

**UNION COUNTY BOARD OF COMMISSIONERS**  
*Joseph Building Annex Conference Room*  
Regular Commission Meeting Minutes  
Wednesday, June 5, 2024

---

Present:           Commissioner R. Matthew Scarfo, Chair  
                  Commissioner Donna Beverage  
                  Commissioner Paul Anderes

Commissioner Scarfo opened the meeting at 9:00 a.m. and the Pledge of Allegiance was given with all three Commissioners present.

**AGENDA REVIEW**

Administrative Officer Burgess requested that the public hearing for Ordinance 2024-03 be rescheduled due to public notice requirements to the Observer. Director Scott Hartell will be present to explain more at the scheduled hearing time.

**PUBLIC COMMENT**

There were no public comments.

Commissioner Scarfo closed the public comment period.

**FY 2024-25 City of La Grande Building Department Proposed Budget**

Mike Boquist, City of La Grande Community Development Director, presented the FY 2024-25 Building Department Proposed Budget to the Commissioners for their consideration. Typically, the Building Official will present the proposed budget, however, they are in the process of recruiting a new person.

The proposed budget is status quo. The only increase is the Consultant line item to send plans to the state for plan review due to being short staffed. The amount budgeted went up \$290,000 from \$10,000; and is not long term.

The proposed budget is in the amount of \$3,305,524.

Commissioner Beverage asked if there have been any qualified applicants. Mr. Boquist indicated that there was one who was marginally qualified and offered an entry level position. However, they did not accept. He is anticipating another applicant that may consider their offer.

Mr. Boquist also reported that their Senior Electrical Inspector is expected to retire at the end of August.

Commissioner Anderes appreciates the good working relationship between the City of La Grande and the Planning Department.

**Commissioner Beverage made a motion to approve the Building Department Proposed Budget for FY 2024-25. Commissioner Anderes seconded. Motion carried unanimously.**

**ELECTED OFFICIAL, DEPARTMENT HEAD & EMPLOYEE COMMENTS**

City of Union Contract

Sheriff Bowen addressed the Commissioners with the City of Union Contract.

This agreement is between the City of Union and the Union County Sheriff's Office to maintain a law enforcement presence to handle public safety issues. The agreement will begin July 1, 2024 and run through June 30, 2028.

Commissioner Beverage is happy to continue having law enforcement in Union.

**Commissioner Anderes made a motion to approve the Intergovernmental Agreement between the City of Union and the Union County Sheriff for law enforcement services as presented.**

**Commissioner Beverage seconded. Motion carried unanimously.**

Memorandum of Lease Agreement

Doug Wright, Public Works Director, presented the Memorandum of Lease Agreement to the Commissioners for consideration.

This Memorandum of Lease is entered into by Union County Public Works and Life Flight Network and is a continuation of the transfer of hangar ownership. Eastern Oregon Title is requesting a lease agreement for their records.

The ground lease shall run for a period of twenty-five (25) years from April 1, 2024 through March 31, 2049.

**Commissioner Beverage made a motion to approve a Memorandum of Lease Agreement between Union County and Life Flight Network. Commissioner Anderes seconded. Motion carried unanimously.**

Crisis Negotiation Phone Purchase

Nick Vora, Emergency Manager, presented the Crisis Negotiation Phone Purchase to the Commissioners for their consideration.

Union County entered into a State Homeland Security Grant in November 2023 to purchase crisis negotiation equipment more commonly known as a "throw phone". A request for proposals was emailed to potential vendors in April 2024 and multiple vendors responded. However, only three provided firm cost estimates.

Due to the technical complexity and specialization of the equipment. A technical review committee was assembled who did a very thorough review of the proposals. The technical review committee recommended purchasing the equipment proposed by 836 Technologies in the amount of \$29,000.

Commissioner Anderes is interested to see what the device looks like when it arrives.

Commissioner Beverage appreciates the explanation that Emergency Manager Vora provided related to the new equipment.

**Commissioner Anderes made a motion to approve the Crisis Negotiation Phone Purchase as presented. Commissioner Beverage seconded.**

Commissioner Scarfo thanked Emergency Manager Vora for pursuing grant funding for this purchase and asked the timeline for delivery. Emergency Manager Vora indicated approximately three months.

**Motion carried unanimously.**

#### ADU Hearing Rescheduled

Scott Hartell, Planning Director, indicated that the Public Hearing for Ordinance 2024-03 has been rescheduled to July 17 with the time to be determined.

#### Publication of Record

Director Hartell also reported that as of July 1 the Observer will no longer provide a printable paper. This causes issues with land use law protocols for public notice.

Commissioner Anderes asked if it will apply to not only land use but public noticing. Administrative Officer Burgess will look into public notice requirements for budget notifications. Fortunately that will be done before the end of June. In January, the Commissioners designate the official newspaper of record for foreclosures through tax purposes. She will consult with legal counsel.

#### CONSENT AGENDA

**Commissioner Beverage moved approval of the consent agenda which included the May 15, 16, 21, 22 & 29, 2024 claims journals and meeting minutes of May 15, 2024 as presented. Commissioner Anderes seconded. Motion carried unanimously.**

Commissioner Scarfo called a short recess.

#### ADMINISTRATIVE MATTERS

##### Building Lease Agreement – La Grande Police Department

Shelley Burgess, Administrative Officer, presented the Building Lease Agreement for the La Grande Police Department to the Commissioners for their consideration.

This is an amendment to the existing building lease agreement between Union County and the City of La Grande for the space in the law enforcement annex occupied by the police department. The current lease allows them to request an extension of five years, and also allows for a rental rate negotiation. Administrative Officer Burgess met with Chief Bell and negotiated an increase in the rental rate over the life of the 5-year extension.

The rental rate will be \$66,800 annually.

**Commissioner Anderes made a motion to approve the Building Lease Agreement with the City of La Grande Police Department as presented. Commissioner Beverage seconded.**

Commissioner Scarfo and Commissioner Beverage are thankful for the working relationship with the City of La Grande, and are happy to see it continue.

**Motion carried unanimously.**

4-H & Extension Service District Supplemental Lease Agreement

Shelley Burgess, Administrative Officer, presented the Supplemental Lease Agreement to the Commissioners for their consideration.

This agreement is between the Union County 4-H & Extension Service District and the Bureau of Reclamation (BOR) for office space located at 10507 N. McAlister Road. The occupants had a lease agreement that expired in 2018, however, they continued to occupy the space on a month to month lease.

The new lease will expire on December 31, 2031.

Each renewal allows for a 2-percent rental increase each renewal year.

**Commissioner Beverage made a motion to approve the Supplemental Lease Agreement between the 4-H & Extension Service District and the Bureau of Reclamation as presented. Commissioner Anderes seconded. Motion carried unanimously.**

PUBLIC HEARING: Court Order 2024-08: In the Matter of Annexing Property into the Cove Rural Fire Protection District

Staff Report

Scott Hartell, Planning Director, presented Court Order 2024-08 along with a brief staff report to the Commissioners for their consideration.

Union County Planning Department received petitions from James Frisch and John and Dian Frisch to annex properties into the Cove Rural Fire Protection District. Union County received letters from the Cove Rural Fire Protection District stating they are prepared to annex the subject properties.

Public Comment

There were no public comments.

Discussion/Action

**Commissioner Anderes made a motion to approve Court Order 2024-08; In the Matter of Annexing Property into the Cove Rural Fire Protection District as presented. Commissioner Beverage seconded. Motion carried unanimously.**

ADU Hearing Rescheduled – Ordinance 2024-03

Scott Hartell, Planning Director, announced for the record that the public hearing scheduled for 9:40 am has been postponed to July 17 with a time to be determined. He apologized for any inconvenience caused but all required notifications of the hearing had not been given.

4-H & Extension Service District Lease Agreement – CTUIR

Shelley Burgess, Administrative Officer, presented the 4-H & Extension Service District lease agreement to the Commissioners for their consideration.

This lease agreement is between the 4-H & Extension Service District and the Confederated Tribes of the Umatilla Indian Reservation (CTUIR) for office space located at 10507 N. McAlister Road, Island City, Oregon.

Rental rate shall be \$15.76 per square foot per year for 2,180 square feet of office space for a total of \$34,656.08 annually.

The term will begin July 1, 2024 and expire June 30, 2027.

**Commissioner Beverage made a motion to approve the lease agreement between CTUIR & the 4-H & Extension Service District for \$34,656.08 annually. Commissioner Anderes seconded. Motion carried unanimously.**

4-H & Extension Service District Lease Agreement – Weed Department

Shelley Burgess, Administrative Officer, presented the 4-H & Extension Service District lease agreement to the Commissioners for their consideration.

This lease agreement is between the 4-H & Extension Service District and the Union County Weed Department for office space located at 10507 N. McAlister Road, Island City, Oregon.

Rental rate shall be \$15.76 per square foot per year for 140 square feet of office space for a total of \$3,106.40 annually.

The term will begin July 1, 2024 and expire June 30, 2027.

**Commissioner Beverage made a motion to approve the lease agreement between Union County Weed Department and the 4-H & Extension Service District for \$3,106.40 annually. Motion carried unanimously.**

PUBLIC HEARING: Ordinance 2024-03: In the Matter of an Ordinance Amending the Union County Zoning Partition and Subdivision Ordinance Allowing for the Establishment of Additional Dwelling Units in the County's R-1 Rural Center Zone, R-2 Rural Residential Zone, R-3 Farm Residential Zone and R-4 Forest Residential Zone as a Conditional Use Review

Scott Hartell, Planning Director, announced for the record that the public hearing scheduled for 9:40 am has been postponed to July 17 with a time to be determined.

Intergovernmental Agreement for Child Support

Shelley Burgess, Administrative Officer, presented the Intergovernmental Agreement #25224 for Child Support services to the Commissioners for their consideration.

This intergovernmental agreement is between the State of Oregon Department of Justice – Child Support Division, Union County, and the Union County District Attorney’s office.

The District Attorney’s office will be discontinuing the Child Support Enforcement Program at the end of July 2024 due to the retirement of a long-time employee who oversaw that program. After reviewing the services and the cost, the District Attorney has determined it would be beneficial to the county to allow these services to be provided by the state. This agreement terminates the agreements in place that allow for those services.

Each party has agreed that the Department of Justice Cooperative Agreement for Child Support Enforcement dated August 24, 2023, as amended, is terminated effective July 31, 2024.

The agreement has been reviewed by legal counsel.

**Commissioner Anderes made a motion to approve the Intergovernmental Agreement #25224 for Child Support Services. Commissioner Beverage seconded. Motion carried unanimously.**

GOOD OF THE ORDER

Commissioner Beverage is excited for stock show this week and thankful for perfect weather.

Commissioner Anderes attended the Fire Map presentation last night and was disappointed in the turnout. He will follow up with the Department of Forestry to find out how it was advertised. There has been a significant improvement from the original fire map, but still has some concerns. He also reported that the REV Center has been selected to be RELM participants through NACo.

Commissioner Scarfo attended the WURA board meeting last evening in Elgin. It was a very heated meeting, but there was a lot of good input. The decision about the conditional use permit to go to the Planning Commission on Rails with Trails was postponed until July 9.

NEXT MEETING

The next special meeting is scheduled for June 12, 2024 at 9 AM for the purpose of Ballot Measure 31-101.

The next regular scheduled meeting will be held on Wednesday, June 26, 2024 at 9 AM.

ADJOURNMENT

Commissioner Scarfo adjourned the meeting at 9:47 AM.

Respectfully submitted,



Allison Moore  
Senior Department Specialist