board session;
- The RFP for the radio system will also come to the BOC;

- This is close, and there may be grumbling from fire districts and METCOM 911 as this is not moving fast;
- This is a matter of workload;
- There is a TAC meeting today and with an update regarding the schedule;
 - Will call Chief McMann to see if he will attend;
- After the RFP release, the BOC will get calls from vendors to schedule meetings;
 - They will also come to the front desk asking for commissioners;
- The last update was about a month ago;
- Chief McMann's strengths are being leveraged and compensating weaknesses;
- The project is moving slowly, everyone is doing their best as the contract is complex; and
- The RFP vendors should be routed to Public Works.

Board Direction:

- The BOC does not need to meet with vendors, Gary White is aware;
- Commissioner Bethell had good conversations at the St. Paul Rodeo with community leaders, there are concerns but they felt understood by the BOC;
 - If there are financially sound decisions, there should not be much pushback;
- Glad Chief McMann is willing to be at the table and shoulder the education;
 - Some felt they were talked at by the consultant and Chief McMann is managing it differently;
- The BOC is glad that it is being done carefully so that it is done correctly; and
- The RFP vendors should be routed to Public Works.

Appointment of Sheriff Nick Hunter to the Marion County Justice Reinvestment Council (JRIC)

-Undersheriff Jeff Wood, Commander Jay Bergman

Summary of presentation:

- JRIC has been in existence since 2009;
- It began as a group addressing the second chance act through the Bureau Justice Assistance;
 - This has expanded to many initiatives through the Sheriff's Office (SO);
 - SB 3194;
 - Justice reinvestment;
 - Law enforcement assisted diversion;
 - Stepping up initiative;
 - Pre-trial work;
- The Sheriff's Office has four divisions, and it spans every point in the criminal justice system;
 - Point of first law enforcement contact to the end of post-prison supervision;
 - The exception is prosecution;
- The council is formed to advise the Sheriff on four components;
 - Justice;
 - Diversion;
 - Prison diversion;
 - Reentry services;
- The BOC has approved the current board appointments and council by-laws on or around January 11, 2023;
 - There was one later appointment through Commissioner Bethell's efforts;
 - Sheriff Kast retired June 30th and Sheriff Hunter was appointed by the BOC;
- The council advises the Sheriff so he should be part of the council; and

- It will be coming to board session August 2, 2023.

Board Direction:

- The BOC is good to proceed.

Marion County Sheriff's Office Crime Mapping Analysis

-Commander Jeff Stutrud

Summary of presentation:

- LexisNexis is a crime mapping software program;
 - has been in use by the SO since 2018;
- Provides crime and heat maps, has a public facing component, helps research and track individuals involved in crime, and helps with background checks for new hires at the SO;
- This expired in February and looking for a year extension;
- It was delayed due to personnel changes and getting documents from the vendor;
 - There were staff transitions and training new personnel to do contracts;
- The amount is \$18,908.55;
- The software works with the Records Management System (RMS) system; and
- Would like to extend for a year and then look at the options available.

Board Direction:

- The BOC is good to proceed.

Marion County Veteran Service Office (VSO) – Contract Update

-Matt Lawyer, Gary White

Summary of presentation:

- Seeking the ok to move forward in using the last year of the contract with Community Action Agency;
 - Begin the process to issue the RFP for the next round of contracts;
- The target is to complete the RFP by fall; and
- There was an oversight of timelines for the VSO contract as it expired in June.

Board Direction:

- The BOC is good to proceed.

Legislative Update:

-Alvin Klausen

Summary of presentation:

- Letter of support for the city of Aumsville in regard to Oregon Department of Transportation (ODOT) Small City Allotment Grant;
 - This is to improve Aumsville's North Third and Main Streets;
 - For sidewalk and Americans with Disabilities Act (ADA) improvements;
 - Small amount of money available to cities and Aumsville would like to apply to use for paving, adding sidewalks and median ramps on Third Street for two blocks;
 - Impact county roads on Main Street, where ramps will be placed;
 - It is not very competitive and most small cities that apply get the grant;
 - The grant amount is about \$100,000;
 - Most of the work will have to be paid for by the city;
 - The letter that the city gave Marion County is what is to be used;
 - It is expected that they know what they need but more can be added to the letter if needed;

- ODOT makes sure the project is done but there is confirmation if funding is checked for the full project;
- The project maybe done in house and not through a contractor;
- The grant has a population cap;
- A year ago, when visiting cities, they were made aware of the grant;
 - St. Paul, Gervais have received the grant;
- The deadline is July 31, 2023, as Commissioner Willis is out, will let the city know it can be taken now with two signatures or wait until August 2, 2023, and get all three signatures;
- Letter from Congresswoman Chavez Deremer to the Oregon Housing and Community Services (OHCS) Director Bell;
 - The letter is encouraging the director to change ReOregon to allow for Community Development Block Grant-Disaster Recovery (CDBG-DR) funding to be used on affordable rental housing in the canyon and other areas affected by the wildfires;
 - Senator Ron Wyden is also considering sending a letter;
- Working on document, per Jan's request, identifying passed bills affecting Marion County and separating them by department for everyone to review;
- Gave a tour to Kirby last week;
 - Went through a few parks in North Fork and discussed funding for the parks;
 - Met with Chris Eppley in Gates discussed the Main Street, the Rail to Trail, the excavation of marinas and the Santiam School District; and
- A packet is assembled for Commissioner Cameron to present the American Rescue Plan Act (ARPA) extension resolution to the National Association of Counties (NACo).

Board Direction:

- Letter of support for Aumsville;
 - The BOC is good to proceed with the letter;
 - Check with ODOT to see what grants are available to cities based on population;
 - Criteria for the Grant to be looked into and sent to Commissioner Bethell;
 - Jessica Stanton will reach out to Commissioner Willis and see if he would like to sign the letter;
- Letter from Congresswoman Chavez Deremer;
 - The letter will be forwarded to Andrea.
- Passed Bills Document;
 - Reach out to Detroit, regarding the gas station owner and see what the plan to help the owner when the sunset on the self-pump happens is. Would like to avoid a fine for her when the sunset ends;
 - Discuss with Chris Eppley as he meets with the mayor monthly;
 - She had to pay a large fine before the bill passed for self-pumping;
 - Representative Ed Diehl is working on helping with the fine;
 - The fire Marshall's office did not help navigate the rules and fined her;
- Will follow up with the rail guy as well as reach out to Senator Girod's and Representative Diehl's offices to communicate with him and apply pressure;
 - There is a section on Highway 22 in Gates that is abandoned by the rail that would be good to complete the recovery of their downtown renewal process;
 - The owners of the rail are not communicating, and the rail lobbyist is trying work through to get this done;
 - Loop Lani Radtke into the emails regarding this; and

- Congresswoman Chaves Deremer might want to work on this as a project.

COMMUNICATIONS UPDATE

-Jon Heynen

Summary of presentation:

- Worked with Alvin Klausen on county highlights;
 - A write up was completed for this highlight;
 - Send it out as blog to the county and use it in Marion County Today;
 - This will be sent to the BOC for review so it can be sent out;
 - Review to be done by end of the day tomorrow if possible;
- A write up was completed on the Environmental Services Series;
 - What it entails and what the parts are;
 - The script that is available so far is drafted and included;
 - The contract is done;
 - Working with Public Works to map out the schedule;
 - All footage will be done by the first week of August;
 - It will take one or two weeks to roll out the series;
- Marion County Today topics;
 - There is a list of 15 topics that can be done;
 - Six to eight things are usually highlighted in the publication;
 - Would like a list next Management Update on what the BOC likes;
 - Talk about the Salem Payroll Tax;
- Meeting with CGI Digital and Chad Ball;
 - This is regarding the video series they would like to do about the county;
 - They come and do all the work and it is free for the county;
 - It will be an eight-part video series with an entry and exit videos;
 - There will be six videos to choose for in the middle;
 - They will pitch to businesses if want to advertise around specific videos;
 - Have a list of ideas for the six videos;
 - The first and last videos already have a plan on how they will be;
 - The first is an introduction of the county with a commissioner;
 - Meeting on Friday to solidify direction and timeline so scripting can begin;
 - No time was given but it will be this summer most likely;
 - The videos will be on the county's site for about three years;
 - They will be making money through advertising;
 - After topics are chosen, scripts will be written, and a videographer will be sent out to capture footage;
 - Will need topics by Friday for scripts to be done;
 - Each video will be able a minute and a half to three minutes;
 - The video can be very high level; and
 - Emails will be sent to BOC regarding this.

Board Direction:

- Chad Ball to make sure that Jan Fritz has the communications update packet;
- Environmental Services Series;
 - The outline is helpful and will like to see this for all projects going forward;
- Marion County Today;
 - Work with Ryan Matthews and Anne Marie about the rebranding of Psychiatric Crisis Center (PCC) as it is not just an expansion;
 - Would like a small article on the expansion, the rebrand and the purpose behind this;

- Salem's Payroll Tax will be discussed with Jane (legal counsel) and Jan before anything is added to the publication;
- CGI Digital Videos;
 - Commissioner Bethell would like to do a voiceover if able to;
 - Would like St. Paul and the best rodeo in the country to be highlighted;
 - Talk to Commissioner Cameron about parks and what he would like to see;
 - There is a major concert in Detroit, July 29, 2023, it's a recovery fundraiser;
 - There is a Renaissance Fair in Scotts Mills;
 - There is the Oktoberfest in September;
 - Festival Mexicana in Woodburn is in August;
 - This is the largest Mexican festival in Marion County; and
 - The Keizer Fest is in August.

COMMISSIONERS' COMMITTEE ASSIGNMENTS and UPDATE

Commissioner Danielle Bethell

- N/A

Commissioner Kevin Cameron

- N/A

Commissioner Colm Willis

- N/A

OTHER

Commissioner Bethell;

- An email was sent a few weeks ago notifying employees of the proposed Salem Payroll Tax;
 - Nothing has been sent out since;
- An update needs to be sent stating that this passed;
- The signature gathering deadline is August 8 or August 9;
- Need to know what the guidelines to inform, not encourage, employees of the situation;
 - What information can be provided;
 - Assume that it needs to come from the BOC as they are the elected officials;
 - Do not want any employees to be in trouble;
- Commissioner Bethell is willing to send the email herself but wants it done the correct way;
 - Does not want to give the impression that employees can go lobby in the future;
 - Would like employees to be informed and have access to information;
- The email sent out was from the commissioners and had Jan's name on it as well;
- Jane Vetto – a general email can be sent from the BOC or Finance that the details are still being worked through;
 - Waiting on recall petitions which ends on August 9, 2023;
 - Monitoring if it will be on the ballot or if policies need to be made around implementation; and
- Do not want the email to be so vague that it is not helpful.

Board Direction:

- Chad Ball to let Commissioner Cameron know that this is being brought up;
- Jane Vetto will investigate what can be done and said to employees; and
 - It needs to be written in a way that is not directing but just informing.

Adjourned – time: 10:35 am
Minutes by: Mary Vityukova
Reviewed by: Gary L. White