

BOARD OF COMMISSIONERS

MINUTES OF THE BOARD SESSION – Regular Session

Wednesday, March 7, 2018
9:00 a.m.

Senator Hearing Room
555 Court Street NE
Salem, OR 97305

PRESENT: 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.

ABSENT: Commissioner Janet Carlson

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

PUBLIC COMMENT

None.

CONSENT

(Video Time 00:01:01)

FINANCE

Approve a quitclaim deed to convey real property Tax ID #R96489 located at 425 17th Street NE, Salem.

PUBLIC WORKS

Receive notice of hearings officer's decision approving Conditional Use (CU) Case #17-039/Hamlin and Aldridge, Clerk's file #5740.

TREASURER'S OFFICE

Approve a resolution eliminating the Marion County Assessor's Office Manufactured Structures Division change fund of \$75.

Approve a resolution increasing the change fund at the Marion County Justice Court from \$300 to \$450.

Approve a resolution establishing a petty cash fund in the amount of \$50 in the Marion County Clerk's Office.

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

ACTION

(Video Time 00:02:13)

BUSINESS SERVICES

1. Consider approval of Amendment #8 to the Lease Agreement with Downtown Storage and Warehouse, LLC to add \$121,500 for the storage space located at 1005 Broadway Street NE, Salem. – Larry Tilford, Bill Burgess, Frank Milton

Summary of presentation:

- Was asked by Jeff White to begin negotiations for this storage site:
 - Heard that there were going to be significant changes to the cost of the lease.
- The last offer that was made was for Mr. Tilford to survey sites that are similar in the area and come up with an average cost and the storage facility would reduce their rates by 10 percent;
- The facility is used for records storage for short and long term for all county departments;
- The official records are paper or microfilm;
- The storage facility needs to be temperature and moisture controlled; and
- Would like to focus on digitizing records to reduce storage issues.

Board discussion:

- There are several departments that are holding onto records longer than needed:
 - Finance Department;
 - Legal Counsel; and
 - Clerk's Office.
- The departments like to hold onto records longer than needed for research projects;
- The county is in need of a records management system;
- The general fund pays for the facility;
- There is a planned Information Technology project to mitigate records management:
 - Eventually all documents will be scanned in and stored on the network; and
 - It is something that is needed, but hasn't had the funding to accomplish it.
- There is not a back-up generator system in the storage facility;
- Furniture storage needs to be removed to make room for document storage;
- The storage unit is five minutes from the office; and
- The Clerk's Office can use the storage facility to work out of in case of an emergency.

MOTION: Commissioner Brentano moved for approval of Amendment #8 to the Lease Agreement with Downtown Storage and Warehouse, LLC to add \$121,500 for the storage space located at 1005 Broadway Street NE, Salem. Seconded by Commissioner Cameron; motion carried. A voice vote was unanimous.

(Video Time 00:20:15)

PUBLIC WORKS

2. Consider approval of the incoming funds Grant Agreement with the Oregon Department of Transportation (ODOT) for the Cordon Road at Hayesville Drive project for \$562,265.32. – Brian Nicholas

Summary of presentation:

- ODOT’s All Roads Transportation Safety Program provides grant funding for counties and cities to make safety improvements to their transportation systems;
- Marion County has received seven grants totaling close to \$3 million;
- In 2015, Public Works added left turn lanes on Cordon Road, turning on Indiana and Carolina Avenue;
- The current project will add left turn lanes from Cordon Road, turning onto Hayesville Drive;
- Another project slated for this summer will add center line rumble strips throughout the Cordon Road corridor;
- Design and permitting will begin in the 2018 federal fiscal year; and
- Construction will begin summer of 2021.

Board discussion:

- The commissioners would like statistics from traffic crashes after the improvements are made.

MOTION: Commissioner Brentano moved for approval of the incoming funds Grant Agreement with the Oregon Department of Transportation for the Cordon Road at Hayesville Drive project for \$562,265.32. Seconded by Commissioner Cameron; motion carried. A voice vote was unanimous.

(Video Time 00:29:00)

TREASURER’S OFFICE

3. Consider approval of the General Banking Services Contract with US Bank National Association for \$240,000 to provide general banking services to the county through June 30, 2024. – Laurie Steele

Summary of presentation:

- Has been with US Bank for the last five years;
- Both Finance Department and Information Technology asked for Treasurer Steele to look at other options due to the Oracle upgrade;
- The City of Salem recently entered into a contract with US Bank:
 - Was better than Marion County’s contract.
- Would be in the county’s best interest to piggy back onto the city’s contract with US Bank;
- The contract runs through June 30, 2024;
- The annual savings could be as much as \$5,000 a year;
- Interest rate will go up for the money that’s kept in the bank:
 - Will have the ability to keep less money in the bank to cover services.

- The current contract had a cap of .75 percent interest; and
- The new contract has a floor of .75 percent interest and can go up from there.

Board discussion:

- The county can ask for an interest rate review.

MOTION: Commissioner Brentano moved for approval of the General Banking Services Contract with US Bank National Association for \$240,000 to provide general banking services to the county through June 30, 2024. Seconded by Commissioner Cameron; motion carried. A voice vote was unanimous.

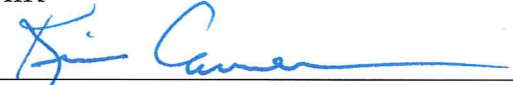
**PUBLIC HEARINGS
9:30 A.M.**

None.

Commissioner Cameron read the calendar.
Commissioner Cameron adjourned the meeting at 9:43 a.m.

Not Present At Meeting

CHAIR



COMMISSIONER



COMMISSIONER

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