



**MINUTES OF THE REGULAR SESSION OF THE  
LINN COUNTY BOARD OF COMMISSIONERS  
TUESDAY MEETING  
LINN COUNTY COURTHOUSE – ROOM 200  
FEBRUARY 15, 2022**

**The Linn County Board of Commissioners met for the regularly scheduled meeting on Tuesday, February 15, 2022.**

Those present at various times for the matters as indicated below were: Todd Noble, Linn County Health Services Administrator; Dr. William Muth, Linn County Health Officer; Shane Sanderson, Linn County Public Health Program Manager; Randy Porter, Linn County Fair and Expo Director; Michelle Duncan, Linn County Sheriff; Micah Smith, Linn County Undersheriff; Andrew Franklin, Captain Support Services, Linn County Sheriff's Office; Ric Lentz, Emergency Manager, Linn County Sheriff's Office; John Pascone, President, Albany-Millersburg Economic Development Corp.; Gene Karandy, County Attorney for Linn County; Wayne Mink, Linn County Roadmaster; Russ Williams, Linn County General Services Director; Lindsey Hart, Office Specialist 3, Linn County Veterans' Services Office; Alyssa Boles, Planning Manager, Linn County Planning and Building Department; Alysia Rodgers, Economic Development Catalyst, City of Lebanon; Alex Paul, Linn County Communications Officer and Tim Gruver, Reporter for Democrat-Herald.

1, 2, 3. At 9:00 a.m. Vice-Chair Tucker called the meeting to order. The flag salute and roll call followed. Commissioners Will Tucker, Vice-Chair and Commissioner Sherrie Sprenger were present, as well as, Darrin L. Lane, Linn County Administrative Officer and Marsha Meyer, Recorder for the Board of Commissioners. Roger Nyquist, Chair, was not present at the time of roll call.

4. Approval of Agenda.

**Action – Commissioner Sprenger moved to approve the agenda. The vote was called. The motion passed.**

5. Approval of the February 8, 2022 Commissioners' Meeting Minutes.

**Action – Commissioner Sprenger moved to approve the February 8, 2022 Commissioners' Meeting Minutes. The vote was called. The motion passed.**

6. Board of Health – Todd Noble, Linn County Health Services Administrator.

A. Communicable Disease and Vital Statistics Reports – Dr. William Muth, Linn County Health Officer (*via teleconferencing*).

Dr. Muth provided the Board with an overview of the Communicable Disease and Vital Statistics Reports for January, 2022. A copy of the reports are on file in the Linn County Clerk's Office in the Commissioners' Staff file.

Dr. Muth noted that there were 7,236 cases of COVID-19 in the month January, 2022. He stated that the COVID cases were declining and the peak of the COVID Omicron variant was in January, 2022. Dr. Muth also noted that the mask mandate would end no later than the end of March, 2022. He also noted that 70 percent of Linn County residents 18 years or older had received at least one dose of the vaccine.

B. Environmental Health Monthly Activity Report – Shane Sanderson, Linn County Public Health Program Manager.

Mr. Sanderson provided the Board with an overview of the Environmental Health Monthly Activity Report for January, 2022. A copy of his report is on file in the Linn County Clerk's Office in the Commissioners' Staff file.

Mr. Sanderson stated that his department would be putting out a newsletter in February, 2022 to help businesses know what the top five violations his department has seen in order for businesses to review prior to an inspection. Discussion followed.

Commissioner Sprenger stated that she appreciated the goal of Mr. Sanderson's his department to have compliance and safe dining out experiences; these are challenging times for the hospitality industry.

*Commissioner Nyquist entered the meeting at 9:16 a.m.*

C. Resolution & Order 2022-045 adopting a new classification for "Supervising Health Services Addictions Specialist" (Management/Exempt-Pay Range 20).

**Action – Commissioner Tucker moved and Commissioner Sprenger seconded the motion to approve Resolution & Order 2022-045. The vote was called. The motion passed unanimously.**

D. Resolution & Order 2022-061 adopting a new classification for "Contracts & Recruitment Manager" (Management/Exempt-Pay Range 20).

**Action – Commissioner Tucker moved and Commissioner Sprenger seconded the motion to approve Resolution & Order 2022-061. The vote was called. The motion passed unanimously.**



E. Resolution 2022-055 reappointing members to the Linn County Mental Health Advisory Board.

**Action – Commissioner Tucker moved and Commissioner Sprenger seconded the motion to approve Resolution 2022-055. The vote was called. The motion passed unanimously.**

7. Reports of Staff and Committees:

A. Fair/Expo Update – Randy Porter, Linn County Fair and Expo Director.

Mr. Porter provided the Board with a Fair/Expo Update for the month of January, 2022. A copy of his report is on file in the Linn County Clerks File in the Commissioners' Staff Report.

Commissioner Nyquist stated that one of the things that hasn't been done yet was an RFP for catering and concessions at the Fair and Expo Center. He stated that the business model of having one caterer onsite at the facility and having outside organizations also using the same kitchen has been a challenge. He then asked whether or not it can be allowed for one licensed facility to use the insurance of another licensed facility. Commissioner Nyquist then called upon Mr. Sanderson to comment on the situation.

Mr. Sanderson stated that the most frequent scenario was when a licensed facility uses the kitchen for a weekend or maybe one week at a time and the third party would get a temporary license to work out of the kitchen in order to transfer the liability if anything happened while the third party was using the kitchen. Commissioner Nyquist stated that it seemed the best way would be for the third party to get a temporary license. He stated that the issue of whose license it was and who was responsible for it while business is being conducted was a question that needed to be addressed. Commissioner Nyquist encouraged Mr. Porter to look around at other expo facilities to see what procedures they follow regarding this matter. Discussion followed.

Commissioner Sprenger asked Mr. Porter if the refrigeration issue had been taken care of and Mr. Porter replied, not yet. Discussion followed.

Commissioner Nyquist informed the Board that the Fair Board met last Friday, February 18, 2022 in which they discussed adding Wednesday back into the County Fair line-up. He stated that he would keep the Board apprised and would get the Board's input in regard to that matter.

8. Sheriff's Office – Michelle Duncan, Linn County Sheriff.

A. Resolution 2022-030 appointing a Part-Time Employment Agreement for Deputy Sheriff.

**Action – Commissioner Tucker moved and Commissioner Sprenger seconded the motion to approve Resolution 2022-030. The vote was called. The motion passed unanimously.**

B. Resolution & Order 2022-064 approving a Memorandum of Understanding between the Oregon Health Authority and Linn County and delegating authority to execute originals.

**Action – Commissioner Tucker moved and Commissioner Sprenger seconded the motion to approve Resolution & Order 2022-064. The vote was called. The motion passed unanimously.**

9. Albany-Millersburg Economic Development Corp. (AMEDC) – John Pascone, President, AMEDC.

A. Resolution 2022-060 approving an Extended Property Tax Abatement Agreement between Linn County, a Co-Sponsor of the Linn County Enterprise Zone and Knife River Corp.

**Action – Commissioner Tucker moved and Commissioner Sprenger seconded the motion to approve Resolution 2022-060. The vote was called. The motion passed unanimously.**

10. County Attorney's Office – Gene Karandy, County Attorney for Linn County.

A. 2<sup>nd</sup> Reading of Ordinance 2022-020 Amending LCC Chapter 430 the Contract Review Board Code.

Mr. Karandy stated that the 1<sup>st</sup> Reading was read on February 1, 2022. He then proceeded with the 2<sup>nd</sup> reading of the Ordinance by title only and stated that it would go into effect May, 16, 2022.

B. Ordinance 2022-020 Amending LCC Chapter 430 the Contract Review Board Code.

**Action – Commissioner Tucker moved and Commissioner Sprenger seconded the motion to approve Ordinance 2022-020. The vote was called. The motion passed unanimously.**

C. 2<sup>nd</sup> Reading of Ordinance 2022-021 Amending LCC Chapter 630 the Contract Administration Code.

Mr. Karandy stated that the 1<sup>st</sup> reading was held on Tuesday, February 1, 2022. He then proceeded with the 2<sup>nd</sup> reading of the Ordinance by title only.

D. Ordinance 2022-021 Amending LCC Chapter 630 the Contract Administration Code.

**Action – Commissioner Tucker moved and Commissioner Sprenger seconded the motion to approve Ordinance 2022-021. The vote was called. The motion passed unanimously.**

E. Resolution & Order 2022-065 approving Amendment No. 1 to a Contract for Services for Equal Pay Analysis between Barran Liebman, LLP and Linn County.

Mr. Karandy explained that the Amendment to the contract was in response to the County asking Barran Liebman, LLP to take a closer look into the different job classifications.

**Action – Commissioner Tucker moved and Commissioner Sprenger seconded the motion to approve Resolution & Order 2022-065. The vote was called. The motion passed unanimously.**

11. Road Department – Wayne Mink, Linn County Roadmaster.

A. Resolution & Order 2021-393 approving a Contract Amendment (Change Order No. 2) for the North Santiam River (Mill City) Pedestrian Bridge Project between Farline Bridge, Inc. and Linn County.

**Action – Commissioner Tucker moved and Commissioner Sprenger seconded the motion to approve Resolution & Order 2021-393. The vote was called. The motion passed unanimously.**

B. Resolution & Order 2022-009 approving a Contract Amendment (Change Order No. 2) for the Mill City Downtown Revitalization Project between North Santiam Paving Co. and Linn County.

**Action – Commissioner Tucker moved and Commissioner Sprenger seconded the motion to approve Resolution & Order 2022-009. The vote was called. The motion passed unanimously.**

12. General Services – Russ Williams, Linn County General Services Director.

A. Resolution & Order 2022-038 authorizing the publication and distribution of the Invitation to Bid for the 2022 Armory Building Re-roof Project.

**Action – Commissioner Tucker moved and Commissioner Sprenger seconded the motion to approve Resolution & Order 2022-038. The vote was called. The motion passed unanimously.**



13. Veterans' Services Office – Lindsey Hart, Office Specialist 3, Linn County Veterans' Services Office.

A. Resolution & Order 2022-047 approving an Intergovernmental Agreement for the Transportation Services Grant Award Agreement (No. VS 0151) between the Oregon Department of Veterans Services and Linn County and delegating authority to execute originals.

**Action – Commissioner Tucker moved and Commissioner Sprenger seconded the motion to approve Resolution & Order 2022-047. The vote was called. The motion passed unanimously.**

14. Planning Department – Alyssa Boles, Planning Manager, Linn County Planning and Building Department.

A. Resolution & Order 2021-433 approving Applications by James Olsen for a Plan Map Amendment and a Zoning Map Amendment affecting 67.19 acres of land.

**Action – Commissioner Tucker moved and Commissioner Sprenger seconded the motion to approve Resolution & Order 2021-433. The vote was called. The motion passed unanimously.**

B. Ordinance 2021-434 approving an Ordinance amending the Linn County Comprehensive Plan Map and Zoning Map.

**Action – Commissioner Tucker moved and Commissioner Sprenger seconded the motion to approve Ordinance 2021-434. The vote was called. The motion passed unanimously.**

15. Discussion and possible action regarding an Infrastructure Grant Request from the City of Mill City.

Commissioner Nyquist stated that in regard to the Santiam Canyon wildfires 17 months ago, there has been a challenge with general housing shortage. The legislature approved a long-term option for the canyon area to build infrastructure and sewer treatment facilities which is about 5-7 years out. Commissioner Nyquist stated that he committed to discussing with the Board about meeting the immediate needs that the City of Mill City has for repair work at the cost of about \$300,000. He stated the community needs the opportunity to rebuild as does the City of Lyons. Commissioner Nyquist then recommended to the Board that they ask Mr. Lane to get in contact with Stacie Cook, City Recorder of the City of Mill City, and discuss exactly what the City's needs were and then see if there was a funding stream available through the federal dollars the County was receiving in order to give a grant to the City of Mill City without undermining the County's basic services.

Commissioner Tucker stated that he understood how critical it was and the sooner the Board could do something with keeping it out of the general fund, he was open to the concept once they knew the need and how much money would be available.

Commissioner Sprenger stated that conceptually she thought it was a great idea and was the right thing to do. She thanked Commissioner Nyquist for bringing this before the Board.

The consensus of the Board was to have Mr. Lane reach out to the City of Mill City to start the conversation and find out what they are needing and how much, as well as, sources of revenue. Mr. Lane acknowledge that he understood the Board's request.

16. Correspondence: Commissioner Tucker stated that he received a letter from the Willamette National Forest Service today, Tuesday, February 15, 2022, and asked if the Board would be interested in having them come to a public Board meeting or arrange for them to meet individually with the Board to discuss their plans for reforestation. Commissioner Sprenger stated that she would like it to be a public meeting. Commissioner Nyquist agreed and asked Commissioner Tucker to work with Marsha Meyer, Senior Commissioners' Administrative Assistant, to get something scheduled on the Board's Agenda.

17. Special Orders:

A. Personnel Action Forms.

**Action – Commissioner Tucker moved and Commissioner Sprenger seconded the motion to accept the Personnel Action Forms list as Exhibit 1. The vote was called. The motion passed.**

18. Unfinished Business and General Orders:

A. Calendar Update: The Commissioners updated their calendars. Commissioner Tucker stated that there were two meetings this week that the Board may be interested in attending: the Oregon Timber Counties Coalition (OTCC) and the Council of Forest Trust Land Counties (CFTLC). He encouraged them to attend both meetings which would be held on Friday, February 18, 2022.

19. New Business: There was no new business to come before the Board.

20. Announcements: There were no announcements.

21. Business from the Public (3-minute limit per speaker):

Josh Victor, 44004 Willey Creek, Sweet Home, OR. Mr. Victor stated that he was before the Board to talk about the Sweet Home mill property that was recently purchased.

Mr. Victor stated that everyone he had talked to at the Department of Environmental Quality (DEQ) suggested that he come before the Board and request a postponement of the recording of the deed into his name until he had a Phase 1. He stated that he understood that the Board was not obligated to do so, however, the postponement would allow him to get a Phase 1 in order to get an environmental insurance policy. Mr.

Victor stated that the RFP provided the allowance for so much time after closing. He stated that he had been talking with Ms. Adamec and the deed was supposed to be recorded today.

Commissioner Nyquist stated that he may not mind granting the request if Mr. Victor didn't mind the Board cashing the check. Mr. Victor agreed.

Commissioner Nyquist asked for a recess to discuss with the County's attorney.

*Commissioner Nyquist recessed the regular Board meeting at 10:01 a.m.*

*Commissioner Nyquist reconvened the regular Board meeting at 10:04 a.m.*

Commissioner Nyquist suggested that the Board delegate authority to Rachel Adamec, Linn County Real Property Program Manager, to work with Darrin Lane, Linn County Administrative Officer and Gene Karandy, County for Linn County on how to proceed forward with the timing and details of the recording of the deed and asked Mr. Victor to put this request in writing to Ms. Adamec. Commissioner Sprenger stated that she was comfortable with that and asked that they take special attention and look at the language in the RFP which was posted in order to be consistent with the language. Commissioner Tucker agreed but was concerned about the advertised RFP and wanted to talk with the County Attorney.

There was no motion required. It was the consensus of the Board to delegate this matter to address Mr. Victor's anticipated request and to work through that accordingly and to keep the Board apprised as deemed appropriate.

22. Adjournment. There being no other business to come before the Board; the Board of Commissioners meeting was adjourned at 10:07 a.m. by unanimous consent.

The next regular public meeting of the Board of Commissioners is scheduled at 9:30 a.m. Tuesday, February 22, 2022.

[REDACTED], Recorder  
For Board of Commissioners  
Marsha Meyer

LINN COUNTY BOARD OF COMMISSIONERS

[REDACTED]  
Roger Nyquist, Chairman

[REDACTED]  
William C. Tucker, Commissioner

[REDACTED]  
Sherrie Sprenger, Commissioner

Date March 1<sup>st</sup>, 2022