

BOARD ORDERS AND MINUTES

IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON

FOR THE COUNTY OF YAMHILL

SITTING FOR THE TRANSACTION OF COUNTY BUSINESS

THE BOARD OF COMMISSIONERS OF YAMHILL COUNTY ("the Board") sat for the transaction of county business in formal session on December 21, 2004 at 10:00 a.m. in Room 32 of the Courthouse, Commissioners Kathy George, Mary P. Stern, and Leslie Lewis being present.

Also present were John M. Gray, Jr., County Counsel; Rick Sanai, Assistant County Counsel; John Krawczyk, Director of Administrative Services; Steve Mikami, Personnel Officer; Bill Gille, Public Works Director; Brad Berry, District Attorney; Julia Staigers, Financial Services Manager; Kellye Fetters, Executive Assistant to the Sheriff; Jay Lilly and Scott Magers, McMinnville Fire Department.

Commissioner George called the meeting to order.

YEARS OF SERVICE AWARD: 5 years - Rick Sanai, Assistant County Counsel

The complete list of 2004 Years of Service Awards was entered into the record (see attachment).

A. **PUBLIC COMMENT:** This fifteen-minute time period is reserved for public comment on any topic other than a quasi-judicial land use matter or other topic scheduled for public hearing. None offered.

B. **AGENDA:**

Personnel

1. **B. O. 04-883** - Consideration of approval of the employment of Mandy Hamilton, McMinnville, as Progress Team Coordinator in CCF, temporary part-time, Range 11, Step 1, \$11.85/hour, effective December 27, 2004 until June 30, 2005.

Ms. Stern moved approval of the employment of Mandy Hamilton. The motion passed, Commissioners George, Stern, and Lewis voting aye.

Contract

2. **B. O. 04-884** - Consideration of ratification of approval of Amendment #32 to the 2003-05 Financial Assistance Contract #36-001 between HHS and Oregon Department of Human Services, retroactive to December 2, 2004.

Ms. Stern moved to ratify the approval of Amendment #32. The motion passed, Commissioners George, Stern, and Lewis voting aye.

Road Project List

3. **B. O. 04-885** - Consideration of approval of the 2005-06 Road Project List for 42.64 miles of county roads.

Ms. Lewis stated that although the road season starts July 1, 2005, there is a lot of preparatory work to be done beforehand. She discussed the stabilization project planned for Worden Hill Road, using the new Earthbind product.

Ms. Lewis moved approval of the 2005-06 Road Project List (see attachment). The motion passed, Commissioners George, Stern, and Lewis voting aye.

Dues

4. **B. O. 04-886** - Consideration of 2005 membership dues for the National Association of Counties (NACo).

Ms. George moved approval of paying the membership dues. The motion passed, Commissioners George, Stern, and Lewis voting aye.

5. Consideration of 2005 membership dues for the Oregon City/County Management Association. *[No action taken.]*

The Board agreed not to pursue membership since the funds have already been committed for NACo.

C. OLD BUSINESS:

1. **B. O. 04-887** - Consideration of adoption of findings in support of Planning Docket PAZ-02-04, comprehensive plan amendment, zone change, and related land use applications for a sand and gravel operation on Grand Island, including the placement of the site on the Goal 5 inventory list, as tentatively approved December 2, 2004 and continued from December 16, 2004. *[Ordinance 752]*

Rick Sanai provided the first and second readings of Ordinance 752 by title only, declaring an emergency. Ms. Lewis moved approval of Ordinance 752. The motion passed, Commissioners George, Stern, and Lewis voting aye.

D. OTHER BUSINESS (Add-ons and non-consent items):

Ambulance Service

1. **B. O. 04-888** - Consideration of adoption of Ordinance 751, amending the Ambulance Service Ordinance to adjust deadlines for certain activities required by the ordinance and to authorize conditional public provider assignments in addition to franchising beginning July 1, 2005, declaring an emergency, effective immediately.

John Gray provided background information on the development of the Ambulance Service Plan and Ordinance. Jay Lilly thanked Mr. Gray and the Ambulance Service Area Committee for their hard work in developing good standards to enable county residents to receive EMS service.

Mr. Gray provided the first and second readings of Ordinance 751 by title only, declaring an emergency. Ms. Lewis moved approval of Ordinance 751. The motion passed, Commissioners George, Stern, and Lewis voting aye.

2. **B. O. 04-889** - Consideration of conditionally designating Newberg Fire Department as ambulance service provider for ASA #1, effective July 1, 2005.

Ms. Lewis moved approval of the conditional designation. The motion passed, Commissioners George, Stern, and Lewis voting aye.

2. **B. O. 04-890** - Consideration of conditionally designating McMinnville Fire Department as ambulance service provider for ASA #2, effective July 1, 2005.

Ms. Stern moved approval of the conditional designation. The motion passed, Commissioners George, Stern, and Lewis voting aye.

3. **B. O. 04-891** - Consideration of conditionally designating Sheridan Fire District as ambulance service provider for ASA #3, effective July 1, 2005.

Ms. Lewis moved approval of the conditional designation. The motion passed, Commissioners George, Stern, and Lewis voting aye.

4. **B. O. 04-892** - Consideration of conditionally designating West Valley Fire District as ambulance service provider for ASA #4, effective July 1, 2005.

Ms. Stern moved approval of the conditional designation. The motion passed, Commissioners George, Stern, and Lewis voting aye.

Witness Fees

5. **B. O. 04-893** - Consideration of establishing a Witness Fee Fund in the amount of \$400.

Julia Staigers stated that the current policy of issuing checks for \$5 witness fees plus mileage creates a great deal of paperwork for staff. She proposed that a fund be established to pay cash for anything less than \$25, and that Kellye Fetters oversee the cash distribution to witnesses. Brad Berry pointed out that in the past, the county had a partnership with the state for reimbursement of witness fees, but the state hasn't provided any reimbursement since about 2000. He stated that the fund is a good solution and he expressed his appreciation to Ms. Fetters for accepting the responsibility.

Ms. George moved to establish the Witness Fee Fund in the District Attorney's Office, to be administered by the Sheriff's Office according to the attached memo. The motion passed, Commissioners George, Stern, and Lewis voting aye.

Contract

6. **B. O. 04-894** - Consideration of approval of Amendment #33 to the 2003-05 Financial

Assistance Contract #36-001 between HHS and Oregon Department of Human Services for Children's Intensive Services startup costs, \$36,174.

Ms. Stern moved approval of the contract amendment. The motion passed, Commissioners George, Stern, and Lewis voting aye.

The meeting recessed at 10:53 a.m. and reconvened at 11:00 a.m. in Room 108.

Compensation

7. **B. O. 04-895** - Consideration of approval of a 3.5% salary increase for County Counsel, with an additional 1% employer contribution to deferred compensation, effective December 25, 2004.

Ms. George stated that since making the offer to John Gray of a 2% salary increase plus 1% contribution to deferred compensation, he had pointed out that he would still be 2% behind many department heads, not counting steps, and he had reviewed several examples in which he had saved money for the county. Ms. Stern added that Mr. Gray handles the county's employment and labor law issues, unlike many other counties.

Ms. George moved approval of a 3.5% salary increase with an additional 1% contribution to deferred compensation. The motion passed, Commissioners George, Stern, and Lewis voting aye.

E. **PUBLIC HEARINGS:** None.

F. **ANNOUNCEMENTS:**

1. The following positions are open to the public. Contact the Commissioners' Office for applications.
 - a. Commission on Children and Families, two positions;
 - b. Parks Board, one position;
 - c. Food Service Advisory Committee, six positions in various categories.

Adjourn: 11:15 a.m.

Anne Britt
Secretary

YAMHILL COUNTY BOARD OF COMMISSIONERS

Chair KATHY GEORGE

Commissioner MARY P. STERN

Commissioner LESLIE LEWIS