

UNION COUNTY BOARD OF COMMISSIONERS

Joseph Building Annex Conference Room

Regular Commission Meeting Minutes

Wednesday, July 2, 2025

Present: Commissioner Paul Anderes, Chair
Commissioner R. Matthew Scarfo
Commissioner Jake Seavert

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

AGENDA REVIEW

There were no revisions or additions to the agenda.

PUBLIC COMMENT

There were no public comments.

ELECTED OFFICIAL, DEPARTMENT HEAD & EMPLOYEE COMMENTS

There were no items to report.

CONSENT AGENDA

Commissioner Scarfo moved approval of the consent agenda which included June 25, 2025 claims journals as presented. Commissioner Seavert seconded. Motion carried unanimously.

ADMINISTRATIVE MATTERS

Buffalo Peak Golf Course (BPGC) Cart Path RFP Results

Shelley Burgess, Administrative Officer, presented the BPGC Cart Path RFP Results to the Commissioners for their consideration.

One of the remaining projects to be funded with ARPA dollars is to repair the cart paths at the Buffalo Peak Golf Course. An RFP for path grinding and grading of approximately 3.5 miles of cart path was released on June 6, 2025 and closed on June 23, 2025. Three proposals were received from the following;

- Hampton Paving, LLC at \$34,188.00
- Kennedy Contracting, LLC at \$112,862.40
- Premier Property Development, LLC at \$37,100.00

All three proposals have met all of the requirements. Staff have reviewed and recommend awarding the project to Hampton Paving, LLC in the amount of \$34,188.00.

Commissioner Seavert made a motion to accept the Buffalo Peak Golf Course Cart Path RFP Results and award to Hampton Paving, LLC as presented. Commissioner Scarfo seconded. Motion carried unanimously.

Transient Tax Grant Applications

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

The Transient Tax Advisory Committee met on Tuesday, July 1 to review grant applications submitted for the FY 2025-26 Transient Tax Funding. The advisory committee recommendations are as follows:

- City of Union Chamber of Commerce – Thunder at the Peak Fireworks \$3,500
- La Grande Main Street Downtown – Crazy Days and the La Grande Classic Car Show, \$4,300
- Elgin Stampede Association – Odie’s Hamburger Stand Enhancement, \$3,600
- Elgin Stampede Association – Kitchen Appliance Upgrade, \$4,000
- Union County Fair Association – Big Barn Electrical Upgrade, \$16,000

The applications total \$31,400 with \$45,000 in funding available.

Commissioner Scarfo made a motion to approve the Transient Tax Grant Application awards as presented. Commissioner Seavert seconded.

Commissioner Scarfo asked if applications submitted are usually under the amount of grant funding available. Administrative Officer Burgess indicated that we have been under the past couple of years and the remaining balance will roll over to next year.

Motion carried unanimously.

Pinnacle Services Agreement Amendment

Shelley Burgess, Administrative Officer, presented the Pinnacle Services Agreement Amendment to the Commissioners for their consideration.

On August 8, 2024, Union County entered into a supplement services agreement with Pinnacle Architecture for research and planning for a respite/detox facility. Work has progressed on the task with positive results as they continue to work with Center for Human Development (CHD). The initial agreement called for all work to be completed by the end of 2024.

The proposed supplemental services agreement extends the service dates through 2025, at no additional cost and does not change the scope of work.

Commissioner Scarfo made a motion to approve the Pinnacle Services Agreement Amendment to continue services as presented. Commissioner Seavert seconded.

Commissioner Seavert asked for clarification on the cost of extension. Administrative Officer Burgess explained that all of the approved funding has not yet been utilized so no additional funding is requested.

Motion carried unanimously.

NACo RLEM Grant Services Agreement and Scope of Work

Commissioner Anderes, provided background on the NACo RLEM Grant to the Commissioners for their information.

This agreement is entered into between Union County and the Rural Engagement and Vitality Center (REV) for provision of RARE AmeriCorps staff time and support for the Union County Childcare Access Improvement Project through Rural Leaders for Economic Mobility (RLEM).

The term of this agreement is effective from January 1, 2025 through May 31, 2026.

Commissioner Scarfo asked if the motion should include the scope of work. Administrative Officer Burgess indicated that the motion can include both documents.

Commissioner Scarfo made a motion to approve the agreement between Union County and REV and the Scope of Work with NACo Rural Leaders of Economic Mobility Grant with Alexia Nice. Commissioner Seavert seconded.

Commissioner Anderes indicated that the agreement does not include the cost of a facility should the project go through.

Motion carried unanimously.

Commissioner Anderes relayed that he will be traveling to NACo next week as part of the program; which is covered by NACo.

GOOD OF THE ORDER

Commissioner Seavert wrapped up County College and is very thankful for the opportunity to participate and learn coming into his new role. He wished everyone a Happy Fourth.

Commissioner Scarfo will be attending the La Grande City Council meeting this evening at 6 pm. He also wished everyone a safe and Happy Fourth of July.

Commissioner Anderes wished everyone a safe and Happy Fourth of July.

NEXT MEETING DATE

The next Commission meeting is scheduled for Wednesday, July 16, 2025 at 9 am.

Executive Session

The Chair called an executive session pursuant to ORS 192.660(2)(e) Property. The meeting was then returned to regular session.

ADJOURNMENT

Commissioner Anderes adjourned the meeting at 9:45 am.

Respectfully submitted,



Allison Moore
Senior Department Specialist