

INFORMAL MINUTES

February 28, 2005 2:00 p.m.

Room 108, Courthouse

PRESENT: Commissioners Mary P. Stern, Leslie Lewis, and Kathy George.

Staff: John M. Gray, Jr., John Krawczyk, Steve Mikami, Ken Friday, Mike Brandt, Laura Tschabold, Dyke Mace, and Diane Cilenti.

Guests: David Bates and Tom Ballard, News-Register; Phil McCollister, Trial Court Administrator; Peter Shultz and Charlene Gibb, Special Transportation Advisory Commission; and Doug Bartlett, YCAP Director.

* indicates item forwarded to formal agenda

Mary called the meeting to order.

* Personnel - Steve presented personnel requests from various departments. See agenda for details.

* Criminal Records Checks - Appoint Steve Mikami as the Yamhill County authorized designee for the purpose of conducting criminal records checks for Developmental Disabilities and Mental Health divisions.

DA Reclassifications - Steve presented a recommendation from the Classification Committee for the reclassifications of Bonnie Sliper and Cindy Davin in the District Attorney's Office as part of a restructuring of the Support Enforcement Division. John K stated that Brad should issue Personnel Actions for each of them and ask Julia to set up accounting codes for each within his budget.

Donation of Vacation Time - Steve presented a request from Caryl Tallon for an exception to the county's policy on donating vacation time so that she might be able to travel to Southeast Asia to help the tsunami victims. He reviewed Chris Johnson's email response, which offered an alternative solution. The Board decided that it would be appropriate to discuss the issue at the next Management Round Table.

* Minutes - Approve formal session minutes from January 20, 2005.

Letter - Mary read a draft letter she had written in support of the Willamina Bike and Path Committee's project for bike paths in downtown Willamina, which the Board agreed to sign. No formal action was taken.

Measure 37 Litigation - John G presented a request from Howard Meredith's lawyer, Russell Baldwin, for Yamhill County to intervene on the state's side in the Hector MacPherson lawsuit challenging the constitutionality of Measure 37. The consensus was that this would not be a wise use of county resources.

Land Use Briefing - Ken briefed the Board on Planning Docket FT-14-04, an appeal of the Planning Director's approval for a forest template dwelling, applicant James McDermand, appellants Christine and Tim Brown. He noted that the public hearing is scheduled for March 9, 2005. A site visit was scheduled for this Wednesday at 2:30 p.m.

Measure 37 Briefings - John G stated that there are a variety of different claims in this week's packet of five applications. He suggested that the Board go through the packet and discuss them at next week's informal session.

Informal Session Change - Leslie requested that the March 7, 2005 informal session be moved up to 1:00 p.m. The Board agreed.

* Measure 37 Notification - Consideration of adoption of Ordinance 762, amending Ordinance 749 regarding public notification of Measure 37 claims.

Kathy proposed a Board Order to require notification to adjoining property owners for Measure 37 claims. She said that notifying the immediate neighbors would give them the opportunity to discuss potential impacts with the applicant and possibly offer to buy a buffer strip. Mike stated that the current application fees only cover about 40% of the personnel costs. The Board agreed to adopt an ordinance amendment to require neighbor notification and to approve a \$3000 transfer from contingency to help cover notification costs for the remainder of this fiscal year.

The meeting recessed at 2:40 p.m. and reconvened at 2:56 p.m.

Scheduling - Laura discussed the need for a work session to discuss what to do with the goal-setting information. The meeting was scheduled for March 5, 2005 at 10:30 a.m.

The Board discussed possible dates for a retreat with all county elected officials, as suggested by Dave Lawson.

The meeting recessed to executive session at 3:03 p.m. pursuant to ORS 192.660(2)(e) for the purpose of discussing real property transactions. The formal session reconvened at 3:52 p.m. with no decisions made and the sense of the Board conveyed to staff.

* Contracts - See agenda for details.

Courthouse Remodel - John K presented a recommendation from the Facilities Committee that the Board adopt Option 1 in the report prepared by RSS Architecture, as modified by Phil McCollister, and develop long-range plans to move the Board, Administrative Services, and other general service departments out of the courthouse. He explained that Phil's modifications significantly enhance the design of the second floor by locating the Commissioners' hearing room adjacent to the jury assembly room, with a movable partition between them to allow either room to expand as needed. Phil noted that the change also allows the use of the existing restroom and kitchen area.

John K outlined the sequence of events to occur over the next year or so:

1) Clerk's Office moves to the Stern Building (probably this fall);

- 2) Assessor's Office moves to the present Clerk's Office space;
- 3) Trial Court Services moves to the present Assessor's Office space;
- 4) Work begins on the second floor;
- 5) Board vacates Room 32 and work begins on District Attorney's offices.

The Board expressed their support of the proposed plan. John K said he would have Randy put it in final form for adoption, recognizing that some of the office configurations may change a little.

Discretionary Grant Ranking - Peter Shultz discussed the new approach taken this year to combine individual grant applications by providers into a consolidated application through the county. He said that the concept, which was liked by ODOT, would allow the county to improve and build services throughout the area, accomplishing much more than by working separately. He reviewed the process through which the Special Transportation Advisory Commission considered and voted on a recommendation to the Board of rankings for the project allocations. He stated that unlike past years, the end result was a split vote, possibly resulting from ignorance and confusion about the new approach. Doug Bartlett pointed out that another factor might be the fact that for the first time, the applications total about three times the amount of money that is available. Leslie stated that it is common to treat a split vote as no recommendation.

After much discussion, Peter concluded by stating the Commission will be meeting again on Thursday to go through the process again and try to come to a unanimous recommendation. Doug suggested changing the committee membership so that agency representatives are not voting members.

Communications Project - John K discussed a draft letter to be sent to those who requested Mobile Data Terminals (MDTs), explaining why the county decided not to include MDTs in the project. The consensus was to have all three commissioners sign the letter once it is finalized.

The meeting adjourned at 5:06 p.m.

Anne Britt
Secretary