



Court Agenda

December 7, 2011

Additions to Agenda:

1.0 Appointment Schedule:

- 1.1** 9:00 a.m. Mark Coles – Road Department – Staff Retirement; Approach Permit
- 1.2** 9:30 a.m. Rene' Moore – Biggs Service District Administrator – Biggs Service District Audit; Biggs Service District Auditor Recommendation
- 1.3** 10:00 a.m. Rod Asher – Weed Department – DEQ Permits; Emergency Services Communication Equipment
- 1.4** 10:30 a.m. Executive Session in Accordance with ORS 192.660 (2) (i) Personnel
- 1.5** 11:00 a.m. Ron McDermid – Facilities Committee – Voice & Data Cutover Update
- 1.6** 11:15 a.m. Executive Session in Accordance with ORS 192.660 (2) (i) Personnel
- 1.7** 11:30 a.m. Ron McDermid – Justice Court – Temporary Staff Request
- 1.8** 11:45 a.m. Debbie Hayden – Finance Director – Reimbursement Policy for Travel

2.0 Action Items:

- 2.1 Property Taxes on Asher Subdivision Lots
- 2.2 Proposal for the Sale of Lot 6 in Asher Subdivision
- 2.3 Declare as Surplus Property – 2003 Chevrolet Trailblazer 4X4
- 2.4 Declare as Surplus Property – Old Phones
- 2.5 Computer Request – District Attorney’s Office
- 2.6 Sherman County Wireless Network – Budget Increase Authorization

3.0 Discussion Items:

- 3.1 Letter of Resignation
- 3.2 Sherman County Wireless Network – Institutional Rate List
- 3.3 Senior Center Kitchen Inspection
- 3.4 Raymond Photomurals – Update
- 3.5 Housing Proposal Request
- 3.6 Amendment to ARRA Grant Agreement
- 3.7 OSU Lease Agreement
- 3.8 Senior Center Christmas Raffle
- 3.9 Commissioner Reports

4.0 Consent Agenda:

- 4.1 Minutes of November 9, 2011
4.2 Claims – November

5.0 Future Agenda Items:

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



SHERMAN COUNTY COURT
REGULAR SESSION
SHERMAN COUNTY CIRCUIT COURTROOM

MINUTES

DECEMBER 7, 2011

Present: County Judge Gary Thompson, Commissioner Steve Burnet, Commissioner Mike Smith, Administrative Assistant Melva Thomas, Deputy Clerk Rita Wilson.

Additions to the agenda: Consensus to hold only one session of County Court in January because of the Tri-County Court meeting in Fossil January 18.

SUMMARY OF ACTIONS TAKEN

Motion Commissioner Burnet second by Commissioner Smith to go into Executive Session in accordance with ORS 190.660 (2) (i) personnel. Motion carried.

Motion Commissioner Smith second by Commissioner Burnet to go into Executive Session in accordance with ORS 190.660 (2) (i) personnel. Motion carried.

Motion by Commissioner Smith, second by Commissioner Burnet to amend County reimbursement policy to approve up to 18% for tips and authorize internet access costs. To deny reimbursement for room service fee, extra occupancy fee and personal items such as movies and newspapers. Motion carried.

Motion by Commissioner Smith second by Commissioner Burnet to approve leaving Lots 5, 6, 11 and 12 in the Asher Subdivision purchased by the County on the tax rolls and paying the property taxes as they are due. Motion carried.

Motion by Commissioner Burnet and second by Commissioner Smith to approve the sale of Lot 6 in the Asher Subdivision in the amount of \$44,000.00 to Gene and Linda

Burnet and authorizing Judge Thompson to sign the Bargain and Sale Deed once payment is received. Motion carried.

Motion by Commissioner Smith second by Commissioner Burnet to declare as surplus property Sherman County Community Transit's 2003 Chevrolet Trailblazer 4X4 VIN # 1GNET16S836107284.

Motion carried.

Motion by Commissioner Smith second by Commissioner Burnet to authorize selling the 2003 Chevrolet Trailblazer 4X4 vehicle with a minimum bid of \$5,500. Motion carried.

Motion to declare as surplus property all the old phones.

Motion by Commissioner Burnet second by Commissioner Smith to authorize the expenditure of up to \$1,900.00 to purchase two new computers for the District Attorney's Office with funds to come from the Computer Related Fund. Motion carried.

Motion by Commissioner Burnet, second by Commissioner Smith, to authorize the expenditure of an additional \$5,000 for expenses incurred in the development of the Sherman County Wireless Access Network. Motion carried.

Consensus to purchase \$5/person of Senior Center raffle tickets for all county employees.

Motion by Commissioner Smith second by Commissioner Burnet to approve the Minutes of November 9, 2011, as presented. Motion carried.

Motion by Commissioner Burnet second by Commissioner Smith to approve the payment of claims for the month of November as presented. Motion carried.

1.0 APPOINTMENT SCHEDULE

1.1 MARK COLES – ROAD DEPARTMENT- STAFF RETIREMENT; APPROACH PERMIT

Mark reported to the Court that Jim Payne would like to retire as December 31, 2011 then work as a temporary employee from January 2, 2012 through March 30, 2012. This would be a full-time temporary position. Mark said he is supportive of Jim's retirement and would like the approval of the Court to proceed with this process. The Court asked

that Mark talk with Hood River County's Human Resources person to see if there were any legal issues with this plan. It was the consensus of the Court to approve this as long as it was truly temporary and legal. It was decided that Jim would come back at the rate of pay he is receiving now minus PERS. Mark asked if he could hire a new employee. This position may need to overlap for a month or so depending on who is hired. The Court agreed.

Mark has had a request for an approach to a field for Pat Beers. He said that he would recommend this, but Pat is also looking for another approach to Scott Canyon and he feels that this is not a good idea, as it would be steep and could undercut the county road. The consensus was to compromise: deny the Scott Canyon project and put a tube in the other.

The Road Department has all of their oil rock for next year crushed and if the weather holds they may do some additional crushing.

1.3 ROD ASHER – WEED DEPARTMENT – DEQ PERMITS; EMERGENCY SERVICES COMMUNICATION EQUIPMENT

Tom Macnab, Glenn Fluhr, Shawn Payne present. As of January 2013 the Federal Mandate is that all two way radio systems must be operating in narrowband mode, which will cut coverage in half. The Digital switch will be up and running by the end of spring 2012. Rod told the Court that the Emergency Services Departments are looking at costs up to \$300,000 for communication equipment. Motorola representatives estimated a cost of \$276,000. The departments looked at ways to cut costs such as reducing the number of portable radios, etc. and still came up with a cost of \$240,000. Commissioner Smith said that there are funds set aside for this. He will talk with Rob Meyers, Day Wireless and Tri-Com to see how the digital switch/narrow band issue needs to be handled. He will relay any information he obtains to Shawn and she will be in contact with the departments.

Rod said that they are currently having trouble communicating between towns. Glen said that there were communication problems yesterday during a fire. They feel that part of the problem is the way Tri-Com pages out, (not parroting). They are working on this with the dispatchers.

Rod reported the Weed Districts must get a \$500 DEQ permit to apply pesticides within 3 feet of any waterway. He said that he would like to make an official statement that the Sherman County Weed District will not be spraying within 3 feet of any waterway, therefore avoiding having to get the permit. This requirement does not apply to

individual land owners or the Road Department at this time. The Court supports Rod's decision to declare that the Weed Department will not be spraying within 3 feet of waterways.

1.4 EXECUTIVE SESSION IN ACCORDANCE WITH ORS 192.660 (2) (i) PERSONNEL

Motion Commissioner Burnet second by Commissioner Smith to go into Executive Session in accordance with ORS 190.660 (2) (i) personnel. Motion carried.

Debbie Hayden present.

1.5 RON MCDERMID – FACILITIES COMMITTEE –VOICE & DATA CUTOVER UPDATE

Additional \$88,000 ARRA funds were approved for the courthouse renovation project. Todd Hess has not received final payment yet due to an unresolved problem with one of the boilers. There is a tech here working on the boiler today. In general, the project has gone well.

Today is the phone system cutover day. Two trainings are scheduled for today, with additional individualized trainings to be held in the next week.

A meeting was held Friday, December 12 regarding data cutover with ESD, Microsphere, Day Wireless, Frontier TeleNet, Century Link, ASET, Oregon Judicial Dept and Ron representing Sherman County. There was discussion on how to best use the server room and transition to new data infrastructure. January 19, 2012 is the goal for the cutover date. Ron reported good cooperation between ESD and Microsphere. There will be UPS units and a generator for emergency power sources. Commissioner Smith mentioned that there needs to be a good plan in place for cooling and an alarm to monitor the temperature in the server room. Commissioner Burnet asked what the overall cost to the county was for this project. Ron will report back at the next Court meeting with the final numbers.

The State of Oregon is funding improvements for every courthouse. We should be hearing more about this soon. Some of the new equipment that will be added is a camera in the courtroom and limited access controls

1.6 EXECUTIVE SESSION IN ACCORDANCE WITH ORS 192.660 (2) (i) PERSONNEL

Motion Commissioner Smith second by Commissioner Burnet to go into Executive Session in accordance with ORS 190.660 (2) (i) personnel. Motion carried.

Ron McDermid present. (Judge Thompson not present).

1.7 RON MCDERMID – JUSTICE COURT – TEMPORARY STAFF REQUEST

Ron requested permission to hire a temporary person for approximately 200 hours to cover a leave of absence in Justice Court. It was the consensus of the Court to support hiring temporary help. The position will be advertised beginning next week.

Justice Court will adopt QuickBooks for their record keeping beginning in January.

1.8 DEBBIE HAYDEN – FINANCE DIRECTOR- REIMBURSEMENT POLICY FOR TRAVEL

Debbie is in the process of updating personnel policies and came to the Court for direction and clarification on a number of issues that have come up. She said that it is policy that the county does not pay for alcohol. In order for reimbursement itemized, detailed receipts are required. The county's present policy for tipping is 15%; however, it seems that most restaurants expect 18%. There also needs to be a policy regarding room service fees, newspapers, movies, internet access costs and extra occupancy fees. Debbie said that another way of paying for conferences could be per diem. An example for Salem was \$93/day for lodging and meals. This option didn't appeal to the Court .

Motion by Commissioner Smith, second by Commissioner Burnet to amend County reimbursement policy to approve up to 18% for tips and authorize internet access costs. To deny reimbursement for room service fee, extra occupancy fee and personal items such as movies and newspapers. Motion carried.

2.0 ACTION ITEMS

2.1 PROPERTY TAXES ON ASHER SUBDIVISION LOTS

Motion by Commissioner Burnet and second by Commissioner Smith to approve the sale of Lot 6 in the Asher Subdivision in the amount of \$44,000.00 to Gene and Linda Burnet and authorizing Judge Thompson to sign the Bargain and Sale Deed once payment is received. Motion carried.

2.2 PROPOSAL FOR THE SALE OF LOT 6 IN ASHER SUBDIVISION

Motion by Commissioner Smith second by Commissioner Burnet to approve leaving Lots 5, 6, 11 and 12 in the Asher Subdivision purchased by the County on the tax rolls and paying the property taxes as they are due. Motion carried.

2.3 DECLARE AS SURPLUS PROPERTY – 2003 CHEVROLET TRAILBLAZER 4X4

Motion by Commissioner Smith second by Commissioner Burnet to declare as surplus property Sherman County Community Transit's 2003 Chevrolet Trailblazer 4X4 VIN # 1GNET16S836107284.

Motion carried.

Motion by Commissioner Smith second by Commissioner Burnet to authorize selling the 2003 Chevrolet Trailblazer 4X4 vehicle with a minimum bid of \$5,500. Motion carried.

2.4 DECLARE AS SURPLUS PROPERTY – OLD PHONES

Motion to declare as surplus property all the old phones.

Consensus of the court to have facility committee determine what to do with them.

2.5 COMPUTER REQUEST – DISTRICT ATTORNEY

Motion by Commissioner Burnet second by Commissioner Smith to authorize the expenditure of up to \$1,900.00 to purchase two new computers for the District Attorney's Office with funds to come from the Computer Related Fund. Motion carried.

2.6 SHERMAN COUNTY WIRELESS NETWORK – BUDGET INCREASE AUTHORIZATION

Motion by Commissioner Burnet, second by Commissioner Smith, to authorize the expenditure of an additional \$5,000 for expenses incurred in the development of the Sherman County Wireless Access Network. Motion carried.

3.0 DISCUSSION ITEMS

3.1 Letter of Resignation

Reviewed Karl Richter's resignation from employment at the Fairgrounds.

3.2 Sherman County Wireless Network – Institutional Rate List

Commissioner Smith talked with Danny Callahan at NCESD about good program/equipment for public access. He recommends going with the ESD for a total cost of less than \$2,000.

3.3 Senior Center Kitchen Inspection

Reviewed great report from North Central Public Health.

3.4 Raymond Photomurals – Update

Melva provided an update on the restoration project.

3.5 Housing Proposal Request

Reviewed notice posted for proposals.

3.6 Amendment to ARRA Grant Agreement

Reviewed finalized amendment for additional ARRA funding on the Courthouse project.

3.7 OSU Lease Agreement

Commissioner Burnet will follow-up on this.

3.8 Senior Center Christmas Raffle

Consensus to purchase \$5/person of Senior Center raffle tickets for all county employees.

3.9 Commissioner Reports

Commissioner Burnet – Extension project contractor wants to attach roof mechanically (glue won't stick in the cold weather) and charge more. Milt will tell the contractor that this is not acceptable.

4.0 CONSENT AGENDA

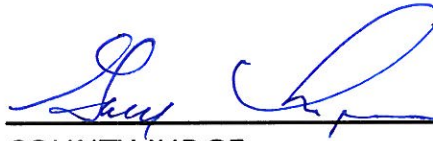
4.1 Minutes of November 9, 2011

Motion by Commissioner Smith second by Commissioner Burnet to approve the Minutes of November 9, 2011, as presented. Motion carried.

4.2 CLAIMS - NOVEMBER

Motion by Commissioner Burnet second by Commissioner Smith to approve the payment of claims for the month of November as presented. Motion carried.

THERE BEING NO FURTHER MATTERS AT ISSUE, COURT WAS ADJOURNED AT 12:15 PM.




COUNTY JUDGE



COMMISSIONER

ATTEST: 
Deputy Clerk



COMMISSIONER