



CURRY COUNTY BOARD OF COMMISSIONERS

MINUTES – WORKSHOP

Wednesday, January 13 2016 –10:00 A.M.

Commissioners' Hearing Room, Courthouse Annex
94235 Moore St., Gold Beach, Oregon 97444

Commissioners Present: Chair Tom Huxley, Vice-Chair Susan Brown

Commissioners Absent: David Brock Smith

Support Staff Present: Administrative Assistant, Shelia Megson

1. CALL TO ORDER

Commissioner Huxley called the meeting to order at 10:05 a.m. set the order of the topics.

2. MASS GATHERING

Director of Administration and Economic Development Schmelzer reminded the commissioners how the Cape Blanco Country Music Festival had been handled in the previous two years, noting the County didn't have an ordinance or formal application process, rather, simply followed statutes. She reminded the Commissioners she had submitted a draft Mass Gathering Ordinance in fall. It outlined what an applicant would need to follow in order to get a permit. The guidelines would say that if an event goes over 120 hours it would need to go through the land use approval process, but for Cape Blanco, it is not needed at this time based upon history of this event.

Commissioner Huxley said that he wanted documents for workshops published like they are for general meetings. Schmelzer said that is not how it has been done in the past and the documents are placed in a computer folder for the Board to review prior to the workshops. She said that if directed by the Board, a new policy could be made. Currently the Board has a workshop to share the information and bring everyone up to speed and address any concerns they may have. The ordinance then can move on as an agenda item in a general meeting and have two readings before approval. Huxley said that he had not read the draft because it had not been put out in a published packet and therefore did not have any comments to contribute. Schmelzer reminded Commissioner Huxley she had proposed a draft ordinance many months prior when the topic was first introduced and people were waiting to apply for permits.

Commissioner Brown said that she had reviewed the material and discussed it with the Planning Director. She would like them involved since the Board would not be involved in future permit applications. Schmelzer said that any mass gathering under 120 hours will be the decision by the Board as per statute. Planning Director Johnson said that when an application comes into Community Development it is sent to various mandatory departments and then comes before the Board. She asked to include the Planning Department and a meeting with the required departments. Schmelzer suggested scheduling all the individuals to meet to discuss an application might be complicated due to the various schedules of those involved.

The fee stated in the draft Ordinance is \$3000 for the first year and the \$2500 for additional years should they choose to apply for multiple approvals at one time. Schmelzer said the reduced fee/sliding scale approach was due to decreased cost as an event goes on since much of the work would have already been done with an initial review. Brown and Huxley discussed whether there

should be an exemption for the Cape Blanco Country Music Festival since they had paid a lower price in the past. Schmelzer said that by statute the charge could be as high as \$5000. Brown asked if County Counsel Herbage had looked at it before he retired. Schmelzer replied affirmatively but noted it was agreed that with the addition of other departments to the application review checkoff list the decision was to wait until the new County Counsel would be able to review it before moving forward.

Commissioner Huxley asked for public comment. Resident Carl King said that he had volunteered at both previous Cape Blanco festivals and there was strong control over food sheds and a lot of attention to traffic. Rotary had provided tractors for transportation from the RV parks. The input from the crowd was that they had heard it was oversold, there was not enough transportation, not enough dumping stations which created a health concern, and suggested a closer handicapped parking lot.

Harbor Fire Chief John Brazil would like the information of the applicants more available. He asked since this is for over 3000 people, would it apply to events like the Kite Festival. Brown explained that there is also a time/days limitation of one to four days. He was also curious as to what input was gathered for making the draft Ordinance. Schmelzer explained that these matters were addressed in statutes and that the matter had come before the Board but needed to have this additional workshop due to fees. Brown suggested taking a step back and having another meeting with the involved departments to get more ideas of what may be affected.

3. COMMUNITY DEVELOPMENT FEES

Planning Director Johnson said she wanted to address the land division fees. There had been concern expressed that the fees are too high in comparison to other counties or states. Fees are supposed to be reflective of the work put into it, salary benefit and overhead. She is considering using a chart to track employee time. The applicants would be required to give a deposit, the correct amount of cost would be charged to that deposit and the difference would either be billed before giving the final product, or refund balances if needed. Brown liked the ideas.

Commissioner Huxley was concerned that in theory a deposit could be completely used as well as a large invoice remaining that they would still need to pay. The public would have no idea what to expect as a cost and could easily end up in a situation where they do not receive their permits and had expended a large amount of money. They all discussed the viability of installing a fee cap. It was decided to use the old fee amount as the cap, make that cap the deposit amount, charge all costs and tracked employee time, and issue refunds as needed. Johnson explained that this proposed action is restricted to land division fees and can expand in the future after observing the success of this one.

Resident Carl King agreed with the deposit idea and said that the fees were not justified and instead a way to satisfy the County's desire for money. He gave an example of paying ten dollars for a large map from the Surveyor. Huxley said that the Surveyor pays close attention to his costs and they tend to be more than what people think.

Consensus to address the Airport Water Issue to allow more time for other guests to arrive.

4. AIRPORT WATER ISSUE

Director of Administration and Economic Development Schmelzer explained that there had been a very large increase in the water bills at the airport. Both the Facilities Department and the City of Brookings had tried to find a leak but were unsuccessful. Inspections could not be done on the interior of the hangars as they are leased property. Due to concern that a large leak could be creating a large sinkhole under the runway, the water had to be shut off. This creates a fire issue and the County is now paying for a water truck and portable restroom to be on site. Facilities Director Hanson said that it seemed to start small and then the difference in water usage grew exponentially. He said that the money lost on the water usage would probably have covered the cost of any needed repair. Hanson explained that the old system had been put in by volunteers and the locations of some lines were unknown. There were no maps and no tone wires installed. He suggested that a new water main from the City be put in a different location on Parkview. There was an area that was already messed up sections of the road due to the ongoing fence project and would limit the need for extensive horizontal boring. He added that the hangars not be connected if a new system was put in to insure there would be no poaching. Schmelzer said that cameras and police visits had not shown suspicious activity. Commissioner Huxley added that the usage was similar to a hose being left on full blast on a consistent basis.

Commissioner Brown said that it may cost another \$1500 in order to get the information needed to make an RFP for the repair work to be done. Brown said that County Accountant Short had told her that there was a maintenance fund that would have money put aside for projects like this. Hanson explained that it was not in the budget and an Order by the Board would be needed to move the funds from the ‘other materials and services’ category to another that could be accessed by him.

Hanson said that his preference would be to turn the airport over to the City of Brookings. Schmelzer gave them a handout and said that the County loses an average of \$58,000 per year on the airport and simply does not have a continuous revenue stream in order to facilitate major repairs. She also said that there have been reports of the City and the Port of Harbor Brookings showing interest in taking over the property. She said that due to the County’s financial situation, it can not afford keeping the airport. While looking over the cost sheet handout, Brown asked if Schmelzer had been spending half her time on airport issues. Schmelzer explained with the numerous violations, the water issue, and the fence project that it indeed did consume a lot of her and Economic Development Assistant Matteson’s time.

Schmelzer said that they were asking for Board for direction with the bidding process. Smith explained that since they had the money already then they do not need a consensus to move forward.

5. JOB DESCRIPTION COUNTY ACCOUNTANT

Personnel Coordinator Swift said that she had asked for input but only received comments from Commissioner Brown on this topic. She expressed an interest with requiring five years of experience on the job or education as well as a Bachelor’s degree. She also suggested that the rate of pay could be less if they only had the five years of experience and did not have the degree. It was decided to leave the education requirements as they were but to include the words “or satisfactory applicable experience.”

Commissioner Brown said that she wants the new accountant to handle the contracts since they are the ones paying them. Commissioner Huxley did not agree. He complimented the Finance Department for fixing many things that come up on contracts but did not feel they should be required to handle them all. Swift said the contracts would be best left in the departments in which they applied. Huxley said he did see value in having a central location and Swift agreed. Brown said she still thought they should be managed by the County Accountant for tracking purposes. County Accountant Short explained that things are already tracked for expenses that would satisfy any audit inquiry but they do not track anything that is not financial or scope of work. Short said that he would support having another employee to handle grants and contract accounting. Swift said she would make the discussed changes and advertise the position of County Accountant.

6. BUSINESS LICENSE FEE

Planning Director Johnson asked Chair Lyn Boniface and John Brazil from the Planning Commission to join her at the table. She explained that this topic had been brought before the Planning Commission and approximately a dozen residents had attended. The consensus that she received from the commission was that it was revenue neutral as the license would just cover the costs of issuing it. It would have to be overseen by fulltime employees to guarantee monitoring of compliance. The public opinion was that it was an additional financial burden that returned no beneficial results. There was a unanimous vote at that time by the commission to not recommend this new permit.

Brazil reported that there was a lot of opposition presented at that meeting. There were questions concerning enforcement and what reasons the County had for wanting this since it would not be a revenue generator. He said that his personal opinion was that it was important to know all of the businesses and what is transpiring in the County. He wants to know what is going on in his district and as an example there was housing being built without letting him know. He does not agree with allowing new businesses to open without making sure they were safe and going to be up to standards. He said that requiring them to list their contents would alert others such as the Fire Departments. It would also increase their taxing thus increases the revenues to the Fire Departments and other districts.

Commissioner Brown explained that services are required to be revenue neutral. She said that this is an opportunity to know what is going on in the County and that if there is a fire then they should be able to know what everything that is at the property in the interest of safety. Brown said that commercial businesses pay more for power at peak times for energy and that there are a lot of small businesses operating out of homes. She explained that this cannot be a tax. Brazil suggested that perhaps emergency services should not go to an address if they don't know what is in there. He also said they were getting free services if they were not paying taxes on things they may house there and said every business license should require them to report the personal property to the Assessor. He said that Carl King sent in a document in support of the business license.

It was suggested that the cities give their databases of businesses so that the County can then finish it and have a complete list. If someone were to inquire for a business license at the County, staff could tell them to get a clearance from the Planning Department. Commissioner Huxley said that he did not agree. He said that zoning should be addressed first with a plan of zoning for the whole County. Huxley said that he wanted a log of all the calls that come in to understand just how many

times the licenses and other things were requested. Director of Administration and Economic Development Schmelzer said she was in favor of a business license.

Johnson asked about having a joint Planning Commission workshop with the Board in the evening to discuss the matter again. Brown was in favor of this idea so that even more public input could be made. Johnson said that a minor use permit and the database could be discussed as well. Brazil inserted that seven fires had happened due to the use of marijuana oils. Johnson said that she would request the availability of the Board and set up the evening workshop.

14. ADJOURN

Commissioner Huxley adjourned the workshop at 12:22 p.m.

Respectfully Submitted,
Shelía M. Megson

These minutes from Wednesday, January 13, 2016 Board of Commissioners' Workshop approved this 1 day of June, 2016.

CURRY COUNTY BOARD OF COMMISSIONERS

Thomas Huxley, Chair

Susan Brown, Vice Chair

David Brock Smith, Commissioner