

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

July 12, 2017

The Columbia County Board of Commissioners met in scheduled session with Commissioner Henry Heimuller, Commissioner Margaret Magruder and Commissioner Alex Tardif, along with Jan Greenhalgh, Board Office Administrator.

Commissioner Heimuller called the meeting to order.

COUNTY VISION PLAN:

Karen Kane and Erin O'Connell met with the Board to talk about the first ever all-staff meeting that will take place Tuesday, August 15th at the County Fairgrounds. The conversation focused on creating a vision for the county, as that is the next step in the mission statement project. The Board shared ideas on how to form a vision and what that might include. The group also discussed the agenda for that meeting and Karen asked them to think about what other county business they would like to discuss during the meeting.

BERNET DIKE ROAD PROPERTY:

Nathan Woodward and Sarah Hanson met with the Board to discuss a request by Ken Bernet to enter into a property line agreement to establish the property line between the Bernet property and the County property at Chapman Landing. Nathan explained that a lot of work has been put into establishing the property line and it isn't feasible. A property line agreement will essentially say that the line isn't discernible and that the parties agree that the line is in a specific location. Nathan will facilitate a meeting on site with Ken to come to agreement as to the agreed upon location of the property line. Sarah will then draft a property line (boundary) agreement for Board consideration.

EXECUTIVE SESSION UNDER ORS 192.660(2)(h) - Litigation:

The Board recessed the regular session to go into Executive Session as allowed under ORS 192.660(2)(h). Upon coming out of Executive Session, ***Commissioner Tardif moved and Commissioner Magruder seconded to approve the Intergovernmental Agreement between counties for sharing of costs associated with the MERS litigation and authorize Sarah Hanson to sign. The motion carried unanimously.***

FRAUD HOTLINE POLICY:

Jennifer Cuellar and Sarah Hanson were present for discussion of the Fraud Hotline policy. The policy currently designates 3 Hotline Administrators - the Finance Director, HR Director and County Counsel. Background was provided by staff on the creation of this policy, which drew language from a policy used by a larger Oregon county, as well as policy language provided by the vendor, Lighthouse. Discussion was held on the appropriateness of the policy's administrators; how the actual investigations would take place and who would be involved/notified of any complaint. The Board wanted more time to consider the policy and any potential changes they might want to make. It was

noted that the contract is annual, with a 30 day out clause and the ability to amend the policy at any time. After discussion, staff was directed to edit the language on “specific feedback” and provide all documentation to Jan Greenhalgh for placement on an upcoming Board agenda.

The Board supported the proposal that a letter regarding the policy and launch of the hotline would come from the Board office.

COLUMBIA COUNTY LANGUAGE ASSISTANCE PLAN:

Robin McIntyre, Jan Greenhalgh, along with Susan Wagner of CAT, were present to discuss the Language Assistance Plan. This plan is being required by the State as part of the CDBG grant that is being administered by Community Action Team. Robin gave a brief explanation of what is included in the plan, which is basically to allow county staff to communicate with the non-English speaking public. The process in getting this accomplished has included meetings with all county departments for input and suggestions. However, it appears that the Fair Board was not included in that process. Because of the need to get this approved so that CAT can start drawing down funds, Robin would recommend the Board approve this next week, allowing time for Jan to contact MaryAnn Guess for input. The Board agreed to putting this on next week for approval.

ASSUME ORIGINAL JURISDICTION OF LUCS APPEAL 17-44:

Todd Dugdale, Erin O’Connell and Robin McIntyre were present for discussion. They provided a brief background on the appeal of the LUCS Application 17-44, by neighboring property owner, Don Campbell. He received information on the decision by Land Development Services to sign off on a Land Use Compatibility statement as a part of an application by the owner of Deer Point Meadows Mobile Home Park to upgrade the on-site wastewater treatment system. Robin noted that it is most appropriate for the Board, not the Planning Commission, to hear the appeal because the Board has authority to make final interpretations of the application of land use regulations in this case and there is a likelihood that their decision may be appealed to LUBA. After discussion, Commissioner Tardif moved and Commissioner Magruder seconded to have the Board of Commissioners take original jurisdiction for the appeal of LUCS 17-44. The motion carried unanimously.

REQUEST TO NAME ROAD “LITTLE BIRD WAY”:

While present, Todd Dugdale reviewed a request to name a new private road on Scappoose Vernonia Hwy, Scappoose “Little Bird Way”. Todd noted the three name choices offered by the affected property owners. Staff is recommending going with the property owners first choice, “Little Bird Way”. After a brief review, Todd was directed to prepare an Order for the next available consent agenda for approval.

SCHEDULE SPECIAL MEETING FOR PORT WESTWARD REMAND BRIEFING:

With the Board meetings of July 19th and July 26th being canceled, it was suggested by staff that the Board hold a special meeting for a pre-hearing briefing on the Remand of

the Port of St Helens Plan/Zoning Amendment, prior to the August 2, 2017 hearing. After discussion, there was Board consensus to hold a special meeting on Thursday, July 27, 2017, at or after 2:00 p.m. and direct Jan Greenhalgh to send notice to the newspapers.

PSU “WORKING COMMUNITIES NETWORK” PROGRAM:

Norman Eder, Portland State University, came before the Board to present Portland State University’s “Working Communities Network”. This network is to organize a working relationship between the college, faculty, students and local government jurisdictions. The network would be a vehicle for mobilizing teams of engineering and computer science students and faculty, to help communities solve problems that are important to their citizens. He noted that this does not replace the internship program. Participation in the network would be accomplished through a Memorandum of Understanding between the jurisdiction and the college and there is no cost to participate. The Board thanked Norman for this information and will take it under consideration.

ANIMAL SHELTER:

Sheriff Jeff Dickerson, Dog Control Officer Roger Kadell, and Assistant County Counsel Robin McIntyre met with the Board to discuss a plan for the County to return to providing its dog impoundment functions at the animal shelter. The plan would involve re-establishing the Dog Control Officer's office at the shelter and providing a separate entrance for that office. The service would focus on the County's core responsibilities, which essentially involves the impoundment of stray dogs, dangerous dogs, and dogs held due to quarantine, court order, neglect, etc. The County would not be performing adoption services for unclaimed dogs, but rather, would offer those dogs to the Columbia Humane Society (CHS), and potentially the Oregon Humane Society, for adoption.

The County currently contracts with the CHS for its dog impoundment services. The contract expires in July 2018, and CHS has requested an increase in compensation for any future contracts. Sheriff Dickerson requested that the County terminate the contract early, with a 90-day notice, to give the County and CHS time to transition. After consideration, Commissioner Magruder moved and Commissioner Tardif seconded to approve the termination of the contract with CHS, with a 90-day notice. The motion carried unanimously.

PUBLIC HEALTH JOB DESCRIPTION:

Sarah Hanson presented the Board with two options for recruiting a local Public Health Administrator, either at a Director level position or Administrator level position. The difference between the job descriptions was discussed. The Board indicated interest in proceeding with recruiting both positions so that they can determine which to use based on the qualifications of the applicants. Sarah reminded the Board that they have already authorized recruitment for the Director position so if both positions are to be used, only a motion to approve the Administrator Job Description should be made. With that, ***Commissioner Tardif moved and Commissioner Magruder seconded to***

approve the Public Health Administrator job description and to fill the position of either the Administrator or Director position. The motion carried unanimously.

Sarah indicated that she would let HR know to begin the recruitment and that the actual recruitment process would come back to the Board for discussion.

RECOGNITION OF OREGON EQUESTRIAN TRAILS FOR VOLUNTEER WORK:

Jan Greenhalgh was present to update the Board on the plans to recognize the Oregon Equestrian Trails group for all of the work they've done at Camp Wilkerson. The thought is to order a cast aluminum plaque and attach it to a large boulder and site it at the kiosk at Camp Wilkerson. A date would be set to have the Board officially award the plaque to the group, invite the press and possibly have light snacks. The cost for the plaque is between \$275-\$300 and Jan asked if the Board would want to pay for that or have the Parks Department pay it. There was Board consensus to move forward with these plans and that the Board would pay for the plaque. Jan will contact Lori Baker and Casey Garrett to order the plaque.

OREGON FAIR ASSN BILLING FOR FAIR EDUCATION PARTNERSHIP:

After a brief discussion, ***Commissioner Magruder moved and Commissioner Tardif seconded to approve the payment of \$100 to the Oregon Fairs Association for the "Fair Education Partner" program. The motion carried unanimously.***

ROSEBUD CAFÉ REQUEST FOR REDUCTION IN SOCIAL GAMING LICENSE FEE:

Jan Greenhalgh presented a request from Don Zerr, Rosebud Café, for a reduction in the Social Gaming License fee of \$500 to \$250. This is a new license and, because there are only 6 months left in the license year, Don is requesting this reduction. With that, ***Commissioner Magruder moved and Commissioner Tardif seconded to reduce the \$500 fee to \$250, with the \$10 application standing, for a total of \$260.00. The motion carried unanimously.***

LETTER TO OREGON WATERSHED ENHANCEMENT BOARD:

Commissioner Magruder attended a meeting of the Lower Columbia River Watershed Council, where she learned that the Oregon Watershed Enhancement Board has recommended against funding the LCRWC "Council Capacity" grant. That would be detrimental to the future of the LCRWC. If there is no objection, Magruder will prepare a letter to the Oregon Watershed Enhancement Board asking that they consider funding this very important project. There was no objection.

PUBLIC HEALTH - REQUEST FOR ADVANCE QUARTERLY PAYMENT:

Commissioner Heimuller received an email from Sherrie Ford to, once again, request an advance of 25% of the budgeted \$125,000 be disbursed to Public Health at the beginning of the quarter, as opposed to the end of the quarter. Commissioner Heimuller explained that this has been done twice in the past and hasn't been an issue, however, he would like to discuss some options regarding this request. The suggestion

was made that, for consistency, prepayment become the norm. Commissioner Heimuller will check with Jennifer on that to see if there is any official action that needs to be taken. In the meantime, there was Board consensus to proceed with this request to pre-pay the 25%.

CHAPMAN LANDING:

Commissioner Magruder addressed the on-going request by the City of Scappoose to purchase the Chapman Landing property. She suggests that a final decision be made so that she can draft a letter to the city with the Board's decision. At this point, the Board is not interested in selling that property and that a committee is being formed to address the specifics of the CZ Trail. Commissioner Magruder will prepare a letter noting those details, with the full Board signature block.

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

Dated at St. Helens, Oregon this 28th day of June, 2017.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: _____
Henry Heimuller, Chair

By: _____
Margaret Magruder, Commissioner

By: _____
Alex Tardif, Commissioner

By: _____
Jan Greenhalgh
Board Office Administrator