

POLK COUNTY BOARD OF COMMISSIONERS
TUESDAY MEETING – JANUARY 18, 2011
MINUTES

1. At 9:00 a.m., Chairman Propes declared the Tuesday meeting of the Polk County Board of Commissioners in session. Commissioner Pope and Commissioner Ainsworth were present. A CD of the proceedings is on file in the Board of Commissioners' Office.
2. **MOTION: COMMISSIONER POPE MOVED, COMMISSIONER AINSWORTH SECONDED, TO APPROVE THE MINUTES OF JANUARY 4, 2011.**

MOTION PASSED UNANIMOUSLY.

3. **UNITED WAY**

Denise Swanson, Resource Development Director for the local United Way, which serves Polk, Yamhill, and Marion Counties, provided a handout to which she referred and that has been made part of the permanent record. She said that United Way had a campaign with Polk County in past years; they stopped for a number of years, and resumed having a campaign with Polk County last year. She said that last year Human Resources sent an email to department heads stating that anyone who wanted to place United Way on an agenda for a staff meeting could do so. She then went to the various departments and provided a brief presentation on what they were working on locally and gave employees an opportunity to give. She said that they would like to do a similar campaign this year and then ramp up and do a little more next year where people can do some fundraising and have a little more fun with it. She said that United Way is different in how they do their fundraising in that they do workplace payroll deductions. She discussed their current program, including the 2-1-1 pilot program in Yamhill County.

Matt Hawkins said that he needs direction from the Board on how the County will do their campaign this year. He said that last year was exactly as presented by Ms. Swanson. He said that another option, should the Board choose to allow United Way to do a campaign here, we can do it the way we do for other groups, i.e. Nationwide, who comes in and sets up shop in the conference room and people go to them if they are interested in donating.

Pope said that it seems it would be more efficient for any charity if we allowed them to go to individual departments but he questions what that would do to our efficiencies and whether that would slow things down. He said that he would be more comfortable making the material available to employees with a memo that states that the Board is not endorsing or encouraging participation. The Board agreed by consensus.

4. **FAIR UPDATE**

Tina Andersen, Fair Manager said that the Fair Board received the architect's plans for the new facility, which contains a lot of wasted space and is quite elaborate.

Ray Steele, Fair Board Chairman said that in the architect's plan for the Fair, one of the offices is a storage room and can be eliminated. The drawing also shows a foyer on the Fair portion and the main concern with that is that it appears to be the only reception / entrance rather than a shared reception area for the entire facility. The third concern on the drawing the room with office tables and their request is for that office to be for the Fair Manager. He said that overall, there seems to be an inordinate amount of meeting room space, as well as other extra space issues throughout. He said that another option for the Fair is to not move into the new facility but upgrade the existing offices at the Fairgrounds. He said that there is plenty of space there and reconfiguration of that space would be beneficial to Fair staff without adding cost to the new facility.

Andersen said that their main problem with the current configuration is that you have to come into the main building to get into the office and sometimes, during events, that is next to impossible. She said that a door from the outside into the office would be very beneficial.

Steele said that, he would like us to keep in mind that the Fairgrounds are not only there for the annual Fair, it is a community center and the County's emergency response area. He said that they have an old commercial kitchen in the 4-H building that could be updated, which would save a lot of money. The present kitchen could be updated and when not being used for their year around events or the annual Fair and that could be utilized as well.

Andersen said that currently, the main kitchen is used on a regular basis Friday through Sunday but most of the time is available Monday through Thursday and could be used by other entities to generate revenue. She said that it is her understanding that the Fair would not be able to rent anything in the new facility and it would have a commercial kitchen only used on occasion that would not be taking in any revenue, which she thinks would be a mistake.

Pope said that he asked Dean Bender (Emergency Manager) if anyone has asked for his input on the facility and he said that no one had. He said that, "When we keep tossing out the Emergency Management component yet nobody asks the Emergency Manager Director, that to me is an issue and especially given the fact that the Emergency Management group has funding streams available that might be helpful for us in the future." He said that, for the main kitchen area, we need to keep in mind that the minute we open that up, we also open ourselves up potentially to some building codes we might not want to hear. He said that there is a lot of exploration necessary before we say that we decide to go in that direction.

Hansen brought the new Commissioners up to date on the proposed Park and Ride. He said that originally, talks occurred regarding relocating the current Park and Ride to the Fairgrounds, which involved Cherriots, Polk County, ODOT, the Tribe, and the Fair Board because there would be benefit for all involved. Those benefits include: 1) the community would have a better facility to utilize as a Park and Ride area; 2) potential upgrades to our Fairgrounds; and 3) enhancement to the transportation system. As a result of those discussions, Cherriots wound up being the lead agency to secure a grant through ODOT in the amount of \$300,000. Initially we looked at putting a Park and Ride at the very west side of the Fairgrounds property with an "in" on the north side and an "out" on the south side and a row of parking on the west side.

Todd Whitaker provided drawings for the proposed Park and Ride to which he referred. He said that on the drawings, someone has sketched in a second row of parking along the west side and a curb that would take the buses in front of those parking spaces. He said that recognizing that was something different than what we had seen before, he met with Ray Steele and Tina Andersen, and that concept does not work for them because it dedicates the area and it cannot be used by the Fairgrounds during normal operations. Moving the additional row and pointing stripes on the ground with no curbs. That way, if additional parking was needed for the Park and Ride, there would be slots available and during Fair, that area could be roped off for Fair use.

Hansen asked if we have the option of talking with ODOT and asking to have the Park and Ride moved further west into the right-of-way because currently that space is only grass and a drainage ditch. He said that the more we can push the Park and Ride to the west, the less impact it will have on the Fair.

Whitaker said that he does not know the answer to that but he will check with ODOT.

Propes said that if Cherriots wants this new plan, their only alternative is to buy enough additional land for us on the east side of the Fairgrounds. He said that originally, none of this was going to happen on the Fairgrounds, it was all going to happen in Nesmith Park. He said people thought that moving this to the Fairgrounds was a good idea because it would benefit the Fair, but if this gets expanded beyond that, it will not work.

Steele said that in the beginning, when Cherriots, the Fair Board, and the Board of Commissioners began discussions, this was not going to be a Park and Ride because the Park and Ride entailed anybody who wanted to come in and park and leave. He said that this was supposed

to be a bus stop with parking only for those authorized and who were going to ride the bus. He said that there is an agreement between Cherriots and the Confederated Tribes to run during their work hours in Grand Ronde, which is how Cherriots was established in Rickreall. He said that during the original discussions, they made it very clear to Cherriots that during the Fair and certain bus rallies, the Fair would need to utilize the space. He said that he would like to have a management operating procedure to go with any lease agreement stating that the Fair Board has the right to close this area down during events. He said that he believes we need to have another meeting with Cherriots before moving forward.

Pope expressed concern about where ODOT is with this project.

Whitaker said that they met with ODOT and what they said is, "We're the bank" and their liaison did not express that they wanted any design responsibility. He said that his guess is that what is key to that is that we are not changing any locations here. If we were moving the location, i.e. west into the right-of-way, then ODOT Design would get involved.

Pope said that what he has learned from the Emergency Manager is that, "We do the best we can but we don't really have a cooperative partner with ODOT with regard to access and egress."

Whitaker said that he has a call in to ODOT to find out what kind of permitting the County needs to do for this project because we will be doing some work in their right-of-way. He said that if there is a lack of desire on the part of the Fair Board or the Board of Commissioners for having that second row of parking, we are not bound to do that. He said that it seemed that having some kind of a curbed or raised sidewalk that put a physical barrier there was not acceptable so we thought putting the stripes on the ground could be an either / or use but if that is something where an operational agreement cannot be worked out, we can drop that.

Hansen said that the first thing we need to figure out is whether we can move west because if we can, all other options become less critical. He said that if we cannot move west, we will have to figure out how to utilize parking on the east side of the Fairgrounds.

Pope said that he would like clarification on the whole Park and Ride concept. He asked if there was going to be a Park and Ride transfer once this is put in place. He said, "It's not just a bus station anymore, it's a Park and Ride / bus transfer."

Whitaker said that he needs that clarification on that as well. He said that he does not know whether Cherriots recognizes this projects as a Park and Ride or a bus stop. He said that he will get more information on that.

Pope said that he believes this bus terminal spot is a great piece in the big picture of what the center should end up promoting and what Polk County should be endorsing so people have more opportunity to get to mass transit.

Steele said that a meeting should be set up with the County and Cherriots because the money is approved and if we are going to do this it has to be done before the annual Fair or it will have to wait. He said that he does not know how long the money will be available but he believes we should get moving on this.

5. **PUBLIC WORKS UPDATE**

Whitaker said that the Project Management Team is starting to plan ahead for some of their alternative presentation meetings for the Salem River Crossing. One of the questions they have is, "Does the County need to have "buy in" from your other communities inside the County in order to recommend a final alternative."

Propes said that we do not need to but he thinks it would be a very good idea to get buy in from the communities since they are going to be asked to pay for this. He said this has gone on for

seven or more years and he believes the city councils, as well as the Board of Commissioners, should have presentations of the alternatives as he is not comfortable “rubber stamping” this without citizen input. He said that he believes each of the larger cities should have its own presentation and we could have one here and invite Willamina and Falls City. He said that when the Board of Commissioners has its presentation, we could also invite the public.

Pope said that there is no reason in his view that we should not be having “town hall meetings” such as those they had for the corridor project. He said that this is a major component for Polk County citizens and he wants to be at every meeting Polk County citizens are asked to attend so he can hear their feedback. He said that he has significant reservations about the direction of this project and he agrees that we do have to have feedback from the community.

Pope asked about the bridge project in McCoy.

Whitaker said that they received a set of engineered plans and calculations for the reconstruction of the bridge. A permit application has been provided and there is a hang up in the project because there is a requirement in that application for insurance to work in the right-of-way. He said that he will call Ken Bunn to find out what that all means and when the project can begin. He said that, regarding the emergency bridge, he contacted the National Guard the last week of December and there were a number of people out on vacation. He said that the person he spoke with said that he would check out the Bailey Bridge and get back to him and he has not done that yet. He believes construction will start mid-February, which is probably faster than the military can respond with a Bailey Bridge. In the pending permit, he extended the project period out until October 15, 2011 so they can get something in there now that would carry light traffic and come back later in the summer when the water recedes to do the in stream work on the piles.

6. **NEW CLASS SPEC AND MENTAL HEALTH REORGANIZATION**

Matt Hawkins recommended that the Board of Commissioners approve a new class specification and salary range for Mental Health Counselor III and a Mental Health reorganization as outlined in his memorandum.

MOTION: COMMISSIONER POPE MOVED, COMMISSIONER AINSWORTH SECONDED, TO APPROVE.

MOTION PASSED UNANIMOUSLY.

7. **IDENTIFICATION BADGES**

Hawkins recommended that the Board of Commissioners approve a new policy requiring all Polk County employees to wear identification badges while on duty, as outlined in his memorandum. Currently all employees in the District Attorney’s Office and the Sheriff’s Office have identification badges; the difference is in requiring employees to have them. All Human Services employees are provided with an identification badge, which they wear when in the field but not always while in the Academy Building. Community Corrections employees do not have identification badges but they do have a badge and they are identified as an employee of Community Corrections.

Propes said that he does not think Public Works employees should be required to wear an identification badge because it could actually get in their way of working.

Pope said that he has a problem with exclusion of departments. He said that he understands the utilitarian issues, but how they keep their identification on them is a personal choice. He said that he believes making policy becomes complex if you develop one and then allow exclusions. He said that he is in favor of requiring identification badges for a number of reasons but he is all about equity and will not be in favor of exclusion unless we can demonstrate there are serious reasons for that.

Hansen said that we would have to determine how to handle contractors and volunteers as well.

MOTION: COMMISSIONER AINSWORTH MOVED, COMMISSIONER POPE SECONDED, THAT EVERYONE WHO WORKS FOR OR DOES WORK FOR THE COUNTY, INCLUDING VOLUNTEERS, SHOULD WEAR AN IDENTIFICATION BADGE.

MOTION PASSED UNANIMOUSLY.

Hawkins said that he would develop a draft policy and bring that to the Board for approval that could later be incorporated into the Personnel Rules by Board directive.

8. **AOC DISTRICT 6 FALL MEETING**

Hansen said that Polk County will be hosting the AOC District 6 meeting this fall and we need to determine where that will be held and when. The Board agreed to hold the meeting at the AOC facility, from 8:00 a.m. until noon, with light refreshments. Jennifer will check with AOC to see what dates are available.

9. **NACo PRESCRIPTION DRUG PROGRAM**

Hansen said that this program is sponsored by the National Association of Counties, and has been in place for at least ten years. He said that the programs allows for a prescription discount card for all eligible citizens of participating counties. He said that there are a number of counties in Oregon participating in this and he has heard nothing but good things about the program.

Pope said that he sees this as a positive tool to add to the tool box at no cost to the County. He said that he is big on community awareness and community education and he would like to see this program on the County's website.

Hansen said that NACo will provide information on ways to promote this program. We may want to hand out information to the local chambers and cities, as well as putting this on the County's website. He said that once we have more information about the program, this may be something to discuss at a Mayor's breakfast.

MOTION: COMMISSIONER POPE MOVED, COMMISSIONER AINSWORTH SECONDED, THAT THE ADMINISTRATIVE OFFICER CONTACT NACO TO GET THE PRESCRIPTION DRUG PROGRAM STARTED IN POLK COUNTY.

MOTION PASSED UNANIMOUSLY.

10. **REQUEST TO USE NESMITH PARK**

Hansen said that our parks are day use parks and we usually open them around the first of May and close them sometime in October. From time to time we receive requests for overnight use from various groups. He said that this request is to use Nesmith Park to conduct an "Arrow of Light Crossover" ceremony for boys who are graduating from Cub Scouts into Boy Scouts. The tentative date is May 13 and they will need access to restrooms or a porta-potty, as well as plenty of parking. The Board approved the request by consensus.

11. **ACADEMY BUILDING COPS**

Hansen provided a handout regarding COPS and facility improvements at the Academy Building, to which he referred and that has been made part of the permanent record. He said that the least amount he would recommend we go out for COPS for it \$1.75 million and that number could become as high as \$2.5 to \$3 million if the Board so chooses. He discussed the various options outlined in this information with the Board and they told him to move forward with the process.

At 11:40 a.m., the meeting was recessed until 1:30 p.m.

12. **FAIR BOARD INTERVIEW**

The Board of Commissioners conducted a Fair Board interview with Anna Scharf.

At 3:00 p.m., the Board recessed until 1:30 p.m., Wednesday, January 19, 2011.

13. **FAIR BOARD INTERVIEW**

The Board of Commissioners conducted a Fair Board interview with Dennis Spink.

14. **NON-LISTED ITEMS** (Pursuant to ORS 192.640, the Board of Commissioners considered the below identified non-listed items.)

None

Chairman Propes adjourned the meeting at 2:10 p.m., Wednesday, January 19, 2011.

Minutes: Jennifer Wheeler
Approved: January 25, 2011