

UNION COUNTY BOARD OF COMMISSIONERS
Joseph Building Annex Conference Room
Regular Commission Meeting Minutes
Wednesday, June 26, 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 to add Court Order 2024-11; Selection of an Official Newspaper for Union County Public Notice Publication and Authorization to Submit Grant for Deflection Funds under Administrative Matters as items (e) and (f).

PUBLIC HEARING: 4-H & Extension Service District Budget FY 2024-25

Staff Report

Shelley Burgess, Administrative Officer, presented Resolution 2024-06 to the Commissioners for their consideration along with a brief staff report.

A summary of the budget approved by the Union County 4-H & Extension Service District Budget Committee on June 5, 2024 was published in the La Grande Observer in accordance with Oregon Revised Statutes. A public hearing on the budget was also scheduled for June 26 at 9 am.

There were no changes made to the budget which included creation of a new Building Improvement Fund. Total budget is in the amount of \$764,351.

Public Comment

There were no public comments.

Discussion/Action

Commissioner Anderes made a motion to approve Resolution 2024-06; In the Matter of Adopting the Budget, Appropriating Funds Levying Ad Valorem Taxes, and Categorizing Taxes for the Union County 4-H and Extension Service District for FY 2024-25. Commissioner Beverage seconded.

All three Commissioners thanked the budget committee members and 4-H & Extension office staff for putting an accurate budget together and creating a building improvement fund.

Motion carried unanimously.

PUBLIC HEARING: Solid Waste District Budget FY 2024-25

Staff Report

Shelley Burgess, Administrative Officer, presented Resolution 2024-07 to the Commissioners for their consideration along with a brief staff report.

A summary of the Solid Waste District Budget which was approved on May 21 was published in the La Grande Observer on June 4 and posted on the Union County website. Notice of the public hearing was also published to be held on June 26 at 9 am.

Total budget is in the amount of \$958,560. No taxes are levied by the Solid Waste District.

Public Comment

There were no public comments.

Discussion/Action

Commissioner Beverage made a motion to approve Resolution 2024-07; In the Matter of Adopting the Union County Solid Waste district Budget and Appropriating Funds for FY 2024-25.

Commissioner Anderes seconded. Motion carried unanimously.

PUBLIC HEARING: Union County Budget FY 2024-25

Staff Report

Shelley Burgess, Administrative Officer, presented Resolution 2024-08 to the Commissioners for their consideration along with a brief staff report.

A summary of the budget approved by the Budget Committee on May 21 was published in the La Grande Observer on June 11, 2024 and posted on the Union County website with a notice of a public hearing to be held on June 26.

Since the approval of the proposed budget, additional information has become available which indicates the need to make a few adjustments to the budget prior to adoption.

Under the General Fund, the first adjustment is under the District Attorney's budget to add a revenue line to receive Deflection funds from the Oregon Criminal Justice Commission in the amount of \$75,000. Also needed is an increase in Personnel Services to allow for a Deflection Program Coordinator.

Second adjustment is under the Corrections budget to add revenue of \$40,000 for an amended grant from NEON for MOUD Medication and to increase the MOUD medication expenditure line item to allow expenditure of the grant funds.

Third adjustment is under the Corrections budget is to add revenue of \$50,000 for the Jail Use Agreement with Community Corrections.

Fourth adjustment is also under the Corrections budget to increase Personnel Services by \$25,000 and the Sheriffs budget by \$25,000 to balance the new revenue and cover costs associated with proposed collective bargaining agreement.

Administrative Officer Burgess is also requesting to update the transient tax grant allocations under the Economic Development Fund. This would allow for carryover in categories not expended in FY 2023-24. The first adjustment is to increase funds available to Attractions by \$5,700, totaling \$45,700 in available funding. The second adjustment is to increase funds available for Event by \$25,000, totaling \$85,000 in available funding. There would be a reduction in the Economic Development contingency fund by \$30,700 to allow for these expenditures.

Total budget is in the amount of \$64,490,726.

Public Comment

There were no public comments.

Discussion/Action

Commissioner Anderes made a motion to approve Resolution 2024-08; In the Matter of Adopting Budget, Appropriating Funds Levying Ad Valorem Taxes and Categorizing Taxes for Union County for FY 2024-25. Commissioner Beverage seconded.

All three Commissioners thanked Administrative Officer Burgess and staff for their hard work in putting the budget together each year.

Motion carried unanimously.

PUBLIC COMMENT

There were no public comments.

Commissioner Scarfo closed the public comment period.

Blue Mountain Community College COD 2023-24 Report

Barbara Peden, BMCC COD Community Coordinator, presented the BMCC COD 2023-24 Report to the Commissioners for their consideration.

Ms. Peden reported on Workforce Support and Community Training, Community and Regional Partnerships in Eastern Oregon and Public-School Outreach Early College Credit and Support. She also provided a copy of the annual budget for FY 2024-25.

Commissioner Anderes thanked Ms. Peden for her work the last year as the Community Coordinator.

ELECTED OFFICIAL, DEPARTMENT HEAD & EMPLOYEE COMMENTS

Purchase of Mini Excavator for MERA

Josh Ford, Parks Coordinator, presented the request for the purchase of a mini excavator for Mt. Emily Recreation Area to the Commissioners for their consideration.

The Union County Parks Department is requesting approval to purchase a Caterpillar 301.7 Mini Excavator with a hydraulic thump and two buckets. The excavator will be used for maintenance and development of both the non-motorized and motorized areas of MERA.

The bid price has been secured through Sourcewell Contract 032119-CAT in the amount of \$46,581.35.

Legal counsel has reviewed and approved the method of contracting.

Commissioner Beverage made a motion to approve the Purchase of Mini Excavator for MERA as presented. Commissioner Anderes seconded.

Commissioner Beverage said it nice to see that he is so busy on the trails keeping it looking nice.

Motion carried unanimously.

UTV & Trailer Purchase

Nick Vora, Emergency Manager, presented the UTV & Trailer Purchase request to the Commissioners for their consideration.

In Spring 2024, the Commissioners approved the Title III federal grant funding requested by Emergency Services for the purchase of a Utility Terrain Vehicle (also known as a side by side) and a trailer to transport and store the equipment on. After extensive research, a Honda Pioneer 1000-5 equipped with tracks was determined to be the best model for our needs.

Emergency Services solicited quotes from dealers in Oregon, Washington and Idaho for both the UTV and trailer. Two vendors responded for the pricing of the trailer and five vendors for the UTV. Edge Performance Sports had the lowest cost pricing at \$31,211.95 and met the desired specifications. American Trailer Sales had the lowest cost proposal at \$9,949, and also met the desired specifications.

Total funding not to exceed \$44,535.

Commissioner Anderes made a motion to approve the Purchase of the Honda Pioneer 1000-5 from Edge Performance Sports or Outlaw Motorsports as a contingency with a cost not to exceed \$33,035 and approve the purchase for an enclosed trailer from American Trailer Sales or any other suitable vendor as a contingency with a cost not to exceed \$11,500. Commissioner Beverage seconded.

Commissioner Beverage asked what the timeline is for delivery. Emergency Manager Vora indicated the trailer has to be the same height to match the side by side, which will be special order.

Motion carried unanimously.

Ambulance Advisory Subcommittee

Nick Vora, Emergency Manager, presented the Ambulance Advisory Subcommittee request to the Commissioners for their consideration.

During the May 2024 election, voters approved the City of Union annexing into the Union Rural Fire Protection District with the primary purpose of simplifying and adding administrative efficiency to emergency fire, rescue and EMS response in the greater Union area. In addition to the municipal fire department, the City of Union has also been the operator of Union Ambulance, which is the basic life support (BLS) response team to a large portion of southeastern Union County per the Ambulance Service Area Plan.

Following the election, the City of Union reached out to Emergency Services with their intent to transfer operations and administration of the ambulance and fire service to the Union Rural Fire Protection District. This would be an administrative change as the equipment, facilities, response area and personnel would remain unchanged with the transfer.

Emergency Services requested guidance from legal counsel regarding the appropriate process to follow for the requested transfer. Legal counsel recommendation is that the Board of Commissioners appoint a five-person advisory committee with the responsibility of evaluating the request and provide recommendation to the Commissioners.

The following individuals with substantial involvement in local emergency response have been nominated to serve on the advisory committee; Michael Barry (Imbler Fire Chief), Joshua Brock (Former Union County ASA Administrator), Craig Kretschmer (La Grande Rural Fire Chief), Kenneth Patterson (Imbler Assistant Fire Chief) and Anthony Swales (La Grande Rural Fire Captain).

Commissioner Anderes asked for clarification about Union City Councilors contacting him for the transfer. Emergency Manager Vora indicated that City Councilor Timothy Cox contacted him regarding the request and Nick advised Mr. Cox a formal letter was needed from the City of Union in hand prior to taking any action.

Commissioner Beverage made a motion to appoint Michael Barry, Joshua Brock, Craig Kretschmer, Kenneth Patterson, and Anthony Swales to serve as an advisory committee to the county in regards to the reassignment of the Union Ambulance Service Area. Commissioner Anderes seconded. Motion carried unanimously.

23-55 Intergovernmental Agreement #6549 – Amended Budget Update

Travis Miller, Community Corrections Director, presented the Intergovernmental Agreement to the Commissioners for their consideration.

The amendment to Intergovernmental Agreement #6549 is entered into by and between the state of Oregon, acting by and through the Department of Corrections and Union County.

The FY 2023-25 Community Corrections budget summary was amended by Department of Corrections who received funding from HB5204. Union County's share of that funding is \$129,380. Director Miller would like to utilize the funding to hire a Probation Services Counselor,

which has been vacant for approximately two years. The new hire would be responsible for offering in house treatment.

Commissioner Anderes made a motion to approve the Intergovernmental Agreement #6549 between the State of Oregon and Union County, Amendment #1. Commissioner Beverage seconded. Motion carried unanimously.

Commissioner Scarfo asked if there were any further Elected Official, Department Head & Employee Comments.

Sheriff Office Update

Sheriff Bowen provided a brief update to the Commissioners regarding the Sheriff's Office.

He reported that the Sheriff's Office entered into a contract to provide law enforcement services at the Eastern Oregon Livestock Show for the duration of the rodeo. He is happy to report there were no DUI's for the second year in a row, and gives credit to the Loveland Safe Ride program.

The Sheriff's Office also entered into a contract with the City of Elgin for law enforcement services of five deputies at the Elgin Stampede. He also reported that he attended a work session last evening with the Elgin City Council, and they were exploring the idea of giving the voters an opportunity to vote on an Elgin Police Department. This is a topic that has come up previously, however, it will not be moving forward.

The Sheriff's Office facilitated a clean up day on the road up to the towers that lead to Indian Rock. There was a gravel pit that the Forest Service used to maintain roads and it turned into a transient paradise to the depth we had no idea how much trash was up there. There were a lot of concerned citizens to the point the Sheriff was receiving 2-3 calls a week. There were approximately 40 volunteers who assisted in the clean up day. Brian Wilcox with B&W Construction brought his entire crew, including dump trailers and equipment to help. In the process of that, Waste Pro donated a 20-yard dumpster and hauled 2 trailer loads to the dump at no cost. Total weight of trash collected was approximately 5 tons, including 7.5 tons of metal.

Commissioner Anderes asked if the burned-up cars on the mountain are stolen vehicles. Sheriff Bowen indicated the vehicles belonged to the transients in the camp; when a disagreement arose in the camp, they burned up each other's cars/camp.

CONSENT AGENDA

Commissioner Beverage moved approval of the consent agenda which included the June 5, 12 & 19, 2024 claims journals and meeting minutes of May 20 & 21, June 5 (4-H Budget), June 5 (Regular Commission) and 12, 2024 as presented. Commissioner Anderes seconded. Motion carried unanimously.

ADMINISTRATIVE MATTERS

Resolution 2024-09: In the Matter of Transferring Appropriated Funds

Shelley Burgess, Administrative Officer, presented Resolution 2024-09 to the Commissioners for their consideration.

As the Board of Directors for the Solid Waste District, there is a need to transfer appropriated funds within the Union County Solid Waste District budget in the amount of \$20,000 from contingency to Materials and Services.

This is necessary due to the tanks at the landfill producing more fluids this year than anticipated. In reviewing the budget, this transfer is required so we are not in violation at the end of the fiscal year.

Commissioner Anderes made a motion to approve Resolution 2024-09; In the Matter of Transferring Appropriated Funds as presented. Commissioner Beverage seconded. Motion carried unanimously.

Resolution 2024-10: In the Matter of Transferring Appropriated Funds

Shelley Burgess, Administrative Officer, presented Resolution 2024-10 to the Commissioners for their consideration.

Administrative Officer Burgess explained the requested authorized expenditure transfers totaling \$118,800 in appropriated funds.

Commissioner Beverage made a motion to approve Resolution 2024-10; In the Matter of Transferring Appropriated Funds. Commissioner Anderes seconded. Motion carried unanimously.

Transient Room Tax Grant Recommendations

Shelley Burgess, Administrative Officer, presented the Transient Room Tax Grant Recommendations to the Commissioners for their consideration.

The Transient Tax Advisory Committee met on Thursday, June 13 and reviewed nine applications for FY 2024-25 funding which were received by the deadline of May 31, 2024.

The advisory committee recommended the following funding awards in the Events Category:

- City of Union Chamber of Commerce – Thunder at the Peak - \$3,500
- Eastern Oregon Livestock Show Association – Kitchen Remodel - \$25,700
- Friends of Hot Lake – Annual Labor Day Celebration Food Cart - \$15,000
- Friends of the Opera House – Lion King Jr. Theater Camp - \$4,494
- La Grande Main Street Downtown – Shamrock Shuffle - \$2,500

Total funding available for Events is in the amount of \$85,000 with a total of awards recommended in the amount of \$51,194.

The advisory committee also recommended the following funding awards in the Attraction Category:

- Imbler Education Foundation – Imbler Community Track Project - \$20,000
- Union County Fair Association – Mt. Emily Room Kitchen Remodel - \$15,500
- Union County Fair Association – Mt. Emily Room Bathroom ADA Upgrade - \$10,150

The awards to the Union County Fair Association are not at the full amount request amount due to the limit on funds available and the fact that no matching funds were included on the projects.

Total funding available for Attractions is in the amount of \$45,700 with a total of awards recommended in the amount of \$45,700.

The committee did not recommend awarding funds to the Elgin Stampede Association because the grant application was incomplete and did not show a need or what the funds would be utilized for. They will however be encouraged to apply again in the next grant cycle and provided with some examples of successful grant applications. Copies of the completed applications are attached.

Commissioner Anderes asked if we are locked into the fund categories. Administrative Officer Burgess indicated the Commissioners established the allocations in the Economic Development fund when the budget was adopted. When the applicants apply, they apply for the category they feel fits best in their purpose.

Commissioner Anderes followed up by asking if the Board of Commissioners have the authority to transfer from the Events category to the Attractions category to allow for the projects that weren't fully funded. Administrative Officer Burgess indicated that it is within their authority to do so. She did clarify that one of the reasons the committee didn't fund them in full, is they didn't demonstrate matching funds of any sort.

Commissioner Anderes is very supportive of each item in the Attraction category, but would like to see the Fair Association fully funded. Administrative Officer Burgess indicated there is a difference of \$33,806 remaining in the Events category that was not awarded. There is an option of allocating the balance to the Union County Fair Association. Commissioner Anderes indicated that he didn't want to do that at this time because the applications have already been reviewed by the advisory committee.

Commissioner Scarfo would like to revisit the scope of the Transient Tax guidelines in a work session and give the advisory committee a new focus. He stated that he does not like going against advisory committee recommendations, however, the process should be reviewed by the Commissioners again. He suggested considering funding for the Loveland Safe Rides Program and event security.

Commissioner Beverage made a motion to approve the Transient Room Tax Grant Recommendations as presented. Commissioner Anderes seconded. Motion carried unanimously.

Handicap Door Operator Quote Acceptance

Shelley Burgess, Administrative Officer, presented the Handicap Door Operator Quote Acceptance to the Commissioners for their consideration.

One of the items on the ARPA project list is handicap operator for the entrances to the Chaplin Building. Facilities Lead Will Burns attempted to obtain quotes for the work with no success. Three local businesses have informed him that is not a project they would be able to complete.

D&A Glass Company from Boise was able to visit the site and provide a proposal of \$14,910 which included travel and labor. This proposal is less than anticipated and includes \$2,500 for All Phase Electrical to provide electrical power additions necessary.

Commissioner Anderes made a motion to approve the D&A Glass Company from Boise and All Phase Electrical to install the Handicap Door Operator as presented. Commissioner Beverage seconded.

Commissioner Scarfo asked what the original estimate for the door operator. Administrative Officer Burgess indicated that \$40,00 was anticipated, leaving a difference of \$22,590. He requested to add ARPA Funding to the next work session as well.

Motion carried unanimously.

Court Order 2024-11: In the Matter of Selection of an Official Newspaper for Union County Publication

Shelley Burgess, Administrative Officer, presented Court Order 2024-11 to the Commissioners for their consideration.

On January 17, 2024, the Board of Commissioners adopted Court Order 2024-01 designating The Observer as the official newspaper for Union County.

On June 4, 2024, notice was received from the publisher of The Observer of a publication schedule change. Effective July 3, 2024, the East Oregonian will become a regional weekly print publication delivered to subscribers of The Observer as well as five other Northeast Oregon newspapers.

Commissioner Beverage made a motion to approve Court Order 2024-11; In the Matter of Selection of an Official Newspaper for Union County Public Notice named as East Oregonian. Commissioner Anderes seconded.

Commissioner Anderes asked if this could be revisited at a later date should The Observer begin publishing again.

Motion carried unanimously.

Deflection Grant Authorization

Shelley Burgess, Administrative Officer, presented the Deflection Grant to the Commissioners for their consideration.

The request is for authorization to submit a grant a behalf of Union County to the Criminal Justice Commission (CJC) for the Oregon Behavioral Health Deflection Program. Union County is eligible for a total of \$150,000, \$75,000 in the first fiscal year and \$75,000 in the second fiscal year.

A Deflection Program is a collaborative program between law enforcement agencies and behavioral health entities aimed at assisting individuals who may have substance use disorder, behavioral health disorder to create community pathways to treatment recovery support services, housing, case management or other services.

Members from our law enforcement community and behavioral health are working together on a plan that will fall within the parameters of the grant requirement. The deadline to submit the grant is July 1, 2024.

Commissioner Anderes made a motion to approve the grant application for the Deflection Program as presented. Commissioner Beverage seconded. Motion carried unanimously.

GOOD OF THE ORDER

Commissioner Beverage reported that she attended the Union County Farm Tour which was well attended.

Commissioner Anderes attended the Eastern Oregon Women's Coalition Economic Summit and went on a lot of tours during the event.

Commissioner Scarfo and Commissioner Anderes attended the Rocky Mountain Elk Foundation Minam Tour; it was well attended and a beautiful place to be.

NEXT MEETING

The next regular scheduled meeting will be held on Wednesday, July 17, 2024 at 9 AM and will be held in the Misener Room.

ADJOURNMENT

Commissioner Scarfo adjourned the meeting at 10:18 AM.

Respectfully submitted,



Allison Moore
Senior Department Specialist