

Board of Commissioners Meeting
June 5, 2013

Present: Commissioner Mark D. Davidson
Commissioner Steve McClure
Commissioner William D. Rosholt

Chairman Davidson opened the meeting with all three Commissioners present.

Public Comments

Fireworks Committee

Steve Combs explained that he is coming to the Commissioners to ask for financial support towards the Fireworks show at Community Stadium. The Commissioners have helped with a donation of \$2500 and they are asking for the same amount again this year. **Commissioner Rosholt moved approval of the \$2500 to the fireworks celebration. Commissioner McClure seconded. Motion carried unanimously.**

Contract Modification

Vicky Brogoitti, Commission on Children and Families, she went through the existing contracts and updated the amounts. There are four contracts that are increasing the funds. **Commissioner Rosholt moved approval of the contract modifications as presented. Commissioner McClure seconded. Motion carried unanimously.**

Safe Routes to School Grant

Doug Wright, Public Works Director, explained that the City of North Powder has received a Safe Routes for School grant project. The apparent low bidder came in above the grant amount. He is proposing to come up with \$25,000 of bike/ped funds for the project. The City would have to come up with another \$12,000 out of their general fund. The City has approved the \$12,000 out of their general fund for the project.

Commissioner Davidson asked how many bidders bid on the project. Doug explained that they had at least five bidders.

Commissioner McClure explained that the County gets a 1% gasoline tax to dedicate to the bicycle and pedestrian walkways. This is the way that this money has been used in the past. It has been used on McAlister Road in Island City and the sidewalk project in Imbler.

Commissioner McClure moved approval of putting \$25,000 of the Bike/Ped fund money towards the Safe Routes to School project in North Powder as presented. Commissioner Rosholt seconded. Motion carried unanimously.

Consent Agenda

The May 9, 14, 16 and 23 claims journals; and the May 22 Public Works claims journals; and April 23 Board of Commissioners Meeting Minutes; were approved as presented on the consent agenda.

Community Dispute Resolution Grant

Shelley Burgess, Administrative Officer, brought the Community Dispute Resolution Grant to the Commissioners for consideration. She explained that there was a Resolution approved earlier in the year indicating that the County would participate in the 2013-15 Community Dispute Resolution program. There was a Request for Proposal issued. One application was received from the Eastern Oregon Mediation Center. The proposal has been reviewed by the Office for Community Dispute Resolution at the University of Oregon and they have been approved for funding if the County would like to select them as the successful candidate. The grant funds available would be \$27,563 for the Biennium. **Commissioner Rosholt moved approval of the Community Dispute Resolution Grant as presented. Commissioner McClure seconded. Motion carried unanimously.**

FY 2012-13 Audit Proposal

Shelley Burgess brought the FY2012-13 audit proposal to the Commissioners for consideration. She explained that it is from Seydel, Lewis, Poe, Moeller and Gunderson and is the same services that have been contracted with them for the audit. The proposal amount is \$34,640. **Commissioner McClure moved approval of the audit proposal as presented. Commissioner Rosholt seconded. Motion carried unanimously.**

Airport Building Lease Extension (U.S. Forest Service)

Shelley Burgess brought the Airport building lease extension to the Commissioners for their consideration. She explained that this lease is between Union County and the U.S. Forest Service. They are proposing an extension on their current lease that expires on March of 2014. This would extend that lease to March of 2016. All of the existing terms and conditions would stay the same. **Commissioner Rosholt moved approval of the Airport building lease extension as presented. Commissioner McClure seconded. Motion carried unanimously.**

Healthy Start Intergovernmental Agreement

Shelley Burgess brought the Healthy Start Intergovernmental Agreement to the Commissioners for consideration. She explained that this would change the funds that go to the Healthy Start program to come from the County and not the Commission on Children and Families as previously done. The Commission on Children and Families is being dissolved so this agreement becomes just with the County. She explained that there is a provision in the Agreement that stated once the Early Learning Council Hubs are in place the agreement could terminate

earlier than 2015 and transfer to the Hubs which is where the funding will end up. This allows the Healthy Start program to continue without interruption while they work out the details at the State level. **Commissioner McClure moved approval of the Healthy Start Intergovernmental Agreement as presented. Commissioner Rosholt seconded. Motion carried unanimously.**

Oregon Health Authority Intergovernmental Agreement (Mental Health Services) Resolution 2013-06, In the Matter of a Resolution Authorizing Signature Authority for 2011-13 & 2013-15 Intergovernmental Agreements and Amendments for Public Health, Mental Health, Developmental Disability & Addiction Services Agreements, was presented for consideration. Shelley Burgess explained that previously the County had approved the IGA for the 2011-13 biennium but the signature authority and funds were designated to go to CHD. Recently the Oregon Health Authority changed the process that they are going to use for distributing these funds. It requires that the County now be the recipient of the funds and the services will be contracted through CHD. **Commissioner Rosholt moved approval of Resolution 2013-06 as presented. Commissioner McClure seconded. Motion carried unanimously.**

Solid Waste District Matters

FY 2012-13 Audit Proposal

Shelley Burgess brought the FY 2012-13 Audit Proposal to the Commissioners for consideration as the Solid Waste District Board of Directors. She explained that the fee would be \$2300 for the review report that is done of the Solid Waste financials. **Commissioner Rosholt moved approval of the FY 2012-13 Audit Proposal as presented. Commissioner McClure seconded. Motion carried unanimously.**

Fox Hill Landfill Closure Permit

Hanley Jenkins II, Planning Director, brought the Closure Permit for the Fox Hill Landfill to the Commissioners. He explained that the Landfill was closed in 2006 but the permit must be maintained for 30 years following the closure. There was a permit review recertification done on the permit. A draft permit was issued and the County was given an opportunity to comment on it. He reviewed it in detail and provided a number of comments. DEQ did institute most of the recommendations that Hanley made and issued the permit. The 30 day comment period has expired so the permit is valid for the next ten years. He explained that there is complete ground water monitoring twice a year and there is methane gas monitoring four times a year. He visits the Leachate tank weekly.

Building Department Fee Proposal

Robert Strobe, City Manager and Charlie Mitchell, Community & Economic Development Director, came to the Commissioners to discuss the building department fee proposal. Robert gave the Commissioners the proposed budget

for the Building Department for the upcoming fiscal year. He explained that the former building official, David Kloss, was proposing to increase the majority of the building fees by 30%. He explained that the Building Department is a joint effort and the County contracts with the City of La Grande to provide services County wide. The program is designed to be self-sustaining so only building permit fees are used to fund the operation. There are some State level requirements for timelines to conduct inspections. The City of La Grande is currently in the process of hiring a Building Official. They believe that at a minimum the office needs to have two full time inspectors in which one is the Building Official. Most of the costs for the department are labor. Two years ago they made a change from a contract electrical inspector to a full-time in house inspector. Robert stated that the Building Division has been operating off of the fund balance the last two years. There was a large surplus that was built up which allowed the permit fees to stay at the same rate and still be able to provide an adequate level of service. The fund balance is dwindling and there is a decrease in activity. Something needs to be done to maintain the same level of staffing in order to provide the same amount of service. The proposed permit fees are not unreasonable compared to the State level. He then went over the permit fee schedule with the Commissioners.

Commissioner Rosholt asked when the last time the permit fees were raised. Robert stated that they were increased in 2005 and there was an adjustment to bring things in line with the State two or three years ago. Commissioner Rosholt asked how long they feel this increase will last. Robert explained that it depends on what the activity looks like. It is clear that the increases will put the department in better shape but he is not sure if this will be the end over the next few years but they are sensitive to the idea of adjusting permit fees at the same time as encouraging development.

Commissioner Rosholt asked if the administrative fees into the general fund will continue to increase as well. Robert explained that they will change each year and are based on a formula. They are the costs of the finance department providing services. The permits are paid for at the finance department so there are some direct costs that are incurred for this department.

Robert explained that the City's agreement with the County is to jointly adopt any increases that are proposed. He is asking that the County consider for approval the increase. They have not had the City Council approve the increase at this point. The budget that has been approved by the budget committee and not adopted by the council does include revenues based on the new fees. If the fees are not approved the ending fund balance will be reduced in the budget.

Commissioner McClure asked from the City's perspective, what is a reasonable amount to have in the reserve for this department. They understand that a

building department should have an 8-12 month reserve. They have been living off of the wind farm reserves and holding the fees lower up to this point.

Shelley Burgess explained that the fee increase would have to be adopted by an Ordinance which has not been prepared at this time. It would have to be advertised and placed on an agenda at a later meeting.

Commissioner Davidson asked if the fee increase was not adopted would it effect the time it takes to process a permit. Robert explained that in the short term it would not have a large effect because there is a fund balance that can be drawn from. The staffing level cannot be sustained without an increase in revenue. He has no control over what the building climate is going to be but if they find themselves in a situation where they can't maintain their inspection staff there will be some increases in time.

The Commissioners asked Robert to try and set up a work session with the City Council to discuss the fee increases.

Adjournment

The meeting was adjourned at 10:42 a.m.

Respectfully Submitted,

Ashley Wilhelm
Sr. Department Specialist II