

INFORMAL WORK SESSION MINUTES
January 15, 2019 1:30 p.m.

Room 32, Courthouse
535 NE Fifth St.

Present: Commissioners Mary Starrett and Casey Kulla. Commissioner Richard L. "Rick" Olson was excused.

Staff: Ken Huffer, Justin Hogue, Christian Boenisch, Mikalie Frei, Joe Moore, Brian Van Bergen, Gayle Jensen, Silas Halloran-Steiner, Christina Malae, Jerry Wilson, Claudia Castro, Ed Howard and Carrie Martin

Guests: Nicole Montesano, News Register; and Dave Adams – KLYC.

Commissioner Starrett called the meeting to order at 1:30 p.m.

A. DEPARTMENT UPDATES:

1. **Veteran's Update** – Silas Halloran-Steiner and others.
Silas Halloran-Steiner introduced the staff of Veterans Services. He noted Yamhill County was awarded the Veterans Peer Outreach Grant by the State of Oregon. Christina Malae will be the program manager overseeing Veterans Services. The program recently relocated to the Kirby Street building.
2. **Swearing-in of the County Accountant and Deputy County Accountants** – Brian Van Bergen
Brian Van Bergen performed the swearing in ceremony of Ken Huffer as County Accountant and Justin Hogue as Deputy County Accountant.

B. WORK SESSION: This time is reserved for topics of discussion scheduled for the Commissioners in advance. If a work session is not needed, the balance of the meeting will begin at 1:30 p.m.

1. Work Session: Clerk's Office – Brian Van Bergen
 - a. **Review/discussion of vote tally system**
Brian Van Bergen gave an overview of the vote tally system selection process for Clear Ballot in 2018. He noted some of the criteria used to make a system selection included cost, user feedback, ease of creating ballots and visual ballot appeal. Mr. Van Bergen stated that although there are failures in the Clear Ballot system, he doesn't believe them to be a breach of contract. He noted that there is currently no significant impact on the voter or candidate results. Hart has expressed interest in offering a proposal to provide services to the county at a lower cost. Washington, Marion and Clackamas counties have offered to provide feedback regarding their experiences using the Hart system. The consensus of the Board and staff was to reconvene for a work session on January 29, 2018 for continued discussion.
 - b. **End of Work Session**

C. PRELIMINARY CONSENT AGENDA:

Consensus of the Board to move items C1 and C2 to the consent agenda on Thursday.

Minutes

1. a. November 27, 2018, Informal Session and;
b. December 13, 2018 Formal Session

Committees

2. Approval of the following changes to the Yamhill County Foundation:
 - a. Reappoint John Larsen to position #2, term to expire December 31, 2021.
 - b. Reappoint Gary Rueter to position #6, term to expire December 31, 2020.

D. NON-CONSENT AGENDA ITEMS OTHER TOPICS FOR DISCUSSION: (Add to consent agenda or leave off):

1. Discussion of 2019 liaison responsibilities.

Consensus of the Board to leave item D1 on the non-consent agenda for further discussion at formal session on Thursday.

2. Consideration of the agreement between Yamhill County and Sully Construction for construction services at the 330/340 Kirby Street property in the amount of \$29,055.

Silas Halloran-Steiner and Joe Moore addressed the Board regarding tenant additions. The space is being used as office workspace, primarily for Veterans Services. Additionally, a cabinet and sink space would be added in a break room space.

Consensus of the Board to move item D2 to the consent agenda for Thursday.

3. Consideration of accepting a bid from Andy Medcalf Construction Company for the Health and Human Services TICOR building remodel in the amount of \$345,322.

Joe Moore stated this was part of the 2018-19 Capital Improvement Project list. The combined cost was more than approved after the bids were tallied. The amount requested is additional to what was approved during the 2018-19 fiscal year. Mr. Huffer noted that some of the cost increase is due to construction having to be done after hours so staff and clients are not disrupted. Mr. Halloran-Steiner noted this remodel would create twelve office spaces. Mr. Huffer noted prior issues with the HVAC system and stated that an upgrade/replacement has been planned for some time. Mr. Huffer noted that the gap funds will be split between Health and Human Services and Administration.

Consensus of the Board to move item D3 to consent agenda for Thursday.

4. Consideration to submit a request for proposal for engineering services by OBEC Consulting Engineers for the Yamhelas Westsider Trail: Pedestrian Bridge Project.

Christian Boenisch noted that this item is to authorize notice of intent to award. The award of this agreement would fall into the timeline with receiving ODOT grant funds.

Consensus of the Board to leave item D4 on the non-consent agenda for further discussion at formal session on Thursday.

[Handwritten signature]

5. Discussion of considering an Inclusivity Proclamation.

Commissioner Kulla explained that the purpose of a proclamation is to identify the county as an all-inclusive community.

Consensus of the Board to leave item D5 on the non-consent agenda for further discussion at formal session on Thursday.

6. Discussion of the formation of a task force to consider moving county offices out of downtown McMinnville.

Commissioner Kulla expressed an interest in the consideration of moving the county offices out of the downtown area. Mr. Huffer stated that the 2018-19 budget included funding for a facility needs assessment which would include an analysis of the current facility footprint. Commissioner Starrett suggested that the analysis should be done prior to moving forward with creating a task force or a public hearing. Mr. Huffer stated he has researched examples and would like to develop a scope of work. A work session will be scheduled for further discussion.

Consensus of the Board to leave item D6 on the non-consent agenda for further discussion at formal session on Thursday.

E. EXECUTIVE SESSION: None.

F. COMMISSIONER UPDATES/ANNOUNCEMENTS:

Following commissioner updates the meeting adjourned at 2:36 p.m.

Carolina Rook
Secretary

Accepted by Yamhill County
Board of Commissioners on
2/28/19 by Board Order
19-57

MS