

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

May 14, 2014

The Columbia County Board of Commissioners met in scheduled session with Commissioner Anthony Hyde, Commissioner Henry Heimuller and Commissioner Earl Fisher.

Commissioner Hyde called the meeting to order.

INSURANCE REQUIREMENT FOR CEPA EXPO AT FAIRGROUNDS:

Commissioner Heimuller asked about insurance requirements for the CEPA Expo at the upcoming Columbia County Fair. CEPA is not an individual agency, rather it is group built out of many different agencies, i.e. fire, city county, etc. Sarah went over the insurance requirement and liability issues for the county and fairgrounds. After discussion, *Commissioner Heimuller moved and Commissioner Hyde seconded to waive the insurance requirement for the CEPA Expo at the County Fair understanding that all CEPA representatives will need to be insured. The motion carried unanimously.*

MEETINGS/AGENDAS/MINUTES:

Sarah Hanson and Jan Greenhalgh talked with the Board about meetings outside of the Board and Staff meetings and what determines if and when they be publicly noticed. If a meeting is scheduled outside of the regular meetings, it should be listed on the agenda. If time doesn't allow for the, then an emergency notice can be sent to the papers. Any time the Board attends a meeting where issues are discussed that could be result in a decision by the Board, the meeting must be noticed. Sarah will look into some specific details and report back to the Board.

GABLE ROAD GRANT PROJECT:

Dave Hill and Tristan Wood reviewed information that was presented to the Board in a memo dated 5/2/14. ODOT sent a pre-award letter notifying the County that the Gable Road project from Highway 30 to Columbia Blvd has been included in the draft 2015-2018 STIP. The total project cost has been estimated to be \$3,136,101, with the local agency match of 10.27% (\$322,078). The City of St Helens has agreed to provide a large percentage of the match required and Dave proposes that bike path funds be used for the County's portion. This project is top priority for the City of St Helens and is a very high priority for the County. Construction is scheduled for 2018. After review and discussion, the Board directed the Road Department to proceed with the project.

ZIMMERMAN ROAD:

While present, Dave presented information about the maintenance of Zimmerman Road, similar to what was discussed with the Board in February. It was found that the back half of Zimmerman Road is a local access road dedicated in 1954, and only the first half of the road is a "county road". However, the County has been maintaining the entire road for longer than 10 years. In order for the Road Department to continue to maintain the entire road, by law, the Board must establish an order for the Road Department to do so. Because of the status and condition of the road, that the Road Department had assumed that it was a County Road for many years and had maintained it as such, and because the school bus continues to travel on the road to an adequate and safe turn-around, the Board directed County Counsel to draft an order for further consideration by the Board, to allow the Road Department to continue maintenance on the entire road with a clear definition of the ending location.

2015 LAND DEVELOPMENT SERVICES FEE CHANGES:

Todd Dugdale, LDS Director, reviewed the proposed changes to LDS fees for FY 2015. Changes included a 4.9% CPI increase for all fee categories consistent with the increase in the CPI since the last fee increase in August of 2012. Todd noted a couple of fee adjustments in Planning Fees and On-Site fees outside of the CPI adjustment to better reflect actual costs. Todd Cunningham, Building Services Manager reviewed several

building fee adjustments outside of the CPI increase to address actual costs for smaller valuation projects and investigation fees for work done without permits. It was suggested that the County should conduct another fee study since the last study is over ten years old.

Todd asked the Board to consider building into this year's fee resolution an automatic CPI fee adjustment for future years. Robin McIntyre, Assistant County Counsel said she would research whether there would be any legal limitation on doing this.

The Board suggested the LDS schedule a 'brown bag' meeting with LDS clients to discuss the proposed fee changes, share updates on land development issues and get feedback on LDS services. Todd said he would plan on such a meeting in June 2014 and invite the Board.

By consensus the Board referred the FY 2015 Fee proposal to a public hearing on Wednesday, July 23, 2014. Robin will have the fee resolution ready for Board consideration at that time.

CONTINUITY OF OPERATIONS IN FINANCE DEPARTMENT:

Jennifer Cuellar, Finance Director, came before the Board to follow up on her earlier proposal regarding departmental staffing. One being to possibly hire a firm to do some/all the property management work. Further, which department(s) is able to best absorb the remaining duties left when the current staffer retires June 30th. The Board will let Jennifer and Sarah know whether and what type of action to pursue in order to address the ongoing work once the upcoming retirement takes place.

FY 2014 SUPPLEMENTAL BUDGET NEEDS:

While present, Jennifer reviewed the supplemental budget needs for FY 2013-2014

County budget. Recognizing that the for a supplemental budget hearing, the Board directed the Finance Director to appropriately notice the required budget hearing for Fair and Transit to be scheduled on 5/28/14. They would like to have the resolution on the complete FY14 Supplemental budget for later in the same public meeting. Jennifer will work with County Counsel to attempt to have the document ready for that meeting.

Lastly, Jennifer updated the Board on a few more details on the FY 2014-15 budget, which will be fully addressed at the next budget meeting on 5/15/14. It was also confirmed that the budget hearings will be set for 6/11/14 in St. Helens and 6/12/14 in Clatskanie, both at 6:00 p.m.

There was no Executive Sessions held.

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

Dated at St. Helens, Oregon this 14th day of May, 2014.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: _____

Anthony

Hyde, Chair

By: _____

Heimuller, Commissioner

Henry

Staff Meeting Minutes

5/14/14

Page 5

By: _____

Earl Fisher, Commissioner

By: _____

Jan Greenhalgh

Board Office Administrator