

BEFORE THE BOARD OF COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

WORK SESSION

November 25, 2003

The Columbia County Board of Commissioners met in scheduled session with Commissioner Joe Corsiglia and Commissioner Rita Bernhard, together with John Knight, County Counsel, and Jan Greenhalgh, Board Secretary.

Commissioner Corsiglia called the meeting to order.

JEAN RIPA, HUMAN RESOURCES:

LDS Support Positions Update: Jean reviewed her memo to the Board. Todd Dugdale asked for her assistance in preparing a reorganization of the LDS front office staff job descriptions. There are two positions in the LDS department where the job descriptions accurately reflect the basic jobs duties, however the job titles do not. By re-titling these two positions, it would more accurately reflect the duties performed. After review, Jean would recommend re-titling the *Office Specialist* position to "*Permit Specialist*"; and the *LDS Clerk* to "*Planning Secretary*". The Board agreed and added approval to the consent agenda.

Addition of Permit Tech to Incentive Program: Todd is requesting that for those LDS front office staff positions that obtain the Permit Technician Certification, they be included in the cert pay program and that there be a nominal increase in monthly salary. It is not a requirement that an employee has this, but it is preferred.

Jean would not recommend the Board do this at this time. The salary survey clearly showed that we are very competitive with the salary, so there is no need to do this from a compensation point of view. The incentive pay was started for the building inspectors because the salary wasn't competitive. Further, there are numerous certifications that can be obtained for other departments that would be beneficial. Jean would recommend that be dealt with through the bargaining process.

Todd disagrees with Jean's recommendation. Todd agrees that there are a number of other certifications out there, but he wanted to point out that this is different. This certification is actually issued by an agency that actually develops the codes that LDS administers. Jean understands Todd's argument but still strongly recommends against it. After discussion, the Board felt this is not a good time to do this and took no action at this time.

Volunteer Policy: Jean distributed this to all department heads and received back some really good comments. She has made several requests to the Sheriff's office and the Fair grounds, because they are our two biggest volunteer utilizers. She still has not received any response from them. Jean briefly reviewed the changes to the policy since the Board last saw this. Some

discussion was held on the insurance liability issues. After discussion, the Board felt that as long as they retain the ability to refine this policy, they are ready to approve it. Jean will draft an order for Board approval.

Report from Insurance Inspection: Jean received an insurance inspection report from Trident Insurance Services. They have three recommendations to the County, which Jean reviewed with the Board. The playground issue is a given and should be followed. The certificate of insurance and contracts for outside users of county facilities is already being done. The third and final recommendation is an annual motor vehicle records review on all employees who drive county vehicles to ensure they are in good standing. This could easily mean 80-90 employees. There is already a policy in place that requires employees to report anything that may effect their driving record and Jean also conducts a pre-hire check. After discussion, the Board directed Jean to draft a letter to Trident responding to their recommendations.

ROBERT CRAIN: PROPOSED CHANGES TO CODE ENFORCEMENT PROGRAM:

Robert Crain, Code Enforcement Officer, approached the Board. He has been looking into the current bail schedule for code violations. The full amount of \$500 isn't imposed until the third offense, which is not much of a deterrent. He feels there needs to be more of an incentive to gain compliance. Robert is recommending that the scheduled bail \$500 for the first offense and that we add per day and per violation to the ordinance. This is comparable to what other agencies are doing. John Knight supports the concept and explained that the ordinance states that the bail schedule can be amended by order.

Secondly, Robert would recommend that a "cease and desist" order be adopted and that a fine be established for violating the order. Currently, there is no such order. The only thing close is the "stop work" order which is issued by the building official for building related projects. This order would force people to stop whatever they are doing to cause a violation. It's just another tool to enforce compliance. This would help send a strong message to the violator. Sarah noted that this change would need to be done by amending the ordinance.

After discussion, the Board agrees with both requests and directed staff to move forward with drafting an order and amending the ordinance.

STAGGERING PLANNING COMMISSION TERMS:

Todd explained that the Planning Commission ordinance calls for members terms to be staggered. Over the years, the originally staggered terms have not been strictly adhered to when unexpired terms were filled or members were reappointed. The result is that some current terms overlap and too many members terms expire in the same year. This can cause a gap in service and an unnecessary number of new members coming on at the same time. After review, Todd is

proposing the following adjustments be made as positions come up for appointment or reappointment: 1) all terms expire on the same day each year - December 31st. This will aid in tracking and scheduling needed appointments; and 2) minimize the number of member terms ending in the same year, restagger. With 9 members and 4 year terms, there should be a 4 year cycle in which 2 members terms expire in each of three years and 3 members terms expire in a fourth year.

While on this subject, Todd informed the Board that there are 4 members whose terms are expiring next month.

Staff needs to review the Planning Commission ordinance to see how the appointments can be extended and if any amendments to the ordinance would be necessary. Staff will come back before the Board with a recommendation.

Limitations of Serial Partitioning: Todd gave some background on how serial partitioning happens. Partitions are division of lands with 3 or less parcels without the creation of a road or street in a calendar year. Subdivisions are land divided into 4 or more parcels usually involving the creation of roads or streets. Serial partitioning happens when a person takes a piece of property and creates 3 lots this year, create 3 lots next year, and so on, all under the partitioning law without having to go through the additional requirements which include planning, improvements, etc. Under this scenario, you could end up with a 9 unit subdivision in three years. Commissioner Bernhard has asked that staff take a look at how the County can address serial partitioning. Todd would suggest that they take a serious look at the approach taken in the St. Helens UGB, which limits partitions to 5 years, rather than allowing them in successive years. To do this, amendments will most likely need to be made to the Subdivision and Partitioning ordinance. After discussion, the Board moved authorization for staff to move forward with amendments to the Subdivision and Partitioning Ordinance to the consent agenda.

INCREASE OF TAX REFUND RESERVE ACCOUNT:

The Board discussed this matter two weeks ago. The Board directed staff to draft an order to create a tax refund reserve account in the amount of \$500,000 to cover costs on 3 major tax appeals. That order is on the consent agenda for tomorrow. In light of recent settlement negotiations between the Dept of Revenue and Boise Cascade, Tom is recommending that the order being approved tomorrow for the \$500,000, be amended to increase the amount to \$799,000. John would recommend that both orders be added to the consent agenda tomorrow. The Board agreed.

AMENDMENT #2 TO PSC WITH NORTHERN RESOURCE CONSULTING:

Janet Wright explained that the current contract with Northern Resource Consulting is scheduled

to expire on November 30, 2003. Because of the work still to be completed, staff is recommending that the contract be extended to December 5, 2003. The Board agreed and added this to the consent agenda.

VISITOR COMMENTS:

Thelma Bonar, Way Lane, Warren, asked the Board if there are any contract negotiations going on between the County and the City of St. Helens regarding animal control. Commissioner Corsiglia stated that the city now has their own animal control program. Thelma spoke with Brian Little, City of St. Helens, last week. He said the County would not negotiate any contract with the city. He was also not happy with having to come up with this program in such short notice. The Board explained that they sent a letter to the city originally because of the limited space at the animal shelter. The city was bringing in cats, which is not allowed. The letter was sent simply to begin negotiations. Maybe the city felt the county was not willing to negotiate. Thelma felt the public should be informed about this issue.

EXECUTIVE SESSION UNDER ORS 192.660(1)(f)(d)(h):

The Board recessed the regular session to go into Executive Session as allowed under ORS 192.660(1)(f)(d)(h). ORS 192.660(1)(f) was tabled until December 9, 2003. Upon coming out of Executive Session, Commissioner Bernhard moved and Commissioner Corsiglia seconded to direct the Human Resources Director to respond to the Sheriff's Union denying the grievance by Randy Bond. The motion carried unanimously.

Further, Commissioner Bernhard moved and Commissioner Corsiglia seconded to authorize County Counsel to hire Mike Lilly to defend the County in the Cintas lawsuit. The motion carried unanimously.

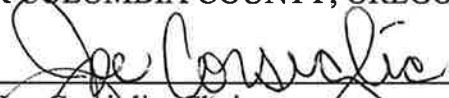
With nothing further coming before the Board, the meeting was adjourned.

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Dated at St. Helens, Oregon this 25th day of November, 2003.

NOTE: A tape of this meeting is available for purchase by the public or interested parties.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: 
Joe Corsiglia, Chair

By: 
Rita Bernhard, Commissioner

Recording Secretary:

By: 
Jan Greenhalgh

By: Not Present
Anthony Hyde, Commissioner