



Court Agenda

October 19, 2011

Additions to Agenda:

1.0 Appointment Schedule:

- 1.1** 9:00 a.m. Shawn Payne – Emergency Services – Quarterly Report
- 1.2** 9:15 a.m. Amber DeGrange – Juvenile Director – Quarterly Report
- 1.3** 9:30 a.m. Jenine McDermid – Clerk’s Office – Quarterly Report
- 1.4** 9:45 a.m. Jan Jensen – Senior & Community Center – Quarterly Report
- 1.5** 10:00 a.m. Rod Asher – Weed/Grounds Maintenance – Quarterly Report
- 1.6** 10:30 a.m. Jessica Metta – Mid-Columbia Economic Development District – Quarterly Report
- 1.7** 11:00 a.m. Ron McDermid – Justice Court – Quarterly Report; Renovation/Phone System Project Update
- 1.8** 11:30 a.m. Georgia Macnab – Planning Department – Quarterly Report
- 1.9** 11:45 a.m. Emily Berndt – Agency Relations Coordinator – 211 Presentation
- 1.10** 1:30 p.m. Marnene Benson-Wood – Treasurer/Community Transit – Quarterly Report; Special Transportation Operating Program Application
- 1.11** 2:00 p.m. Fire Chiefs – Fire Defense Board - Funding

2.0 Action Items:

- 2.1 Appointment: Public/School Library Board – Sheri Carlson

3.0 Discussion Items:

- 3.1 DEQ Material Recovery Report for 2010
- 3.2 Gorge Security Shred
- 3.3 Rental Housing Proposal
- 3.4 American Recovery & Reinvestment Act Grant Update
- 3.5 Draft County Loan Policy
- 3.6 Commissioner Reports

4.0 Consent Agenda:

- 4.1 Minutes of October 5, 2011
- 4.2 Revenue/Expenditure Summary – September
- 4.3 Treasurer’s Report – September

5.0 Future Agenda Items:

***If necessary, an Executive Session may be held in accordance with:*

<i>ORS 192.660 (2) (d) Labor Negotiations</i>	<i>ORS 192.660 (2) (h) Legal Rights</i>
<i>ORS 192.660 (2) (e) Property</i>	<i>ORS 192.660 (2) (i) Personnel</i>



SHERMAN COUNTY COURT
REGULAR SESSION
SHERMAN COUNTY CIRCUIT COURTROOM

MINUTES

October 19, 2011

Present: Gary Thompson, County Judge; Steve Burnet, Commissioner; Mike Smith, Commissioner; Melva Thomas, Court Administrator; Rita Wilson, Deputy Clerk.

Additions to the agenda:

Jessica Metta – Written Quarterly Report

Kipp Baratoff – Meyer Memorial Trust: Economic Development Funding Strategy

SUMMARY OF ACTIONS TAKEN

Motion by Commissioner Smith, second by Commissioner Burnet allowing the Sherman County Emergency Services Advisory Committee Board to be a four person board. Those four people will consist of one Emergency Services person, one Fire person and two citizens, or one Emergency Services/Fire person and three citizens. Motion carried.

Motion by Commissioner Smith, second by Commissioner Burnet, to approve the Risk Management incentive Application in the amount of \$10,000 to upgrade video surveillance equipment and authorizing Judge Thompson to sign. Motion carried.

Motion by Commissioner Burnet, second by Commissioner Smith to approve the ODOT Public Transit Division Agency Quarterly Report as presented. Motion carried.

Motion by Commissioner Burnet, second by Commissioner Smith, to approve the Special Transportation Operating Funds application in the amount of \$30,000 for the 2011-2013 biennium and authorizing Judge Thompson to sign. Motion carried.

Motion by Commissioner Smith, second by Commissioner Burnet, to accept estimate #2 from ASET in the amount of \$4,950 to install one 6-strand fiber optic multimode cable and three cat5e cables from Courthouse MDF Rack to Road Department IDF Rack and authorizing Judge Thompson to sign. Motion carried.

Motion by Commissioner Burnet, second by Commissioner Smith, to accept estimate #1 from ASET in the amount of \$2,340 to install conduit and junction box system to connect onto existing underground conduit system to facilitate fiber/copper communications system and authorizing Judge Thompson to sign. Motion carried.

Motion by Commissioner Burnet, second by Commissioner Smith, to approve the appointment of Sheri Carlson to the Sherman County Public/School Library Board to temporarily fill in for Community Representative Jane Harden for a period of one year ending December 2012. Motion carried.

Motion by Commissioner Burnet, second by Commissioner Smith, to approve the appointment of Janet Pinkerton to the Sherman County Public/School Library Board as a Community Representative for a four year term to expire June 30, 2015 pending completion of volunteer interest form and background check. Motion carried.

Motion by Commissioner Smith, second by Commissioner Burnet to approve the Minutes of October 5, 2011, September Revenue/Expenditure Summary and September Treasurer's Report as presented. Motion carried.

1.0 APPOINTMENT SCHEDULE

1.1 SHAWN PAYNE – EMERGENCY SERVICES- QUARTERLY REPORT

Shawn reported that she had attended the Risk Management conference put on by City County Insurance and that it was very informative. She and Jenine will be working on policies that the county does not yet have in place. There is another conference February 29-March 2, 2012 that she would like to attend. She thanked the court for appointing her to the Risk Management Coordinator position.

Presented quarterly Activity Report.

The Emergency Services Advisory Committee Board requested to have the structure of the board modified from a five person board to a four person board because it is so difficult to get people to volunteer to serve.

Motion by Commissioner Smith, second by Commissioner Burnet allowing the Sherman County Emergency Services Advisory Committee Board to be a four person board. Those four people will consist of one Emergency Services person, one Fire person and two citizens, or one Emergency Services/Fire person and three citizens. Motion carried.

Shawn reported to the Court that each year she spends approximately \$1,000 on gifts for the holiday volunteer dinner/party. This includes all of the emergency services departments in the county. She said that in the past she has solicited funds from local businesses and citizens but due to the "economic climate" she hasn't done this for a couple of years. Money donated to the ambulance for memorials, etc. is put into this fund but the amount is dwindling. Shawn and the Emergency Services Advisory Committee requested the court's donation of \$1,500 a year to cover the cost of gifts for this event. She has enough for this year's gifts. The Court told Shawn that this needs to be brought up at budget time. She will approach the Budget Committee when that time comes.

Shawn said that things are going very well between the departments. There have been three "mutual aid" events in the past two weeks where Sherman Ambulance had to request assistance from South Sherman Ambulance and/or South requested assistance from Sherman County Ambulance. Shawn said that the issue of recouping expenses from Oregon Raceway Park when the Sherman County Ambulance covers for or is on standby for South Sherman Ambulance at the racetrack will need to be addressed if those calls continue.

1.2 AMBER DEGRANGE – JUVENILE DIRECTOR – QUARTERLY REPORT

Amber reported that presently her caseload is low. There is a new program at NORCOR; Taking Ownership of Live Skills (TOOLS) for probation and parole youth with varying levels of offenses. The program is through Oregon Youth Authority will begin November 1 and focus on 15-17 year olds. The goal is to get the youth back into the community. It should be profitable for NORCOR.

There is a proposal for OJDDA to take over juvenile services for Oregon Youth Authority. Amber said that the specifics for this proposal change daily and she is not sure how it will end. She said it would negatively impact counties. She is going to a meeting in Pendleton the 19th and the AOC conference in Eugene to discuss this. There is a CEOJJC meeting in Baker City next week.

Amber is working on updating the Juvenile Policy Handbook.

The minimum grant for Prevention has decreased from \$50,000 to \$45,000. It shouldn't affect the counseling and tutoring programs in the schools.

1.3 JENINE MCDERMID – CLERK'S OFFICE – QUARTERLY REPORT

Jenine reported that it is proposed that the Risk Management Incentive money the County was awarded be spent toward improving overall courthouse security. This would be equipment such as new monitors, video cameras, wireless alarm system, and related equipment. CIS representative John Zakariassen indicated that this would be an appropriate use of the funds.

Motion by Commissioner Smith, second by Commissioner Burnet, to approve the Risk Management incentive Application in the amount of \$10,000 to upgrade video surveillance equipment and authorizing Judge Thompson to sign. Motion carried.

She attended the Clerk's conference in Coos Bay in August. Probate fees changed as of October 1. Marriage ceremony fees increased to \$100; she is getting clarification from County Counsel to see if this is required.

The Clerk's Office had a passport audit in August that went very well.

There has been some question about voter eligibility; the Oregon Constitution says that a person has to be a resident for 6 months before they can vote, however this was repealed several years ago. Jenine said that there have been rumors that "transients" have been registering to vote in the county. She made it clear that anyone registering to vote has to have a physical address in the county **and** that there has not been an illegal election held in Sherman County.

Jenine needs one more Board of Property Tax Appeals non-office holding member to be an alternate in case one of the other three members is unavailable.

1.4 JAN JENSEN-BYRAM – SENIOR & COMMUNITY CENTER – QUARTERLY REPORT

Jan presented an update on meals served at the Senior Center last quarter (1195 at the center and 497 home delivered). She said that they had recently had a group of 38 who were touring the museum. She asked the Court their opinion of her talking to the museum and asking them to direct visitors to the Sr. Center for lunch. Judge Thompson said that she needs to be mindful that there are other eating establishments in Moro. Melva will continue posting the Sr. Center menu on the county website.

Jan said MCCFL had a new person coming in to the center and she was wondering about having an outside key made for them. The Court said that anyone who used the building should be given the access code to the outside door; therefore, there is no need for them to have a key to the outside door. No new keys will be made.

Demolition in preparation for the new commercial gas stove and hood will begin on November 4. The contractors will be working all weekend.

Jan asked if Amber Hein could work an additional hour each week to do deep cleaning. The Court told Jan that it was up to her on how she wants to use her budget. They told her to talk to Debbie if she needs to know how it

will affect the Sr. Center's budget. The Court also suggested that Amber not begin this deep cleaning project until all of the construction was completed.

The question of tenants using the classroom at the Sr. Center at no charge was discussed. It was the consensus of the court that there will be a minimum charge of \$20. The Sr. Center Board suggested not charging a room rental fee to Mid Columbia CAP when they are in Sherman County meeting with seniors. It was the consensus of the Court to charge for the classroom, but the Court will pay this fee.

Jan inquired about a projector that had been at the Sr. Center. Melva said that she it was in her office and she would get it to Jan. There has been a request to borrow the projector for a function outside the Sr. Center building. It was decided not to loan equipment/supplies to be used outside the Sr. Center or Courthouse

Tom Macnab will have a Community Service person working on the grounds at the Sr. Center. Jan wanted to know her role is in this. Commissioner Smith said that she should not have to spend any of her time monitoring this person. They will know ahead of time from Tom what they are to do.

1.5 ROD ASHER – WEED /GROUNDS MAINTENANCE – QUARTERLY REPORT

Rod reported that a lot of work needs to be done at the Senior Center. Judge Thompson and Commissioner Burnet said that they had installed a drip system there that has never been implemented. Tom is working on cleaning up plantings at the Sr. Center. They need to work on the sprinklers to redirect them so they don't hit the windows at both the Sr. Center and the courthouse.

Tom is mowing as needed, fertilized at the courthouse and DeMoss Park and did some seeding in some bare spots.

The water lines at DeMoss Park were discussed. Rod said that there has never been water in the corrals at DeMoss. The sprinkler system is not automatic, so has to be operated manually. They said that cleaning the restrooms with no water on site is a problem, but they get by. The sensor was replaced in the restrooms. Tom reported that there seems to be less vandalism since the video surveillance sign was put up. Although there shouldn't be overnight parking at the park, travelers sometimes do spend a night there. Recently a camper was there for the weekend. The questions was raised as to whether there needs to be a "No Overnight Parking" sign put up. Since so many people do use the park, and the overnight parking issue isn't being abused, the Court won't make a decision at this time.

Approximately 200 feet of sewer line at the courthouse needs to be replaced. Commissioner Smith said that there is a process called pipe bursting that involves going through existing lines; therefore, the lawn doesn't have to be so disrupted. He also suggested that they pour a root killer into the system now to get some of the roots out of the way before any work begins. Rod and Lee will work together to determine what options are available and present their findings to the Court.

He has been working at eradicating some blackberries and Knapweed. He sent out noxious weed notices this summer; most of them turned into spray jobs for him and he issued no citations. Skeleton weed was found in a field that was recently taken out of CRP in Kent. He anticipates weeds in the county as CRP fields come out and because WADOT has pulled their roadside spray programs. Commissioner Burnet said that the Soil and Water Conservation District is working on funds for Skeleton Weed control. Rod reported that a lot of new chemicals are coming out.

1.6 JESSICA METTA – MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT – QUARTERLY REPORT (Written Report) KIPP BARATOFF – MEYER MEMORIAL TRUST

Jessica obtained a \$2500 grant from Travel Oregon to be used for the John Day River Territory for outreach. She worked with Judge Thompson to submit the Initial Request for use of Government Property to the Corps' Real Estate Division for the redevelopment of Giles French Park. The preliminary reviews may take 30 days or longer.

Jessica will be participating in a Biggs Interchange Aesthetics Group (artwork at the new Biggs interchange). Some Sherman County students will be participating in a LEGO robotics competition in The Dalles in December. Papers were signed Friday at MCEDD for revolving loan funds so requests can now be taken from businesses.

Kipp was hired by Myer Memorial Trust to identify opportunities that urban funders can invest in. There is a particular interest in working outside the urban areas. He has met with people around the state to learn of their needs. Seven key elements for economic development have been identified and he is piloting a program in the Mid Columbia area for Meyer Memorial Trust, working with MCEDD. The first step is to identify the needs accurately and he would like to meet with the Court or at least a representative of the Court. Commissioner Burnet asked if affordable housing would be a part of the funding options. Kip indicated that affordable housing is a key component of economic development. Judge Thompson noted that the county is looking for workforce housing as opposed to low income housing. There is a need for single family dwellings in the \$120,000-\$140,000 range. Commissioner Smith added that there is also a need for rentals to get people to stay in the county. A work session is scheduled with the Court Thursday, November 10th from 9-11 a.m.

1.7 RON MCDERMID – JUSTICE COURT- QUARTERLY REPORT; RENOVATION/PHONE SYSTEM UPDATE

Ron told the Court that the first quarter was very busy with revenues of \$87,435.14 compared to \$68,461.12 last year. He reported that HB 2712, which is over 100 pages long, will affect all courts in a number of ways. Most of the changes will take effect on January 1st, 2012. Several groups will be working together on legislation to revise some of the aspects of the bill.

Progress is being made with the new phone system. Century Link has been in the building to prepare to install equipment. Don Thompson from MicroSphere was here testing the wiring system.

Debbie is finalizing the ARRA reimbursement. Shawn is working on the generator grant.

Estimates from ASET for running fiber optic to the Road Department were reviewed. Commissioner Smith suggested getting another estimate – possible from Unitech. After some discussion it was decided that the Court was comfortable with ASET's proposal.

Motion by Commissioner Smith, second by Commissioner Burnet, to accept estimate #2 from ASET in the amount of \$4,950 to install one 6-strand fiber optic multimode cable and three cat5e cables from Courthouse MDF Rack to Road Department IDF Rack and authorizing Judge Thompson to sign. Motion carried.

Motion by Commissioner Burnet, second by Commissioner Smith, to accept estimate #1 from ASET in the amount of \$2,340 to install conduit and junction box system to connect onto existing underground conduit system to facilitate fiber/copper communications system and authorizing Judge Thompson to sign. Motion carried.

1.8 GEORGIA MACNAB – PLANNING DEPARTMENT – QUARTERLY REPORT

Georgia reported that there have been five loan committee meetings. There is about \$23,000 left in the rehabilitation program. There are a couple of potential clients.

The plumbing permit has been obtained and the forms for the concrete are in for the restrooms at the RV Park.

Cascade Crossing process to begin in February with EFSC. Verizon renewed CUP for their cell tower.

Georgia has purchased a new computer and a refurbished copy machine.

1.9 EMILY BERNDT – AGENCY RELATIONS COORDINATOR - 211 PRESENTATION

Emily discussed 211 service which is now available in Sherman County. 211 info provides community services knowledge to those who need help. She reported that about 6% of Sherman County residents have used 211 services. They would like to have a data manager located in the area possible through Mid Columbia CAP. Information can be obtained by phone and their website. They try to keep their information updated regularly. They can also provide emergency services information; health and human services as well as emergency management.

She may be back in the future to discuss funding.

1.10 MARNENE BENSON-WOOD – TREASURER/COMMUNITY TRANSIT – QUARTERLY REPORT; SPECIAL TRANSPORTATION OPERATING PROGRAM APPLICATION

Reviewed actual revenue/expense report; beginning balance \$35035.04; ending \$33737.10; Medicaid revenue of \$23580.00. Reviewed detailed revenue and expenses: total revenue of \$37519.00, total expenses \$38817.00

Motion by commissioner Burnet, second by Commissioner Smith, to approve the ODOT Public Transit Division Agency Quarterly Report as presented. Motion carried.

Reviewed the Special Transportation Operating Program grant application.

Motion by Commissioner Burnet, second by Commissioner Smith, to approve the Special Transportation Operating Funds application in the amount of \$30000.00 for the 2011-2013 biennium and authorizing Judge Thompson to sign. Motion carried.

Marnene said that she hopes to increase services to include trips to Water's Edge for physical therapy and exercise sessions.

She is in the process of ordering a new 4-wheel drive to replace the Trailblazer.

1.10 FIRE CHIEFS – FIRE DEFENSE BOARD – FUNDING

Present: Glen Fluhr and Chris Hendrix, South Sherman Fire Department, Rod Asher, North Sherman Fire Department, Tom Macnab, Moro. John Jensen from Rufus was unable to attend. Also present were Emergency Services Director, Shawn Payne and Sheriff Brad Lohrey.

The group told the Court that many of the grants that have been available to fire departments in the past are going away, or so restrictive in their requirements they are unattainable. Equipment and supplies that need to be routinely replaced are expensive, as well as any other needs throughout the year. They are working on written guidelines governing a Fire Defense Board and proposed that the County Court give that Board \$100,000.00 a year to be divvied out between the Sherman County Fire Departments. They realize that the needs (and budgets) of the departments vary widely and said that the amount that each department would get would vary too, depending on their specific needs each year. Rod said that they share equipment when it is possible, but that isn't always practical.

Commissioner Burnet asked if there is a way to determine what equipment a department needs, then inventory each department to see what they have, then decide from there what is needed. Rod said that they would do this.

Sheriff Lohrey told the group that by 2013 the radio system, as we know it now, will be obsolete and that the cost of replacing radios, pagers, equipment, etc., will be exorbitant. Rod added that it could cost as much as \$350,000 to replace all of the radios. Sheriff Lohrey said that the "Rescue" portion of his position has fallen on the fire departments and he is willing to run the funds through the Sheriff's budget.

This is an item to be brought before the Budget Committee next year.

2.0 ACTION ITEMS

2.1 APPOINTMENT: PUBLIC/SCHOOL LIBRARY BOARD – SHERI CARLSON

Motion by Commissioner Burnet, second by Commissioner Smith, to approve the appointment of Sheri Carlson to the Sherman County Public/School Library Board to temporarily fill in for Community Representative Jane Harden for a period of one year ending December 2012. Motion carried.

Motion by Commissioner Burnet, second by Commissioner Smith, to approve the appointment of Janet Pinkerton to the Sherman County Public/School Library Board as a Community Representative for a four year term to expire June 30, 2015 pending completion of volunteer interest form and background check. Motion carried.

3.0 DISCUSSION ITEMS

3.1 DEQ MATERIAL RECOVERY REPORT FOR 2010

Reviewed report.

3.2 GORGE SECURITY SHRED

Melva reported that after looking into the price of shredders she contacted Gorge Security Shred in Hood River. . They provide different sizes of secure (locking) containers that can be picked up on any schedule the County would request. It was the consensus of the Court to invite a representative from Gorge Security Shred to a County Staff meeting to answer questions and discuss our options. Melva will make these arrangements.

3.3 RENTAL HOUSING PROPOSAL

Will schedule a meeting with the Court to talk about his business.

3.4 AMERICAN RECOVERY & REINVESTMENT ACT GRANT UPDATE

Postponed until next meeting.

3.5 DRAFT COUNTY LOAN POLICY

Reviewed policy. Some questions for County Council: Need to include option to pay off debt in #2. What is the reason for #3. Add must demonstrate ability to repay. Do we want to sunset the policy after 10 years? No. If entity paid back in five years can they borrow again for another five years? Yes. Include interest rate that is 2 points over LGP rate for the county.

Will look at another draft next meeting.

3.6 COMMISSIONER REPORTS

Commissioner Smith – CCO meeting Tuesday. All in attendance agreed that there will be a cost savings, but they don't know where the money comes from or how it will work. There is another meeting Nov. 18, which he won't be attending because of AOC Conference in Eugene. Deputy Daniel Hall is attending truck inspection training.

Commissioner Burnet – Extension building is probably a little ahead of schedule. They are hooking up to city sewer. The bid from Dan Gunkle Construction was about \$2,000 lower than KIWI. Milt has been in contact with ASET about getting the preliminary wiring for the security system and will talk to Ron about the phone system. The rock is ready to be picked up and put in place.

Judge Thompson - The RV Park project is going well. He is on the Rural Housing Task Force; Sherman County has been chosen for a pilot project.

4.0 Consent Agenda:

4.1 Minutes of October 5, 2011

4.2 Revenue/Expenditure Summary – September

4.3 Treasurer's Report – September

Motion by Commissioner Smith, second by Commissioner Burnet, to approve the Minutes of October 5, 2011, September Revenue/Expenditure Summary and September Treasurer's Report as presented.
Motion carried.

THERE BEING NO FURTHER MATTERS AT ISSUE, COURT WAS ADJOURNED AT 3:05 P.M.



COUNTY JUDGE

ATTEST: 

DEPUTY CLERK



COMMISSIONER



COMMISSIONER