# Board of Commissioners Meeting October 19, 2016

Present: Commissioner Steve McClure

Commissioner Mark D. Davidson

Via Phone: Commissioner Jack Howard

Commissioner McClure opened the meeting at 9:00 a.m. and the pledge of allegiance was given. Commissioner McClure and Commissioner Davidson were present and Commissioner Howard attended via phone.

### **Public Comments and Concerns**

## Mt. Ridge Estates II Subdivision Public Comment

Rick Robinson, 2006 Adams Avenue, stated that this action would complete phase two of the Mt. Ridge Estates II Subdivision. There is no road dedication but it creates an easement. Commissioner McClure asked if the property was located inside city limits; Mr. Robinson stated that is was. Mr. Robinson stated that other required signatures had already been collected.

Commissioner Howard asked if lot 13 had any pending litigation or civil claims or if use of that land had been notorious in any sense by an adjacent property owner. Or is this sufficient to settle any legal claims that might arise from adverse possession? Mr. Robinson stated that the development has been there for some time and he was not aware of any problems or potential claims.

Commissioner Howard asked if his signing the documents at a later time would be an issue. Mrs. Burgess, Administrative Officer, stated that there shouldn't be an issue since his approval was on the record.

# Commissioner Davidson moved approval of the Mt. Ridge Estates II Subdivision. Commissioner Howard seconded. Motion carried unanimously.

Mr. Robinson stated that the document was legal to file with two signatures from the commissioners.

#### **B2H Public Comment**

Irene Gilbert, 2310 Adams Avenue, La Grande, encouraged the commission to send a brief statement to the BLM encouraging them to support recommendations made by the Oregon Department of Fish & Wildlife (ODF&W) and the Union County B2H Advisory Committee, which she thought the commission should have received. The Environmental Impact Statement (EIS) doesn't address or include ODF&W's recommendations for federally protected threatened and endangered species in the Ladd Marsh Wildlife area. The state EFSC and Department of Energy will not honor federal wildlife laws; they have a threshold of concern, which allows a certain number of threatened and endangered species to be killed before they even look at mitigating those deaths. She stated that ODF&W wants to make sure that the species that they are charged with protecting actually receive protection. She would like the commissioners to send a letter supporting the ODF&W recommendations to include protections for federally threatened and endangered species in the final EIS. There has been no movement towards including that, even though ODF&W has formally requested that it happen.

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Commissioner McClure asked if the letter she was referencing was approved by the B2H Advisory Committee; Ms. Gilbert stated that it was approved at the last advisory committee meeting on October 6. All three commissioners and Mrs. Burgess stated that they had not seen the advisory committee's letter. Commissioner McClure stated that the commission would take it under consideration once it is made available. Ms. Gilbert stated that she would forward the letter to the commissioners.

## 1601 7<sup>th</sup> Street Foreclosure Property

Terry Hughes, 1420 Washington and 1430 Washington Street, La Grande, stated that he was very concerned and dismayed about the foreclosure property on 7<sup>th</sup> Street that the county now owns. It is a mess; the occupants have been using water and electricity from his building, there is drug activity, and they are using a five gallon can as a restroom. His tenants feel extremely intimidated by some of the occupants on the lot. He would like the county to take action as soon as possible and wants to know what the county will do about it and when. Commissioner McClure asked Mr. Hughes if he occupied the building on Washington; Mr. Hughes stated that his business occupies some of the building and the other portion is rented out to Rise, Inc.

Shelley Burgess, Administrative Officer, stated that the county received the deed to the property and the county's legal counsel was contacted to advise the county on how best to address the occupants on the foreclosed property. At the last meeting, the commissioners discussed options presented by legal counsel. At that meeting, it was suggested to send a letter to the occupants on the lot with help from law enforcement. Commissioner Howard was selected as the lead to follow up on some housing conversations with the occupants.

Commissioner McClure asked Commissioner Howard if he had any conversations with the occupants. Commissioner Howard stated that he had some indirect conversations with the City's Planning Department via email; he sent them a request to consider whether or not the county could install some barriers and use limits on the property immediately. He has not seen a response from the city yet, but would like to schedule a meeting with the constituent who is raising the concern when there may be more answers on Thursday. The trespass option was discussed at the last meeting, but he thought the consensus was to find a more conciliatory approach in terms of assessing the possibilities of responses from people on the property. There may be an answer to his question on use limits, which might include barriers on the property, and he hopes to know more on Thursday.

Commissioner McClure asked Commissioner Howard if he wanted to continue the meeting on Thursday. Commissioner Howard stated that in terms of practicalities, it is a conversation he wants to have with the city, which he thinks would move the county in the right direction.

Commissioner Davidson stated that during the October 5 meeting, Commissioner Howard stated that there was movement for housing vouchers to relocate the occupants; he asked if there was any progress made on that. Commissioner Howard stated that there was progress, but he could not comment on specifics due to confidentiality and his position on the Housing Board. There might be a little bit of a concern with other parties that are on the property.

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Commissioner Davidson asked if there was progress in drafting letters to the occupants that was discussed at the October 5 meeting. Commissioner Howard stated that aside from correspondence with the city, there was not any progress.

Mr. Hughes asked what the county's time frame was to resolve the issue. Commissioner Howard stated that he anticipated that the city should be cooperative with the county in terms of putting limits on the property. He has been fairly direct in his own position; he prefers a trespass action.

Commissioner Davidson thought that Commissioner Howard's statements were confusing because it was not the same position he took on October 5; he thought that Commissioner Howard wanted to wait and let the housing situation play out. Commissioner Howard stated that what he said was that he spoke in confidence that he believed the housing vouchers would resolve part of the problem, but that the county needed to move more quickly. He favors the trespass action but felt there is a consensus on the board that the county needs to look at the issues behind the problem. That is where the county can step in and take a slower approach with these other parties. Commissioner Howard stated that he preferred a trespass action. Commissioner McClure asked Commissioner Howard if he wanted to make a motion to proceed with a trespass action. Commissioner Howard stated that he spoke with the county's legal counsel a month ago, which is another place to engage in terms of specifics. He urged the other commissioners to talk to the county's legal counsel, also. That is how he arrived at his position of supporting a trespass action.

Mr. Hughes stated that the building was demolished a year ago and he was dismayed that there wasn't a better plan to resolve the issue once the property was in the county's control. It looked like it was going this way for the last year. He realizes that the wheels of progress can be slow, but this is extremely slow and ridiculous. He is upset about this taking so long. He is looking forward to hearing very soon how this will be resolved. Commissioner Howard suggested that he could meet with Mr. Hughes and the City Planner on Thursday. Mr. Hughes stated that he would be available.

Commissioner Davidson asked Commissioner Howard how that meeting would help resolve the issue when he says he supports a no trespass action; why is that not being pursued? How will the process be expedited by dealing with the City's Planning Department?

Commissioner Howard stated that he clearly supports a trespass action. At this point, in terms of what will be expedited, he wants to put some use limits on the property so that he knows who is on the property as of the day that he looks at it. He will not speculate on the current condition of property without looking at it. In talking to the City's Planning Department, he will tell them that they have a continuing responsibility. It is not passed off to the county and the county jurisdiction, it is passed off to the county as a property owner. The city still has a responsibility to the county as a property owner, so to confuse those two jurisdictional powers is a serious mistake. Having waited for the county to take control of the property and to say it is the county's problem, he hopes that is not the city's position. He anticipates that it is not the city's position. The county is the property owner now looking for answers, too. And it has been over a year that this has been going on. In terms of expediting anything, that is what he intends to do the minute he is back in La Grande. That discussion has to start with the city.

Commissioner McClure asked if Commissioner Howard's point was that the city's zoning ordinances should address the issue when he says the city can't add limits to the property; and the property's zone should describe what can occur on that property. He asked Commissioner Howard if this is an activity that is not allowed in that zone, then the city should be making sure that that activity doesn't happen, is that correct? Commissioner Howard stated that Commissioner McClure just nailed it; in terms of just looking at what city has done and what they are capable of doing, that is an interesting conversation. Commissioner McClure asked if Commissioner Howard's argument was that just because the county owns it, doesn't make the county responsible, the city should do it. Commissioner Howard stated that was right. Commissioner McClure asked Commissioner Howard to find out what the city says, but he is ready to move on to taking trespass action; he is at the end of his patience like everybody else.

Commissioner Davidson stated that if the county didn't take action at the current meeting, then it would be passing the buck back to the city. The county is the property owner now and it has a responsibility to the neighborhood. There was concurrence that there would be a letter sent to the occupants and the neighborhood, but neither one was done. He does not have a lot of confidence that continuing to delay action is going to move it forward. There are folks that are illegally occupying the county's property and causing a nuisance in the neighborhood. He thinks the county has a responsibility to resolve it.

Commissioner Davidson made a motion to direct the county's legal counsel to proceed with trespass action on the 1601 7<sup>th</sup> Street property while Commissioner Howard learns what is allowed from the city. Commissioner Howard seconded.

Commissioner Howard stated that in the original discussion, there was a difference of opinion between trespass and civil action and at that time there was consensus supporting civil action. He is glad that the commission's current position is to take trespass action.

Mr. Hughes stated that he received an email from the city manager and city planner; they are passing this issue back to the county so the ball is in the commissioners' court.

Roll call: Commissioner Davidson, yes. Commissioner Howard, yes. Commissioner McClure, yes. Motion carried unanimously.

### **Constituent Inquiries**

There were no constituent inquiries.

## **Elected Official, Department Head & Employee Comments**

#### Homeland Security Grant - Generator

JB Brock, Emergency Services Manager, 1106 K Avenue, stated that the county was awarded a grant to purchase a backup generator. The agreement is with the State of Oregon as they are the pass-through agency for the grant. The grant application indicated that the generator would be installed at the Joseph Annex building since it houses the county's IT infrastructure. As the county has evolved, this infrastructure has become more important. Many county operations are dependent on it, which became very evident during Continuity of Operations Planning (COOP). As

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a result of that planning, this generator was deemed to be a priority project. Mr. Brock requested the commission's approval of the Homeland Security Grant for the purchase of a backup generator.

Jason Fouts, Information Services Manager, 1106 K Avenue, stated that the Joseph Annex houses the data center and a generator would keep it powered during a power outage. The data center provides internet access from the Joseph Annex building to the Chaplin building, law enforcement building, 911 center, and emergency operations center. When the Joseph Annex building loses power, other buildings lose internet service. This backup generator will stabilize email, the county website, the AlertSense emergency notification system, and State-mandated services provided by the Clerk's office.

Commissioner McClure asked if the generator would only power the Joseph Annex building. Mr. Fouts stated that was correct. Commissioner McClure asked if the generator was to keep IT infrastructure operational; Mr. Fouts stated that was correct.

Mr. Brock stated that the grant required funds to be connected to critical infrastructure. Commissioner McClure stated that communication is an important part of this; with; even if the jail and emergency operations center has power but the Joseph Annex building does not, then operations would not be connected to the rest of the world. Mr. Brock stated that that is why this project became a priority based on COOP planning; Mr. Fouts played a big role in the COOP because the IT side is significant. The ability to keep internet and email access becomes mission critical; the county has to have it in order to communicate. Mr. Brock stated that in order to access the county's emergency notification system, an internet portal is needed and cell phones are not dependable. Commissioner McClure asked if most cell towers have generators. Mr. Brock stated that although cell towers have generators, the system quickly becomes overwhelmed in significant emergencies. During the initial period when the county is making emergency notifications, cell phones are not a dependable entry point to the internet.

Commissioner McClure stated that there was a two hour power interruption over the summer and asked how a generator could have helped the situation. Mr. Brock stated that county operations could have kept going. Commissioner McClure thinks the generator is a good idea.

Commissioner Davidson thought that the generator was worthwhile and it makes sense to meet that need. There are more county facilities that need a generator and the county should continue looking for grants to meet those needs.

Commissioner McClure stated that there were conversations about a generator for the airport because it is mission critical when aircraft are utilizing the airport for fires. If there was a power interruption, fuel could not be pumped. Mr. Brock agreed and stated that the Weigh Station Fire was a perfect example of those needs; there was a power interruption and there were significant issues at the airport in providing fuel and retardant to fight the fire. He stated that discussions with Public Works Director, Doug Wright, were focused on pursuing a grant for a generator at the airport. Commissioner McClure agreed that it needs to be looked at because the airport houses the tanker base and will soon house the Rappel Base.

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Commissioner Davidson stated that the county needs to have a comprehensive plan to retrofit current mission critical facilities so that they can accommodate portable generators, as well as think about generators for new construction in the future. Mr. Brock agreed that having buildings that can receive a generator is an excellent first step. If a building is not set up to receive a generator, then power cannot be provided. If there is a long term emergency with State and Federal assets provided, having generator portals will be a critical piece as resources become available. Commissioner McClure stated that another important factor is the safety issue created when interrupting power from the grid; Mr. Brock agreed and stated that having transfer switches in place is very critical for that reason.

Commissioner Davidson moved approval of Homeland Security Grant No. 16-256 in the amount of \$53,600. Commissioner Howard seconded. Motion carried unanimously.

## **Consent Agenda**

Commissioner Davidson moved approval of the Consent Agenda, which included minutes from the September 21 and October 5 Board of Commissioners Meetings and Claims Journals for September 28 and 29; October 5, 6, 12, and 13. Commissioner Howard seconded. Motion carried unanimously.

#### **Administrative Matters**

No administrative matters were presented.

Commissioner McClure recessed the meeting until 10:00 a.m.

#### PUBLIC HEARING: Petition for Annexation to La Grande Rural Fire District

Stacey Warren, Planning Department, 1001 Fourth Street, La Grande, stated that a request was received from a property owner to be annexed into the La Grande Rural Fire District. Court Order 2016-34 was prepared for consideration of the request. In May 2016, La Grande Rural Fire Chief met with some Perry residents; they were informed that anyone interested could be annexed into the District. This is the first request and the commission will probably see several more. The property owner has submitted their information, map, and legal description. The Planning Department submitted a preliminary review to the Oregon Department of Revenue, which indicated that everything looked good.

Commissioner McClure asked if the La Grande Rural Fire Chief recommended the annexation; Ms. Warren stated that the recommendation letter was submitted.

Commissioner McClure opened the hearing for public testimony. No comments were offered and the hearing was closed.

Commissioner Davidson moved approval of Court Order 2016-34, Annexing Property into the La Grande Rural Fire Protection District. Commissioner Howard seconded.

Commissioner Howard asked about the deadline to submit an application to the commission for review. Scott Hartell, Planning Director, stated that the petitioners are landowners and have the opportunity to submit applications at will; there is no deadline for the commissioners to

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review and approve them. He added that there may be an annual application window for taxation for the landowners to meet.

Roll call: Commissioner Davidson, yes. Commissioner Howard, yes. Commissioner McClure, yes. Motion carried unanimously.

Commissioner McClure recessed the meeting until 10:30 a.m.

## Elgin Health District - Capital Campaign

Jared Rogers, Elgin Health District Treasurer, 73001 Palmer Junction Road, Elgin made a capital campaign presentation for the District. They are requesting \$50,000 from Union County for the new construction of a Rural Health Clinic in Elgin; \$2,327,900 has already been raised. The MJ Murdock grant is contingent upon all debts being paid in full by the end of 2018; that grant is critical as it represents \$275,000. There are detailed plans on how the District will fill the gap of funds needed to eliminate the debt; once completed, the District should never need to ask for more funds as it will be self-sustaining.

Mike Wilson, Project Consultant, Westby Associates, 1053 Officers Row, Vancouver, Washington, stated that this has been an exceptional project in how people continue to step up and show investment in fully funding the Clinic. A recent fundraiser generated \$70,000 because people believe in the Clinic. The District has a wonderful partnership with Grande Ronde Hospital (GRH), who will be a major tenant at the Clinic. The project cost increased from \$2.5 million to \$2.93 million due to an increase in cost of construction supplies and the loss of some low bidders. There are a few strategies to make up the additional cost, such as partnerships, a local levy option, and soliciting additional funds from past donors, and unused project contingencies.

Mr. Rogers stated that there may be \$70,000 to \$80,000 available in contingency funds, as well as extra funds from the WC Construction bid that included a guaranteed maximum price in their contract. He added that the Friends of the Opera House are partnering with the District during the showings of A Christmas Story; they will donate a portion of ticket sales, advertise donation opportunities, and allow the Board Members to make a pitch during the intermission at the December 23 show. Mr. Wilson stated that funding requests are ongoing and the one-time request of \$50,000 from Union County will help leverage other gifts and enable the District to be debt free.

Mr. Rogers stated that Mayor Duffy wanted to be available to show support for the project, but was unable to attend due to other commitments. Mayor Duffy wanted to express how much support this project had from the Elgin City Council and citizens of Elgin.

Mr. Wilson stated that Elgin is an underserved community in terms of rural healthcare. Dr. Mayes serves an overload of Oregon Health Plan patients in Elgin. If any extra money comes into the District after the debt is repaid, it could be applied to medical and transportation scholarships. There is a desire to eliminate the 40-mile round trip that patients make to secure prescriptions. Mr. Rogers stated that Elgin does not have a pharmacy, but the Clinic has some undefined space that could house a pharmacy and there are pharmacists that live in Elgin that

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would love to work locally. The public have expressed a lot of interest in having a local pharmacy. Discussions are ongoing between a local pharmacist and the hospital to try to make that happen. Mr. Wilson stated that prescription services were one of the largest issues listed as a concern in the feasibility study; even if patients can receive care in Elgin, they still have to drive to La Grande to get a prescription.

Mr. Rogers presented a letter of support from GOBHI indicating that there is a real need for this facility in Elgin. Commissioner McClure asked how much money GOBHI gave the District; Mr. Rogers stated that GOBHI had not made any donations. Commissioner McClure stated that he would be willing to approach GOBHI to ask for financial support for the District. Mr. Wilson asked what a reasonable request would be from GOBHI; Commissioner McClure stated that a reasonable request would be no less than \$50,000.

Mr. Wilson stated that the budget projections include the sale of the existing clinic, estimated at \$75,000.

Mr. Wilson stated that it is important for the commissioners to receive the District's thanks for showing up and helping along the way with legislative requests. Commissioner McClure stated that he was impressed that the project had been a community-driven process. Mr. Rogers stated that there had been community support throughout the process and it continues to grow.

Commissioner McClure asked about the project deadlines; Mr. Rogers stated that it should be complete by the end of 2018. Mr. Wilson stated that if the commission chose to contribute to the project, the District would be open to any terms proposed, such as payment over multiple fiscal years.

Commissioner Howard stated that this was a job well done with 86% of the budget confirmed. The request of the commission is about 12% of the shortfall; this is crucial and helps with the remaining fundraising. He would prefer that the county's contribution is made during one budget cycle.

Commissioner Howard had questions about making connections with the Coordinated Care Organization and GOBHI; they have access to transformation money that might help the project. The county, as a major constituency, is contributing to the project. There is an impact with 1,200 dental patients receiving services at the clinic. Patients in La Grande and other areas in the county and outside the county will travel to Elgin for services. The county's \$50,000 contribution is an investment in economic development. People will move to Elgin because of available healthcare and they will also leave Elgin without available healthcare. This is a complete and wise investment at this time and it is almost urgent to get it done. He complimented all the work that had been done to secure funds and encouraged the other commissioners to ask the right questions to help Elgin finish the clinic.

Commissioner McClure asked Commissioner Howard how he felt the county's \$50,000 contribution to the Elgin Clinic would affect constituents in other cities in Union County and what political ramifications in his opinion with this kind of decision. Commissioner Howard

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stated that the difference has to be the business model in Elgin versus the business model in Union. Union has their own business model and whether or not it will effectively work. The Elgin system is fundamentally different; he views it as being a PCPHC success story over time because they made a connection with GRH that will pay off over the years. He thinks that is going to be the distinction with Union; it is not an easy pill to swallow. He thinks it is also going to be a signal in a way that Elgin's health system will have to be part of the changes that need to happen in the system, which is going to be an affiliation with GRH. His understanding is that in the coming year, the IRS rules will change in terms of community investment funds and will require hospitals more and more to return any profits back to community. Questions he has received about how viable will this project be in the business model in Elgin; he thinks they go back to that connection with GRH. They built it into the recipe. He thinks that there will be people from Union using Elgin services because of the way they are going to deliver the model. It is going to improve same-day medical transportation, GRH is going to build its own model of services out there, and the pharmacy services will come. There is no doubt in his mind that there is going to be some type of unique pharmaceutical model in Elgin. It could be same-day delivery with the medical transportation system that the county has or more likely it could be a kiosk. He thought that Commissioner McClure made a good point politically, but there is an answer for that considering what the Coordinated Care Organizations are doing within the 12 county region.

Mr. Rogers stated that Dr. Mayes couldn't have taken the additional 500 patients that he signed on for without GRH putting in their mobile clinic, which freed up two little exam rooms. There have not been a lot of those patients at the clinic yet due to transportation challenges. In regards to the pharmacy, there is a kiosk available for use from Bob Coulter. Mr. Coulter takes a round trip to Elgin every day as does GRH; this could provide same day pharmacy delivery. Mr. Roger's goal is to have a pharmacist at the clinic; Mr. Coulter thought that it would be tough with anything less than 100 prescriptions a day. When Mr. Rogers asked a retired pharmacist how many prescriptions he filled when he was in Elgin, he estimated it was about 100 a day.

Commissioner Davidson encouraged Mr. Rogers to talk to Frank Thomas at Community Connection about their medical transportation needs. Commissioner McClure stated that they provide non-emergency medical transportation in Union County.

Commissioner Davidson stated that he made a personal contribution to the project and was thrilled to help with the fundraiser, which was successful beyond expectations. He thinks the railroad WURA would be interested in helping again next season to support this campaign. He thinks the county should be able to find a way to support this project; it benefits a large percentage of the citizenry of Union County. If there were other requests from the south county health district, the commission would give it the same consideration to help them like the commission has helped Elgin. The commission could consider making the contribution to the Elgin Health District over three cycles, but there is a bit of a concern about spreading it out over multiple cycles considering possible changes in funding situations and commissioners. It would be better to make the contribution in one cycle. He fully supports the request from the Elgin Health District and thinks the Budget Officer should be consulted to determine the best way to structure the contribution.

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Commissioner McClure concurred with Commissioner Davidson and Commissioner Howard.

Commissioner McClure stated that the county has contributed to projects in all of the cities in the county. Union County Public Works helped replace a bridge in Union that was about \$75,000 to \$100,000. Commissioner McClure would like Mrs. Burgess to look at the county budget and make a determination of implications there may be with this decision. He would like to move forward with the contribution.

Mrs. Burgess stated that she had met with Mr. Rogers and Mr. Wilson, reviewed the county's budget, and had given some thought to how best to make the contribution if that was the commissioners' decision. The 2016-17 fiscal year budget includes \$300,000 in contingency. Enough time has passed in the fiscal year that she can identify whether or not projections are on target. \$900,000 was budgeted for PILT; actual amounts received were a little above projection. Cash carry-over came in above the budgeted amount. Anticipated tax collections will be accurate. She believes there are revenues that will make the \$300,000 contingency real, which is not specifically allocated. If desired, a \$50,000 contribution could be made to the Elgin Health District during the current fiscal year.

Commissioner Davidson moved approval of a \$50,000 contribution to the Elgin Health District capital campaign in support of their Rural Health Clinic. Commissioner Howard seconded the motion, provided funds are available in the contingency fund.

Commissioner McClure asked who would own the building; Mr. Rogers stated that the Elgin Health District would own the building and lease space to providers. Commissioner McClure stated that ownership of the building was very important to him. Mr. Wilson stated that there was some misunderstanding early on about GRH owning the building, but that has been resolved. Mr. Wilson stated that there would be a long term lease with GRH, who would be a strong partner. Mr. Rogers stated that ownership gives the District control of the quality of service.

Commissioner McClure asked about the status of the District's recognition by the state and IRS. Mr. Rogers stated that the District is a government unit by a vote of the citizens of Elgin in November 2008. It is a special taxing district, instead of a 501(c)3; the District is a governmental unit with the same tax consequences as a 501(c)3. The District's Board of Directors consists of six elected volunteers with two and four year terms. Commissioner McClure stated that the District would be subject to audit laws and open meeting laws; Mr. Rogers agreed.

Commissioner Davidson stated that there was an operating levy; Mr. Rogers agreed and added that it was one-half of one percent. Mrs. Burgess clarified that it is a tax base rather than an operating levy.

Commissioner Davidson asked if the footprint of the District was within the City of Elgin. Mr. Rogers stated that it was based on the School District boundaries.

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Commissioner McClure commended Mr. Rogers and Mr. Wilson on a job well done. He likes Elgin's attitude and how they get things done.

Roll Call: Commissioner Davidson, yes. Commissioner McClure, yes. Commissioner Howard, yes. Motion carried unanimously.

# **Next Meeting and Location**

The next meeting is scheduled to take place on November 2, 2016 at 9:00 a.m.

# **Adjournment**

The meeting adjourned at 11:13 a.m.

Respectfully Submitted,

Lorcinda Johnston Sr. Dept. Specialist II