

POLK COUNTY BOARD OF COMMISSIONERS
TUESDAY MEETING MINUTES
JUNE 11, 2013

1. At 9:04 a.m., Chair Wheeler declared the Tuesday meeting of the Polk County Board of Commissioners in session. Commissioner Pope was present, Commissioner Ainsworth was excused
2. **MOTION: COMMISSIONER POPE MOVED, COMMISSIONER WHEELER SECONDED TO APPROVE THE MINUTES OF JUNE 4, 2013.**

MOTION PASSED BY A UNANIMOUS VOTE OF THE QUORUM.

3. **25 FIELDS FOR OREGON** - Carrie Cool and Ken Sandblast with 25 Fields for Oregon attended the meeting. This is a nonprofit group that is proposing to build a sports park outside of Salem, north of Chemawa Rd between I-5 between Hwy 99E. The site that is being looked at is currently owned by JB Sod, and is 195 acres in the EFU. The Commissioners expressed concern with the location, since this area is some of the richest soil/productive agriculture land in the State.

The group has had discussions with the cities of Salem and Keizer, and with the Department of Land Conservation about the land use issues, but do not have permits or approval yet. The group would start by developing 130 acres into 25 soccer fields. The reasoning is that in order to be eligible to host the Region 4 Soccer Championships (13 states), the facility needs to have 20 fields available. It is estimated that this annual week-long event could bring in \$8-\$10 million for the local economy. The desired timeline for this project is to break ground in the fall of 2014, with completion in 2015. This project is estimated to cost \$5.5 million.

4. **PORTABLE COMPUTER DEVICE POLICY** - Dean Anderson, IT Director presented a draft Portable Computer Device Policy, in response to a couple instances where iPads that belong to the County were lost and/or stolen while in the care of County employees. Dean would like to implement a Policy that will hold the employee responsible and/or negligent for equipment and confidential information that is lost while in their custody. The Commissioners expressed concern that there are two separate issues: one is that employees should not be storing confidential information on these devices, and two, that it is not always negligence by the employee if a device is lost and/or stolen. Staff recommended modifying the language of the policy to better define confidential information and negligent behavior.
5. **STATE BUILDING PERMIT SYSTEM** - Austin McGuigan, Community Development Director and Dean Anderson informed the Board that the State collects funds from the permits the Counties issue, which is used to develop and maintain a permitting system that is available to Cities and Counties. The County currently uses portions of this system, in conjunction with a Helion system. However, the State has made great strides with the structure and functionality of this program, and so Austin and Dean would like to implement the full permit system to replace Helion. The State Building Permit System is a cloud-based system, with a basic structure that can be customized to the County's needs, which will improve the efficiency and accuracy in the Building Permit division. The major drawback that Austin can see with this system is that it makes permit information more readily accessible to the public, and is concerned that there may be backlash from citizens. There is an IGA with the State that will need to be approved and signed by the Board to use this system, but Attachment F needs to be customized for Polk County.
6. **REVIEW OF CURRENT INTERNATIONAL CODE COUNCIL BUILDING VALUATION DATA** - Austin McGuigan and Autumn Hillebrand, Community Development Office Manager reported that staff has done an analysis on the base building permits in Fiscal Years 11-12 and 12-13, and have concluded that the building permit fees do not cover the expenses for the program. The County has been using the 2002 building valuation data in an attempt to keep costs low for citizens and encourage building activity within the County. However, the State or Oregon is

now requiring the use of the 2013 values. Also, when the Department upgrades to the State Building Permit System (as discussed in agenda item #5), the program will automatically use the most recent valuation tables. Even with the increase in permit costs, Polk County building permit fees will still be competitive when compared to Marion and Yamhill Counties, and Polk County does not charge System Development Charges. The increase in fees was already included into the budget for FY 2013-2014.

7. **LADPC BYLAWS** - Marty Silbernagel, Community Corrections/Juvenile Director presented the draft bylaws for the Local Addiction Planning and Prevention Committee (formerly LADPC). This Committee does not receive any fiscal monies, but is more of a 'SIT' team for addiction services. Marty was selected by the Committee to be Chair, Sally Peña as Vice Chair, and Jennifer Lief as Secretary. One of the short-term goals of the Committee is to work with the Cities in developing ordinances to eliminate Hookah shops and lounges. The Commissioners requested this item be rescheduled for next week to give the Board more time to review the proposed By-laws.
8. **NWREC FUNDING REQUEST** - Greg Hansen, Administrative Officer received the annual funding request from the North Willamette Research and Extension Center. The request is for \$10,000. The County only funded \$8,000 last year. The full \$10,000 is in this coming year's budget, in the Economic Development fund.

BY CONSENSUS, THE BOARD APPROVED THE NWREC FUNDING REQUEST.

9. **POLK COUNTY MENTAL HEALTH UPDATE** - Greg Hansen gave an update on the Mental Health Department funding shortfall. Between the April and May budget hearings, the revenues perceived to be coming into the county dropped by \$1.5 million for FY 2013-2014 budget. This resulted in a reduced Beginning Fund Balance and the elimination of eight vacant and/or newly created positions. Since the budget was tentatively approved on May 15, the County found additional funding shortfalls of \$1.3 million in the current fiscal year. Due to this shortfall, 8-10 employees have received notice of lay-off.

This funding shortfall was caused by poor projections, and the County is taking steps that will result in the fiscal reorganization and accounting process that is more cognizant of slower growth within the Mental Health Department. The new revenue projections are very conservative, and Greg anticipates an 18-24 month timeline to backfill the revenue shortfall. The County will still be able to meet the demand for service, and will work to maintain credibility with the Mental Health clientele and community partners.

10. **NON-LISTED ITEMS** (Pursuant to ORS 192.640, the Board of Commissioners considered the below identified non-listed items.)
 - a. **OPERATING LEVY COMMITTEE MEETING** - Greg Hansen announced that the Operating Levy Committee would be meeting on June 18, 2013 at 5:30 pm. The Agenda includes a review of the decisions made by the Committee in February, and the May election results, in addition to a discussion about the POINT funding to the Cities. The Committee should have a finalized recommendation to the Board at the conclusion of this meeting.
 - b. **JOB SPECIFICATIONS** - Matt Hawkins, Administrative Services Director reported that currently, all job specifications state that Oregon Driver's Licenses are required. The Human Resources department will be removing this job specification from the positions that do not actually need licenses.

Chair Wheeler adjourned the meeting at 11:19 a.m.

Minutes: Heather Alvarez
Approved: June 18, 2013