

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

April 30, 2014

The Columbia County Board of Commissioners met in scheduled session with Commissioner Henry Heimuller and Commissioner Earl Fisher. Commissioner Hyde was not present.

Commissioner Heimuller called the meeting to order.

ESF-8 PORTION OF THE COUNTY EMERGENCY OPERATIONS PLAN:

Renate Garrison was present to discuss the re-write to the ESF-8 section of the County Emergency Operations Plan. The Board requested that the re-write be reviewed by all partners who are listed in this section of the plan before it is adopted.

COOP PLAN:

While present, Renate Garrison briefed the Board on the billing and payment history for COOP and the 10% discount on the current bill that is yet to be paid. After some discussion, *Commissioner Heimuller moved and Commissioner Fisher seconded to approve the COOP invoice. Under discussion, Renate was directed to meet with the Finance Director to research which fund this money would come out of. With the vote taken, the motion carried unanimously.*

Under general discussion, Commissioner Heimuller mentioned the availability of some space for amateur radio storage at the transit center. Also discussed was the process for reserving space at the fairgrounds for the CEPA Expo.

REQUEST TO FILL (1) PART TIME PLANS EXAMINER II POSITION:

Todd Dugdale, LDS Director, reviewed his request to fill a part time position. After review, *Commissioner Fisher moved and Commissioner Heimuller seconded to authorize Todd Dugdale to fill one part-time Plans Examiner II position. The motion carried unanimously.*

REVIEW DRAFT TRANSIT FACILITY MAINTENANCE PLAN:

Janet Wright, Todd Dugdale and Todd Cunningham (TC) reviewed the draft Facilities Maintenance Plan. Transit needs to submit a facilities maintenance plan for the transit facilities that have been financed by federal and state funding. Janet is working on a deadline to have this plan submitted to ODOT. The ODOT staff has provided her what they felt is a good template for a plan and it is being edited to fit our county. In the process of working on this, Janet talked with TC and asked if it would be good to have the plan cover the county facilities, not just transit. Both Todd Dugdale and TC agreed that the plan should address all county facilities so Janet has provided some edits to TC for review and further editing.

COURTHOUSE CONCESSIONS:

Sarah Hanson, Todd Cunningham and Robin McIntyre met with the Board to discuss the process to procure concessions at the Transit Center and Courthouse. The Board has been contacted by a woman who would like to have a coffee cart either at the Transit Center or Courthouse. Sarah and Robin described the requirement to offer vending opportunities to the Commission on the Blind and the RFP process used in the past. TC discussed the options for locations in the Courthouse. He will work on a feasibility report related to conversion of current Courthouse space. No action was taken.

DEMOLITION BIDS - DEANE DRIVE:

Cynthia Zemaitis reviewed the bids received for demolition of the house and shed located on county-owned property adjacent to the CZ Trail on Deanne Drive near Scappoose (TMID No. 4N2W27-DC-00600). Three bids were received, two from local contracts, where were both high and the lowest bid from a contract in Damascus.

Sarah reminded the Board that, pursuant to public contracting rules, they are required to go with the lowest bid. After discussion, Cynthia was directed to prepare a contract with Riehl Excavating for an upcoming agenda.

OFFER TO PURCHASE COUNTY OWNED PROPERTY ON CLATSKANIE SLOUGH:

While present, Cynthia Zemaitis address an offer of \$3,000 received from Linda Hooper for county owned property (TMID 7N4W04-Ao-01300). This is a small triangular piece of property on the Clatskanie slough. After discussion, the Board directed Cynthia to move forward with the sale of this property to Ms. Hooper.

There was not Executive Sessions held.

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

Dated at St. Helens, Oregon this 30th day of April, 2014.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: _____ Not Present _____

Anthony Hyde, Chair

By: _____

Henry

Heimuller, Commissioner

By: _____

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Earl Fisher, Commissioner

By: _____

Jan Greenhalgh

Board Office Administrator