



Court Agenda

December 1, 2010

1.0 Appointment Schedule:

- 1.1 9:00 a.m. Georgia Macnab – Planning Department – Updated Job Description
- 1.2 9:30 a.m. Ron McDermid – Facilities Committee – Courthouse Project Update
- 1.3 10:00 am. Milt Ketchum – Ketchum Enterprises – Extension/Experiment Station Project Update

Additions to Agenda:

2.0 Action Items:

- 2.1 Solar Loan Program
- 2.2 Appointment – Senior Center Advisory Committee

3.0 Discussion Items:

- 3.1 Housing Rehab Program – Update
- 3.2 Library Lease Agreement – Sherman County/Sherman School District
- 3.3 Senior Center Cook Temp Position – Select Interview Team; Schedule Interviews
- 3.4 National Association of Counties Convention (Portland) – Sherman County Contribution
- 3.5 RV Park Grant
- 3.6 Sherman County Public Contracting Rules – Update Proposed
- 3.7 Commissioner Reports

4.0 Consent Agenda:

- 4.1 Minutes of November 3, 2010
- 4.2 Minutes of November 23, 2010 – Special Session
- 4.3 Revenue/Expenditure Summary – October
- 4.4 Treasurer’s Report - October
- 4.5 Claims – November

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

December 1, 2010, 9:10 am

Present: Gary Thompson, County Judge; Mike Smith, Commissioner; Melva Thomas, Court Administrative Assistant; Jenine McDermid, County Clerk; Georgia Macnab.

SUMMARY OF ACTIONS TAKEN

Motion by Commissioner Smith and second by Judge Thompson to approve the revised job description for the Sherman County Community Development and Planning Department Planning Director position and authorize Judge Thompson to sign. Motion carried.

Motion by Commissioner Smith second by Judge Thompson to approve Marvin Meyers as volunteer on the Senior Center Advisory Committee. Motion carried.

Motion by Commissioner Smith Second by Judge Thompson to approve the Request For Proposals for Architectural & Engineering Services for the Sherman County Extension Service/Experiment Station offices as presented. Motion carried.

Consensus of the Court to authorize Shawn Payne to update the Ambulance Service Area (ASA) plan and present to the Court for their approval, upon review by legal counsel.

Motion by Commissioner Smith second by Judge Thompson to approve and authorize signatures for the November 23 minutes and the October Treasurer's report. Motion carried.

Motion by Commissioner Smith and second by Judge Thompson to approve the November claims. Motion carried.

1.1 PLANNING DEPARTMENT – UPDATED JOB DESCRIPTION – GEORGIA MACNAB:

A revised job description for her position was received from Planning Director Georgia Macnab. The Court reviewed and discussed the document. Commissioner Smith suggested including the RV Park administrator title and duties.

The subject of economic development was discussed. Georgia plans to add county economic development information to the website.

Motion by Commissioner Smith and second by Judge Thompson to approve the revised job description for the Sherman County Community Development and Planning Department Planning Director position and authorize Judge Thompson to sign. Motion carried.

2.1 SOLAR LOAN PROGRAM:

The Court reviewed a proposal received from County Economic Development Coordinator Jessica Metta designed for the development of a residential solar PV system loan program for owner-occupied homes. This is similar to the program adopted by the City of Pendleton and could be financed out of the renewable energy fund. It was decided to continue the discussion, with eventual development of an RFP to be reviewed by legal counsel. Currently, it appears this program is available only to residential applicants, although the Court could consider modifying the program eventually to include businesses.

2.2 SENIOR CENTER ADVISORY COMMITTEE – APPOINTMENT:

A volunteer interest form was received from Marvin Meyers for the vacant position on the Senior Center Advisory Committee. A background check had been completed, according to Melva Thomas.

Motion by Commissioner Smith second by Judge Thompson to approve Marvin Meyers as volunteer on the Senior Center Advisory Committee. Motion carried.

1.3 EXTENSION /EXPERIMENT STATION PROJECT UPDATE – KETCHUM ENTERPRISES – MILT KETCHUM:

Milt Ketchum presented a conceptual project schedule and a proposed request for proposal (RFP) document pertaining to architectural and engineering services, which were reviewed and discussed by the Court. This RFP will be publicized beginning December 2nd, with the architect team selected by December 31. A selection committee will be appointed for this qualification based selection process. He prefers not to be involved with this process as to prevent the appearance of any bias, although he will be happy to work with the Court.

Also reviewed was a conceptual design-bid-build project budget for \$839,454 with the revenue side completed later. Milt explained how each process or stage is approved prior to moving on to the next. If the architect designs a project that is not within budget and if the bid figure is more than 5% of the budget, the architect is required to redesign the project to fit within the budget. An abatement contract would cover abatement of asbestos and lead at the current facility, both items below the \$50,000 amount required for a bid process. It was suggested the old basement may be fill with $\frac{3}{4}$ minus or pit run crushed rock.

The cost per square foot is budgeted at \$170, based on a 3,500 square foot building, which is comparable with other local projects. Some site work and parking is included, but not landscaping. Additional information will be learned during the design stage and 10% was added to contingency. Other discussion concerned the LEED certification and asbestos study of the old structure, 1% state art requirement, job site trailer and site power work.

Motion by Commissioner Smith second by Judge Thompson to approve the Request for Proposals for Architectural & Engineering Services for Sherman County Extension Service/Experiment Station offices as presented. Motion carried.

1.2 FACILITIES COMMITTEE – COURTHOUSE PROJECT UPDATE – RON MCDERMID:

The team members are moving ahead and are currently working with Lee Willeman at the Department of Energy. At the next opportunity, NIS will be asked about moving up the timeline for redundant internet capability. Portions of the project are included with the ARA funding and others are not. The HVAC costs are included. Ron reported the small red shed will be removed unless another use is found. The Court also discussed window coverings, which could be completed at a later date.

3.1 HOUSING REHAB PROGRAM – UPDATE:

Melva Thomas presented three OCDBG cash request/progress reports. \$90,000 has been expended to date. Rene' Moore established the project in Quick Books, with assistance from Jessica Berty.

3.2 LIBRARY LEASE AGREEMENT – SHERMAN COUNTY/SHERMAN SCHOOL DISTRICT:

The proposed agreement was received from Superintendent Ivan Ritchie, and had been reviewed by school district and county legal counsels and insurance agent, with changes highlighted. The Court reviewed the document, which was referred back to the school district.

3.3 SENIOR CENTER COOK TEMP POSITION – SELECT INTERVIEW TEAM; SCHEDULE INTERVIEWS;

Melva Thomas reported to date two persons have submitted applications, and having been told this is now a temporary position one person withdrew their application. Temporary help is available until December 13th. It was decided one commissioner, Senior Center Manager Katie Kelley and one member of the advisory committee will conduct the interviews. Commissioner Smith volunteered to represent the Court, as Judge Thompson is not available on that date.

3.4 NATIONAL ASSOCIATION OF COUNTIES CONVENTION (PORTLAND) – SHERMAN COUNTY CONTRIBUTION:

The National Association of Counties Convention (NACO) will be held in Portland July 2011. Each county has been asked to make a donation. After discussion, this item will be tabled for a future date. Judge Thompson commented that Iberdrola made a \$15,000 contribution for the conference.

3.5 RV PARK GRANT:

Sherman County's grant application is still under consideration and results will be released in January 2011.

3.6 SHERMAN COUNTY PUBLIC CONTRACTING RULES – UPDATE PROPOSED:

Legal counsel is recommending an update to the county's public contracting rules and is in the process of obtaining cost information. He will present this to the Court at a later date.

3.6 COMMISSIONER REPORT:

Commissioner Smith is in the process of obtaining quotes for the wireless internet project. He is also looking into the option of IPTV (Internet Protocol Television), which is now available at the City of Canby. Commissioner Smith has been asked to join the OWIN (Oregon Wireless Internet Network) board.

Judge Thompson reported the BETC, federal production tax credits have all expired as of this month. As a result there are no longer any tax incentives for wind projects. Small wind development projects within the county were discussed. Judge Thompson mentioned he has been appointed to Chair the AOC Energy & Environment Steering Committee.

Melva Thomas presented a letter from Emergency Services Director Shawn Payne regarding ASA requirements. The county will update its ASA plan; every county is responsible for developing its own guidelines

Consensus of the Court for Shawn Payne to update the ASA plan and present to the Court for approval, after review by county legal counsel.

4.0, 4.1, 4.2, 4.3, 4.4, 4.5 CONSENT AGENDA: NOVEMBER 3, 2010 COURT MINUTES; NOVEMBER 23, SPECIAL SESSION COURT MINUTES; REVENUE/EXPENDITURE SUMMARY – OCTOBER; TREASURER'S REPORT – OCTOBER; CLAIMS –NOVEMBER:

Motion by Commissioner Smith and second by Judge Thompson to approve and authorize signing of the November 23, 2010 minutes as presented and the treasurer's report. **Motion carried.** The November 3 minutes will be presented at the December 15 meeting for approval as a quorum of commissioners attending that meeting were not present at this meeting.

Motion by Commissioner Smith and second by Judge Thompson to approve the November claims. **Motion carried.**

THERE BEING NO FURTHER MATTERS AT ISSUE, COURT WAS ADJOURNED
AT 12:25 PM



COUNTY JUDGE

ATTEST: 

COUNTY CLERK



COMMISSIONER

COMMISSIONER