



WASCO COUNTY COURT  
SPECIAL SESSION  
SEPTEMBER 23, 2009

PRESENT: Dan Ericksen, County Judge  
Sherry Holliday, County Commissioner  
Bill Lennox, County Commissioner  
Kathy McBride, Executive Assistant

At 1:01 p.m. the meeting was called to order by Judge Ericksen.

**CONSIDERATION AND APPROVAL of the Special Session Consent Calendars of September 23, 2009, (Attached as Exhibit A).**

The Court considered the approval of Consent Calendars #1, #2 and #3.

**{{{Commissioner Holliday moved to approve the Special Session Consent Calendar #1 of September 23, 2009, as presented. Commissioner Lennox seconded the motion; it was then passed unanimously.}}}**

**{{{Commissioner Lennox moved to approve the Special Session Consent Calendar #2 of September 23, 2009, as presented. Judge Ericksen seconded the motion; it was passed by a vote of two to zero; Commissioner Lennox and Judge Ericksen voted yes, while Commissioner Holliday abstained from voting.}}}**

**{{{Commissioner Holliday moved to approve the Special Session Consent Calendar #3 of September 23, 2009, as presented. Judge Ericksen seconded the motion; it was passed by a vote of two to zero; Commissioner Holliday and Judge Ericksen voted yes, while Commissioner Lennox abstained from voting.}}}**

**CONSIDERATION of the item listed on the Discussion List of September 23, 2009, (Attached as Exhibit B).**

**{{{Commissioner Holliday moved to approve the request from Celeste Morgan, Employee & Administrative Services Administrative Assistant, to eliminate the Community Health Nurse Position Title and that the Public Health Nurse II Position Title be used in its place. Commissioner Lennox seconded the motion; it was then passed unanimously.}}}**

Todd Cornett, Wasco County Planning & Development Director, asked how he should refer to the County Court in the rewrite of the Land Use and Development Ordinance since the Court has begun the discussion on changing the structure of the County Court to a Board of County Commissioners.

The Court suggested that the Ordinance be amended to refer to the "County Governing Body" instead of "County Court".

**DECISION ON THE REQUEST FOR PROPOSALS for the Wasco County Planning & Development Department Renovation.**

The Court discussed with Cornett and Dan Boldt, Wasco County Surveyor/Public Works Director, the Planning & Development Department Renovation Project.

Judge Ericksen noted that the Court has five layout options before them. One is from Marty Matherly, Wasco County Roadmaster, and four are from Cornett. Two of the five were previously considered.

Cornett pointed out that the big difference between the proposed layouts is the hallway versus no hallway.

Judge Ericksen stated that the layouts without the hallway were the original layouts under consideration.

The Court received three additional layouts, which were prepared by Fred Davis, Wasco County Facilities Manager.

Cornett presented to the Court a handout entitled Planning Remodel Goals (Attached as Exhibit C). The goals were reviewed at this time. Cornett noted that his preferred layout is the drawing with the hallway with the exterior glass wall.

A lengthy discussion occurred regarding the various layouts and the concerns of the Roadmaster.

Boldt expressed his feelings for the need of a hallway which would connect the front of the building to the back of the building, as well as the offices within the building. Boldt does not want to see the public accessing the Public Works Department by entering the

side door by the Engineering Office. He made the request for a workable solution where the current entry is located.

Cornett stated that his staff is much more interested in the corner entrance. The Department would be willing to take customers through the back office to the Public Works Department if needed. He does not want the public wandering in without an employee. He feels the proposed layout would eliminate their concern.

The Court recessed at 2:05 p.m. to make the annual inspection of the Northern Oregon Regional Correctional Facilities.

The Court reconvened at 3:55 p.m. at the Wasco County Public Works Conference Room.

**CONTINUATION OF THE DECISION ON THE REQUEST FOR PROPOSALS for the Wasco County Planning & Development Department Renovation.**

The Court continued their discussion on the proposed layout of the Wasco County Planning & Development Department.

Judge Ericksen stated that he prefers the layout of Cornett with a straight hallway to get back to the Public Works Department.

Commissioner Lennox stated that he does not see a problem with two separate entrances for the Planning & Development Department and the Public Works Department. He is not supportive of constructing a glass wall along the West side of the building.

Discussion occurred on the layout with the corner entrance and hallway minus the exterior glass wall.

**{{{Commissioner Lennox moved to award the Request for Proposal for the Planning & Development Department Renovation Project to Mike O'Brien Construction for Option 4 for a cost of \$106,257.75. Commissioner Holliday seconded the motion.**

**Discussion occurred. Judge Ericksen noted that it would be a waste of money not to do the entire project now instead of doing the project in phases.**

**A vote was called for. The motion passed unanimously.}}}**

Negotiations will begin with Mike O'Brien Construction for the needed change order.

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Judge Ericksen informed the Commissioners that he and Cornett will be talking to Representatives of the Summit Ridge Wind Energy Project in regards to County regulations. He noted that there is a provision that states if the state rules conflict with our rules the state rules with supersede the County's rules.

The Court signed:

- Order #09-165 in the matter of the cancellation of certain Uncollectible Personal Property Taxes.
- Agreement between Columbia Gorge Arts in Education and Wasco County/ YouthThink.
- Agreement – Fuel Control System between Mascott Equipment and Wasco County.
- Order in the matter of transferring \$21,050.00 from General Fund Contingency Account to District Attorney Department during Fiscal Year 2009-2010.
- Amendment to Contract between Wasco County and Lanes Excavation, Inc.
- Regular Session Minutes of August 5, 2009.
- Special Session Minutes of August 6, 2009.
- Regular Session Minutes of September 16, 2009.

The Court adjourned at 4:19 p.m.

WASCO COUNTY COURT

  
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Dan Ericksen, County Judge

  
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Sherry Holliday, County Commissioner

  
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Bill Lennox, County Commissioner

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**CONSENT CALENDAR #1**

1. Order #09-165 in the matter of the cancellation of certain Uncollectible Personal Property Taxes.
2. Agreement between Columbia Gorge Arts in Education and Wasco County/ YouthThink.
3. Agreement – Fuel Control System between Mascott Equipment and Wasco County.
4. Order in the matter of transferring \$21,050.00 from General Fund Contingency Account to District Attorney Department during Fiscal Year 2009-2010.
5. Amendment to Contract between Wasco County and Lanes Excavation, Inc.

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**CONSENT CALENDAR #2**

1. Regular Session Minutes of August 5, 2009.
2. Special Session Minutes of August 6, 2009.

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**CONSENT CALENDAR #3**

1. Regular Session Minutes of September 16, 2009.

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**DISCUSSION LIST**

**ACTION AND DISCUSSION ITEMS:**

1. Decision on the request from Celeste Morgan, dated September 21, 2009, in regards to the Public Health Position Name.

## PLANNING REMODEL GOALS

1. Reconfiguration of space that better suits our current and future operational requirements.
  - Customer Space
    - Two sit down computer spaces
    - One stand up counter space
    - Comfortable reception and waiting area where customers are immediately engaged by staff and either assisted right away or told when they will be assisted
    - Desk/Table for customers to sit down and fill out applications
    - Connectivity between the different offices in the building
  - Enclosed offices for Director and Senior Planner to have private conversations.
  - Offices for Associate Planners and Code Compliance Officer where noise is minimized and visibility from the customer space is limited.
  - Adequate space to bring all or majority file cabinets from upstairs storage. This will create efficiency when conducting research and meet our security needs (see #2)
  - Americans with Disability Act (ADA) Accessibility
2. Create secure location for Planning Department records: State law mandates planning records are maintained in a paper format. To meet this standard these records need to be kept in a secure location. Currently neither the upstairs storage nor the main Planning Office space is secure.
3. Significantly reduce the high number of interruptions to Planning Staff by customers looking for other offices in the building. Currently, customers not familiar with the location of the different offices in the building will come in the main entrance near our counter and rather than try to figure out the signage and error system they will ask Planning Staff. This puts us in a default reception role for the building and creates continual interruptions that reduce productivity
4. Create a more energy efficient building and eliminate the extremes of temperature throughout the year.