

COLUMBIA COUNTY BOARD OF COMMISSIONERS

BOARD MEETING

WORK SESSION MINUTES

May 8, 2019

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

BOARD DISCUSSION ITEMS:

- Commissioner Magruder moved and Commissioner Tardif seconded to approve the letter of support the Clatskanie Arts Commissioner Small Arts and Culture Grant application. The motion carried unanimously.

LAW LIBRARIAN:

This item was pulled.

FEE WAIVER REQUEST:

Karen Schminke, LDS Director, came before the Board to present information regarding a request for a waiver of fees associated with a hardship permit. The specific request was to reduce the Onsite Sewage Program Authorization Notice fee from \$676.00 to \$100.00 and to reduce the Land Use fee for annual renewal of the Temporary Permit from \$277.00 to \$50.00. The Board had a number of questions regarding the fees, the specifics of the situation, and ongoing County staff oversight of the temporary permit. After some discussion on the obvious hardship, ***Commissioner Tardif moved and Commissioner Magruder seconded to approve the waiver of fees as presented, with the requirement that staff verify there is still a financial hardship that would justify the reduction of the annual Temporary Permit renewal fee. The motion carried unanimously.***

FOLLOWUP ON PERSONNEL ACTIONS:

Tristan Wood, Assistant Public Works Director and Jean Ripa, Human Resource Director, came before the Board to discuss two personnel matters. First would be moving Kathleen Boutin-Pasterz, Solid Waste Coordinator, from .75 FTE to 1.0 FTE. Tristan addressed the need for the program position be full time to be successful in public outreach. Kathleen would like to work with organizations like the schools and Senior Centers on such things as recycling, our new Sharps Container exchange program, expand our Household Hazardous Waste to further focus on education of these programs to further improve residents from placing them in the garbage and going to our areas landfills. After discussion, ***Commissioner Magruder moved and Commissioner Tardif seconded to move the Solid Waste Coordinator position to 1.0 FTE. The motion carried unanimously.***

Tristan and Jean then addressed the change in duties for the Office Specialist position. This position came with new responsibilities when the Road Department became the Public Works Department, with the addition of Solid Waste and Depletion Fees being managed out of the Public Works department. Part of the responsibility for the Office Specialist position was the management of the receivables of the Depletion Fee Ordinance. This new duty was a responsibility added to this position. With that Tristan and Michael Russell, Director of Public Works looked over the position and a title and classification change was needed and evaluated the job description needed.

After discussion, Commissioner Magruder moved and Commissioner Tardif seconded to approve the creation of the position of Administrative Assistant in the Road Department and assign to Local 697 Salary Range 23. The motion carried unanimously.

EXECUTIVE SESSION UNDER ORS 192.660(2)(d) – Bargaining:

The Board recessed the regular session to go into Executive Session as allowed under ORS 192.660(2)(d). Upon coming out of Executive Session,

TRANSIT TILES:

HUMAN RESOURCE STAFFING:

CITY/COUNTY USE AGREEMENT FOR RECREATIONAL USE AT SALMONBERRY:

Casey Garrett met with the Board seeking authorization to work with County Counsel to develop a memorandum of understanding and draft use agreement with the City of St. Helens for the proposed St. Helens Recreation Area at Salmonberry Lake. Casey explained that in order to submit an application for the next available Regional Trails Program grant, the City and County would have to have a memorandum of agreement complete in early June of this year, or would not qualify for an award. In addition, a draft contract would need to be created as soon as possible, so the City and County could finalize quickly if awarded grant funds.

Commissioner Tardif asked the other board members if they were okay with Casey working with Robin on this, then keep them updated on the process. Commissioners Heimuller and Magruder agreed they were okay with that, but would definitely want to

make sure a sound, long term agreement was established prior to the County investing resources on property improvements.

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

Dated at St. Helens, Oregon this 13th day of March, 2019.

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