

Union County Board of Commissioners
July 23, 2008

Present: Commissioner R. Nellie Bogue Hibbert
Commissioner Colleen MacLeod
Commissioner Steve McClure

Call to Order

Chairman Hibbert called the meeting to order at 9:00 a.m. with all three commission members present.

Self Assessment of the Union County Commission System

Vicky Brogoitti, Director of Commission on Children and Families, presented the Commissioners with a self assessment of the Union County Commission System for the Commission on Children and Families. The self assessment is a requirement of the Oregon Commission on Children and Families and part of the memorandum of agreement that states that by accepting the funds that come through the State Commission system these would be down every other year. Vicky explained that she needs a letter from the Commissioners stating that they have read the self assessment and have found it satisfactory so it can be sent to the State Commission. **Commissioner McClure moved approval of the Union County Self Assessment components of the local commission system. Commissioner MacLeod seconded. Motion carried unanimously.**

IBM AS400 Printer Purchase Recommendation

Kathie Powell, Computer Services Manager, presented the Commissioners with a request for a budgeted item which is the IBM AS400 printer. This printer is specialized and the current printer will be dropped from the IBM maintenance contract. This printer is used for Accounts Payable and Payroll so it is crucial that it is purchased. Because the printer attaches to IBM systems the printer must also be an IBM. Kathie explained that she contacted twelve IBM business partners and five quotes were received back. Kathie's recommendation is to go with the lowest bid which is \$6,454 from Printer Source. It has all of the same features that is needed and it will be under an IBM maintenance contract. The maintenance contract is up on the current machine and part of the money can help pay for a new machine as well as pay for the maintenance on the new machine since the maintenance costs were much higher on the current machine. **Commissioner MacLeod moved approval of the purchase of an IBM AS400 printer from the lowest bidder, Printer Source, as recommended by Kathie. Commissioner McClure seconded. Motion carried unanimously.**

Consent Agenda

The July 3 and 10 claims journals (FY 2007-08) and July 3 and 10 claims journals (FY 2008-09) and July 2 and 9 public works claims journals were approved as presented on the consent agenda.

Appointment to Ambulance Advisory Committee

This appointment was postponed to a later date.

Acceptance of Vehicle Bids

Shelley Burgess, Administrative Officer, went over the recommendations that have previously been presented to the Commissioners. The Commissioners asked the Sheriff to hold off on the purchase of any vehicles until after the budget process was finished. The Sheriff recommended purchasing two vehicles from the lowest bidder of each. The pursuit vehicle lowest bidder was Frontier Motors at \$26,677 and a pickup where the lowest bidder was Frontier Motors at \$30,961. **Commissioner McClure moved approval to accept the vehicle bids from Frontier Motors for the Sheriff's Department as presented. Commissioner MacLeod seconded. Motion carried unanimously.**

Forest Service Dispatch & Cache Building Proposal Recommendation

Shelley Burgess, Administrative Officer, explained to the Commissioners that there was a Request for Proposals (RFP) done on a design build for the building to be located at the Union County Airport for the U.S. Forest Service. There were two proposals received from Mike Becker General Contracting at \$2,084,388 and W.C. Construction at \$2,480,000. The proposals were reviewed by Ed Leubben who was the consultant and helped with the preliminary design and RFP. His recommendation is to select the lowest proposal who was Mike Becker General Contracting. Legal council has reviewed the proposals and he agreed with the recommendation from Ed Leubben. Shelley explained that there can be an acceptance of the proposal with the condition of the finances to cover the project. **Commissioner MacLeod moved approval of the recommendation to award the proposal to Mike Becker General Contracting on the condition of receiving funding. Commissioner Hibbert seconded. Roll call on motion: Commissioner MacLeod – yes, Commissioner McClure – abstain, Commissioner Hibbert – yes. Motion carried.**

U.S. Forest Service Lease Agreement

Shelley Burgess, Administrative Officer, presented a lease agreement for the U. S. Forest Service building that will be constructed. It is a ten year lease that will fund the construction cost and some additional indirect costs to construct the building. The Forest Service will have a ten year lease that will cover the cost of constructing the building and the rental amount for the next ten years will be negotiated after the first ten year lease is finished. The lease is general at this time because there are no exact cost figures because it is a proposal and not a bid. If there is anything removed from the proposal the cost will go down. There will be interest on the money that is borrowed to construct the building which will be worked into the lease as well. The final figures will be negotiated once the cost is known. The lease was reviewed by legal council and by his recommendations a few changes were made in the lease. **Commissioner MacLeod moved approval of the lease agreement between Union County and the U.S. Forest Service contingent on funding as presented. Commissioner McClure seconded. Motion carried unanimously.**

U.S. Forest Service Lease Renewal

This renewal was Postponed until the next meeting.

Wolf Creek Reservoir Improvement Project Bid Recommendation

Shelley Burgess, Administrative Officer, presented the Commissioners with the bids for the Wolf Creek Reservoir Improvement Project. This project is funded through grant money from the Marine Board. There were two bids received. The low bid was from Weaver Construction for \$337,352.89. The other bidder was Sid Johnson & Co. for \$424,343. The engineers estimate was \$313,000, but that estimate was done several months prior. The Marine Board has stated that the grant will cover the low bid.

Commissioner MacLeod moved approval of the lowest bid for the Wolf Creek Reservoir Improvement as submitted by Weaver Construction. Commissioner McClure seconded. Motion carried unanimously.

ODOT Sponsorship

Commissioner McClure stated that he had a conversation with ODOT who requested that the Commissioners sponsor a forum on safe schools. Safe Schools is a title in the last transportation bill that provides money to do a study to provide safe routes to schools for kids. They are doing an outreach and bringing in a speaker but need a local sponsor. The Commissioners thought it was a good idea and agreed to be the sponsor for the Safe Schools grant for ODOT.

Transient Room Tax Allocations

The Commissioners then discussed reports from the agencies allocated transient room tax. The FY 2007-08 allocations were: UCEDC - \$32,400; Union County Chamber - \$12,600; Union County Tourism - \$32,400; and Blue Mountain Conference Center - \$10,800. Representatives from each of the agencies were present and offered the opportunity to discuss their programs.

Shaneen Bergette, Blue Mountain Conference Center, presented their budget to the Commissioners. Shaneen explained that the Blue Mountain Conference Center is not asking for anymore additional funding. She gave the Commissioners a detailed list of the events that were held at the conference center last year.

Matt Barber, Union County Chamber of Commerce, explained that the Chamber of Commerce is in the transition of directors. He stated that their budget is very lean and Union County's part of it is very important.

Dale Case, Union County Economic Development Corporation, explained that the State is in the process of getting the papers together to sign to be able to start activity on the Alicel project. The majority of the construction for the project will start in the Spring. They donated some property to Eastern Oregon University in their industrial park to do with what they would like in order to enhance the University and bring some money in to help keep them stable.

Janet Dodson, Union County Tourism, briefly reviewed the packet she provided. Janet explained that the City of La Grande has still not committed to the amount that they will

contribute to Union County Tourism. The excursion train numbers are up and the satisfaction is going very well as well. She stated that she has been working with Matt Barber on the new visitor information signs and she showed the new design of the maps to the Commissioners which were funded through the Discretionary Fund. She thanked the Commissioners for their support.

Commissioner MacLeod explained that she asked Shelley Burgess, Administrative Officer, if there was a way to give more money to the agencies that request money from the Transient Tax budget. Shelley gave the Commissioners a summary of the Hotel/Motel Taxes from the years 94-95 to current. Shelley explained that what was done to give the agencies an expected amount was a five year average figure. There were percentages established to give to each of the organizations that are funded and it is kept at that amount for five years. The reason five years is used is because it was not steadily going up every year. There was a fluctuation in prior years but recently there has been an increase each year. The last time the figures were re-allocated was in 2004-05. Shelley explained that if the Commissioners want to recalculate the average because the revenue has continuously gone up each year it can be done. Shelley explained that if the average was taken for the last five years the total expenditures would raise by 12%.

Commissioner MacLeod moved for an increase in the allocation to the organizations that use the Hotel/Motel tax by 12%. Commissioner McClure seconded. Motion carried unanimously.

Adjournment

The meeting was adjourned at 10:40 a.m.

Respectfully submitted,

Ashley Wilhelm
Department Specialist