



Board of Commissioners

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Corvallis, Oregon 97333

bentoncountyor.gov

AGENDA

BOARD OF COMMISSIONERS MEETING

Friday, November 22, 2024, 10 AM

How to Participate in the Board of Commissioners Meeting	
Zoom Video Click for Zoom link	Click for YouTube LiveStream link
In-person: Kalapuya Building, 4500 SW Research Way, Corvallis, Oregon	

A North Albany County Service District meeting will immediately follow the Board of Commissioners meeting.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by contacting the Board of Commissioners Office at 541-766-6800 or 800-735-2900 TTY, by email bocinfo@bentoncountyor.gov, or on the County's website at <https://boc.bentoncountyor.gov/contact/>.

The Board of Commissioners may call an executive session when necessary pursuant to ORS 192.660. The Board is not required to provide advance notice of an executive session; however, every effort will be made to give notice of an executive session. If an executive session is the only item on the agenda for the Board meeting, notice shall be given as for all public meetings (ORS 192.640(2)), and the notice shall state the specific reason for the executive session as required by ORS 192.660.

1. Call to Order and Introductions

2. Review and Approve Agenda

Chair may alter the agenda

3. Announcements

3.1 Introduction of Greg Munn, Chief Financial Officer

4. Proclamation

4.1 Proclamation No. P2024-023, Proclaiming National Rural Health Day in Benton County – Lacey Mollel, Community Health Centers

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5. Comments from the Public

Time restrictions may be imposed on public comment, dependent on the business before the Board of Commissioners. Individual comment may be limited to three minutes.

6. New Business

- 6.1 5 minutes – Authorization of an Application for an Innovative Mobility Program Grant for a Rural Shuttle Service Feasibility Study Gary Stockhoff, Public Works
- 6.2 10 minutes – 2025 Public Works Fee Schedules, Order No. D2024-054 – Gary Stockhoff, Public Works
- 6.3 5 minutes – Order No. D2024-058, Granting Authority to Provide Banking Services and Designating Custodian of Funds, County Treasurer, and Investment Officer – Greg Munn, Chief Financial Officer; Debbie Sessions, Financial Services
- 6.4 10 minutes – Approval of County Administrator’s 2024-25 Goals – Rachel McEneny, County Administrator
- 6.5 20 minutes – Establishment of 2025 Legislative Priorities – Rick Crager, Assistant County Administrator
- 6.6 45 minutes – Discussion Regarding 2025-27 Budget Priorities – Greg Munn, Debbie Sessions, Jenn Ambuehl, Financial Services

7. Other

ORS 192.640(1) “...notice shall include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of a governing body to consider additional subjects.”

8. Executive Session ORS 192.660(2)(d)

The Board will convene into Executive Session under ORS 192.660[2][d] regarding labor negotiations.

4. PROCLAMATION



**BEFORE THE BOARD OF COMMISSIONERS
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON**

In the Matter of Proclaiming)
November 21, 2024 as Rural) **PROCLAMATION NO. P2024-023**
Health Day in Benton County)

In recognition of the vital role that rural healthcare plays in our community and the ongoing efforts to improve the well-being of our rural residents, we, the Benton Board of Commissioners, hereby declare and proclaim the following:

Rural healthcare is the foundation of the well-being of our rural communities and essential for the prosperity of rural communities in Benton County.

Access to quality healthcare is a fundamental right and not a privilege, and it is our responsibility to ensure that every resident of Benton County, regardless of their location, has the opportunity to receive affordable and high-quality medical services, access to insurance, and necessary prescription medications.

Rural areas face unique health disparities, including issues related to hunger, diet-related diseases, and limited access to safe drinking water, further emphasizing the urgency of addressing these health inequalities.

It is our collective mission to foster change and progress in rural healthcare, by supporting initiatives aimed at preserving rural hospitals and improving access to emergency and outpatient care.

We are dedicated to investing in the education and support of our rural clinicians and nurses, as well as promoting programs aimed at training rural healthcare providers to better serve our veterans and the underserved in our community.

We recognize the importance of expanding telehealth services, as well as making historic investments in rural broadband to enhance healthcare accessibility in remote areas.

NOW, THEREFORE, we, the Benton County Board of Commissioners, do hereby proclaim our unwavering support for rural healthcare in Benton County, recognizing the importance of National Rural Health Day and reaffirming our dedication to the health and well-being of our rural community.

Adopted this 18th day of November, 2024.

Signed this this 18th day of November, 2024.

BENTON COUNTY BOARD OF COMMISSIONERS

Xanthippe Augerot, Chair

Nany Wyse, Vice Chair

Pat Malone, Commissioner

6. NEW BUSINESS

Agenda Placement and Contacts

Suggested Agenda Date 11/18/24

Suggested Placement * BOC Tuesday Meeting

Department * Public Works

Contact Name * Gary Stockhoff

Phone Extension * 6010

Meeting Attendee Name * Gary Stockhoff

Agenda Item Details

Item Title * Authorize an Application for an Innovative Mobility Program Grant for a Rural Shuttle Service Feasibility Study

Item Involves * Check all that apply

- Appointments
- Budget
- Contract/Agreement
- Discussion and Action
- Discussion Only
- Document Recording
- Employment
- Notice of Intent
- Order/Resolution
- Ordinance/Public Hearing 1st Reading
- Ordinance/Public Hearing 2nd Reading
- Proclamation
- Project/Committee Update
- Public Comment
- Special Report
- Other

Estimated Time * 5 minutes

Board/Committee Involvement * Yes No

Advertisement * Yes No

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues *

The Oregon Department of Transportation (ODOT) has solicited a grant opportunity in their Innovative Mobility Program (IMP). Staff proposes to submit an application to fund a study to assess the feasibility of starting a rural shuttle service for areas outside of the Corvallis, Philomath, and Adair Village areas. The grant request will be for \$80,000, which would include a 10.27% match by the County.

In particular the study would evaluate a fixed route transit concept to serve the Alsea, Alpine, and Monroe areas in the County.

Options *

- 1) Authorize submittal of the grant application
- 2) Do not authorize submittal of the grant application and direct staff

Fiscal Impact *

- Yes
 No

Fiscal Impact Description *

The 10.27% match would result in an \$8,216.00 cost to the County. A specific source has not been identified at this time, but one possibility is a Capital Improvement Project (CIP) award in the 2025-27 biennium.

2040 Thriving Communities Initiative

Mandated Service? * Yes No

2040 Thriving Communities Initiative

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

To review the initiative, visit the website [HERE](#).

Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

Core Values *

Select all that apply.

- Vibrant, Livable Communities
- Supportive People Resources
- High Quality Environment and Access
- Diverse Economy that Fits
- Community Resilience
- Equity for Everyone
- Health in All Actions
- N/A

Explain Core Values Selections *

Currently, the areas that will be studied do not have a public transportation option available. A rural shuttle service could potentially fill part of the transportation gap for residents not within the current Benton Area Transit (BAT) service area.

Focus Areas and Vision *

Select all that apply.

- Community Safety
- Emergency Preparedness
- Outdoor Recreation
- Prosperous Economy
- Environment and Natural Resources
- Mobility and Transportation
- Housing and Growth
- Arts, Entertainment, Culture, and History
- Food and Agriculture
- Lifelong Learning and Education
- N/A

Explain Focus Areas and Vision Selection *

Currently, the areas that will be studied do not have a public transportation option available. A rural shuttle service could potentially fill part of the transportation gap for residents not within the current BAT service area.

Attachments, Comments, and Submission

Item Comments and Attachments

Attachments Upload any attachments to be included in the agenda, preferably as PDF files. If more than one attachment / exhibit, please indicate "1", "2", "3" or "A", "B", "C" on the documents.

Comments (optional) If you have any questions, please call ext.6800

Department Approver GARY STOCKHOFF

BOC Initial Approval

Approvals Required Counsel
 Finance
 HR

Counsel Approver VANCE CRONEY

Finance Approver DEBBIE SESSIONS

County Administrator Approver RICK CRAGER

Recommendations and Motions

Item Recommendations and Motions

Staff Recommendations * Staff recommends the Board of Commissioners authorize submittal of an application for an Innovative Mobility Program grant for a Rural Shuttle Service Feasibility Study.

Meeting Motions * I move to ...
...authorize staff to submit an application for an Innovative Mobility Program grant for a Rural Shuttle Service Feasibility Study.

MOTION: I authorize staff to submit an application for an Innovative Mobility Program grant for a Rural Shuttle Service Feasibility Study.



Board of Commissioners Agenda Item

Agenda Placement and Contacts

Suggested Agenda Date 11/18/24

Suggested Placement * BOC Tuesday Meeting

Department * Public Works

Contact Name * Gary Stockhoff

Phone Extension * 6010

Meeting Attendee Name * Gary

Agenda Item Details



Item Title * Adoption of Order No D2024-054, Revising Fees for Permits, Applications, and Services Provided by the Public Works Department

- Item Involves *** Check all that apply
- Appointments
 - Budget
 - Contract/Agreement
 - Discussion and Action
 - Discussion Only
 - Document Recording
 - Employment
 - Notice of Intent
 - Order/Resolution
 - Ordinance/Public Hearing 1st Reading
 - Ordinance/Public Hearing 2nd Reading
 - Proclamation
 - Project/Committee Update
 - Public Comment
 - Special Report
 - Other

Estimated Time * 15 Minutes

Board/Committee Involvement * Yes No

Advertisement * Yes No

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues *

Public Works Fees – See Attachment A

The Public Works Department fees were last increased by 5% on January 1, 2024. For 2025, the Public Works Department proposes using the automatic annual incremental increase by the amount of the Western Region Consumer Price Index (CPI) plus 2% or 5%, whichever is lesser. It was determined the inflation rate over the 12-month period ended August 31, 2024, was 1.7%; Public Works proposes to increase its rates by 3.7% effective January 1, 2025.

On the fee schedule, fees under \$100 are rounded to the nearest \$1, and fees of \$100 and greater are rounded to the nearest \$5.

Options *

- 1) Adopt Order No. D2024-054 and approve the proposed fee increases.
- 2) Decline to adopt Order No. D2024-054 and reject the proposed fee increases.
- 3) Provide alternative direction to staff.

Fiscal Impact *

- Yes
 No

Fiscal Impact Description *

Based on the revenue collected from 2024 Public Works fees, the new fees will result in increased revenue of approximately \$4,000 to \$5,000.

2040 Thriving Communities Initiative

Mandated Service?* Yes
 No

2040 Thriving Communities Initiative

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

To review the initiative, visit the website [HERE](#).

Mandated Service Description* If this agenda checklist describes a mandated service or other function, please describe here.
 Fees for services provided by the County

Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

Core Values* Select all that apply.

- Vibrant, Livable Communities
- Supportive People Resources
- High Quality Environment and Access
- Diverse Economy that Fits
- Community Resilience
- Equity for Everyone
- Health in All Actions
- N/A

Explain Core Values Selections* Fees are charged to those who require the services, making this action equitable for all.

Focus Areas and Vision* Select all that apply.

- Community Safety
- Emergency Preparedness
- Outdoor Recreation
- Prosperous Economy
- Environment and Natural Resources
- Mobility and Transportation
- Housing and Growth
- Arts, Entertainment, Culture, and History
- Food and Agriculture
- Lifelong Learning and Education
- N/A

Explain Focus Areas and Vision Selection* These fees support the services the department provides.

Recommendations and Motions

Item Recommendations and Motions

Staff Recommendations * Staff recommends the Board of Commissioners adopt Order No. D2024-054 revising fees for permits, applications, and services provided by the Public Works Department to be effective January 1, 2025.

Meeting Motions * I move to ...
...adopt Order D2024-054 revising fees for permits, applications, and services provided by the Public Works Department to be effective January 1, 2025.

MOTION: I move to adopt Order No. D2024-054 revising fees for permits, applications, and services provided by the Public Works Department to be effective January 1, 2025.

Fee Schedule Title or Description	Current 2024 Charges	2025 Charges	Reason for Recommendation
Mailing Services	Actual cost including postage and handling	Actual cost including postage and handling	No change
B&W Photo Copies 8 ½ x 11	\$0.25	\$0.25	No change
8 ½ x 14	\$0.25	\$0.25	No change
11 x 17	\$1.00	\$1.00	No change
18 x 20	\$1.50	\$1.50	No change
18 x 24	\$1.75	\$1.75	No change
18 x 30	\$2.25	\$2.25	No change
24 x 36	\$3.25	\$3.25	No change
Misc.	\$0.60/sq. ft.	\$0.60/sq. ft.	No change
Color Photo Copies 8 ½ x 11	\$1.00	\$1.00	No change
8 ½ x 14	\$1.00	\$1.00	No change
11 x 17	\$1.00	\$1.00	No change
Aerial Photos (blackline 18 x 20)	\$5.00	\$5.00	No change
Custom Maps (special orders)	Actual - \$15 minimum	Actual - \$15 minimum	No change
Special Plotter Maps	\$1.00 sq. ft.	\$1.00 sq. ft.	No change
Compact Disc Copies	Actual Cost	Actual Cost	No change
Planning Commission Hearing tapes	\$11	\$11	No change

Property Services			
Property/Road Vacation	\$2,280	\$2,365	The property/road vacation process involves set procedures outlined in the Oregon Revised Statutes. The costs include, customer contacts, review of application, deed research, two Board of Commissioner hearings, posting of notice on site and in the newspaper, road official report, recording of documents, and revising various county records. Increased by 3.7%.
Reimbursement Districts Application	\$2,280	\$2,365	The application fee covers the County's cost for: bringing the application to one or two Board of Commissioners meetings, County Engineer's report and revisions, notification by certified mail to affected property owners both prior to the public meeting and after the decision, and recording the final documents. Increased by 3.7%.
Way of Necessity	Actual	Actual	The level of effort varies with each action.
Survey Map Filing Fee	\$240	\$250	The level of review for this activity is required though Oregon Revised Statute Chapter 209 and Benton County Map Standards. Increased by 3.7%.
Boundary Certification	Actual	Actual	No change
Legal Descriptions	Actual	Actual	No change

Fee Schedule Title or Description	Current 2024 Charges	2025 Charges	Reason for Recommendation
Affidavit to Re-establish	\$120	\$125	Increased by 3.7%.

Monuments within Recorded Plats			
Affidavit of Correction	\$125	\$130	Increased by 3.7%.
Covenant Preparation	Actual	Actual	No change
Road Districts	Actual	Actual	No change
Deed Release	Actual	Actual	No change
Other Services (Research, staff time, etc.)	Actual	Actual	No change

Public Improvements:			
Assessment Improvement District:	12 percent for engineering or actual cost, if less. 3 percent for engineering administration and overhead or actual cost, if less. Total charges equal 15 percent of construction cost.	No Change	No Change
Private Contract Improvements: (Improvement Agreements)	2½ percent of construction cost for engineering review, plans check, and administration. 1½ percent of construction cost for inspection. Total charges equal 4 percent of construction cost.	No Change	No Change

Other Road Related Fees or Permits			
Overload Permit/Non Bridge	\$8	No change	Overload permits fees are set by the State.
Overload Permit/Bridge:	\$8	No change	Overload permits fees are set by the State.
Special Events Permit	\$65	\$67	Increased by 3.7%.

Fee Schedule Title or Description	Current 2024 Charges	2025 Charges	Reason for Recommendation
Misc. Permit in R.O.W.	4% of the cost of work in R.O.W. Minimum fee of \$25	4% of the cost of work in R.O.W. Minimum fee of \$25	No increase. For the 2012 year, Public Works decreased the minimum fee by 35%, to \$25. Also, fees may be waived for activities that benefit the citizens of Benton County as determined by the Road Manager on a case by case basis.
Land Use Application and Permit to Occupy Public Right-of-Way	\$85 - A one-time fee for each request. Fee pays for subsequent inspection.	\$88 - A one-time fee for each request. Fee pays for subsequent inspection.	The application fee is for private citizens that wish to occupy the County ROW (i.e. landscape, pasture, farming, timber). The proposed use cannot interfere with normal County road maintenance, and must be immediately moved out of the ROW at the request of the County. Increased by 3.7%
Road Name Change	\$530 Signs and post installations are not charged out (Chapter 7, County Code)	\$550 Signs and post installations are not charged out (Chapter 7, County Code)	The road name change requires customer contacts, review of petition, public hearing, and the making and installation of the new sign. Under Chapter 7, Section 7.125 (2), road name signs shall be constructed and installed without charge by the Public Works Department. Increased by 3.7% .
Road Approach	\$360	\$375	The road approach process requires some engineering site review analysis and several field visits to approve the installation. This fee has an additional \$45 fee collected by the Building Department in Community Development that is included in their fees. Prior to 2021, the accumulative of both fees was shown in Public Works; for clarity, they were separated as of 2021. Increased by 3.7%
Address assignment	\$75	\$78	Increased by 3.7% .

Land Development			
Franchise Utility Permit	\$460 min plus actual	\$480 min plus actual	Increased by 3.7% .
Building Permits & Plan	Residential: \$71 Commercial \$230	Residential: \$74 Commercial \$240	Review, accessory, remodel, etc. Increased by 3.7% .
Engineering Land Use Application Review Fee	Subdivision: \$230 Partition: \$115	Subdivision: \$240 Partition: \$120	This fee helps recover a portion of the costs incurred by staff to complete these reviews associated with proposed private developments prior to land use approval. Increased by 3.7%
Erosion and Sediment Control Permit Application	\$650	\$675	Required under EPA-DEQ mandated NPDES regulations (Benton County Development Code 99.650). Increased by 3.7% .
Stormwater Management Permit	\$975	\$1,010	Required under EPA-DEQ mandate NEPDES regulations (Benton County Development Code 99.670) Increased by 3.7% .

Fee Schedule Title or Description	Current 2024 Charges	2025 Charges	Reason for Recommendation
Modular/ Prefab permit & Plan Review	\$71	\$74	Increased by 3.7%.
Drainage Analysis	Basic: \$110 Advanced: \$430	Basic: \$115 Advanced: \$445	Basic Drainage Analysis – staff review of basic hydraulic calculations. Advanced Drainage Analysis – staff review of computer generated hydraulic analysis model. The fees helps recover a portion of the costs incurred by staff to complete these reviews associated with private developments. Increased by 3.7%
Manufactured Home Permits	\$71	\$74	Increased by 3.7%.
Other Services	Actual	Actual	No change.

Land Use Applications			
Parcel Line Adjustment	\$320	\$330	The level of review for this activity is required though Oregon Revised Statute Chapter 209 and Benton County Map. Increased by 3.7%.
Partition Plat (County)	\$415 plus \$120 per parcel	\$430 plus \$125 per parcel	The level of review for this activity is required though Oregon Revised Statute Chapter 92 and Benton County Partition Plat Standards. Increased by 3.7%.
Partition Plat (City)	\$415	\$430	The County Surveyors office reviews all City and County partitions for statutory and county requirements. Increased by 3.7%.

Subdivisions			
Preliminary Plat.	\$310	\$320	Increased by 3.7%.
Pre Monumented Subdivision (County)	\$1425 plus \$125 per lot	\$1480 plus \$130 per lot	The level of review for this activity is required though Oregon Revised Statute Chapter 92 and Benton County Partition Plat Standards. Increased by 3.7%.
Post Monumented Subdivision (County)	\$2005 plus \$125 per lot plus 120% bond for monumenting property corners	\$2080 plus \$130 per lot plus 120% bond for monumenting property corners	The activity for the post monumented plat is the same as the pre monumented plat except county staff has an additional field check and additional document checks. Increased by 3.7%.

Pre Monumented			
Subdivision (City)	\$1425 plus \$51 per lot	\$1480 plus \$53 per lot	The level of review for this activity is required though Oregon Revised Statute Chapter 92 and Benton County Partition Plat Standards. Increased by 3.7%.

Post Monumented			
Subdivision (City)	\$2005 plus \$64 per lot. Plus 120% bond for monumenting property corners	\$2080 plus \$66 per lot. Plus 120% bond for monumenting property corners	The activity for the post monumented plat is the same as the pre monumented plat except county staff has an additional field check and additional document checks. Increased by 3.7%.

Fee Schedule Title or Description	Current 2024 Charges	2025 Charges	Reason for Recommendation
Planned Unit Development	\$2005 plus \$64 per lot. Plus 120% bond for monumenting property corners	\$2080 plus \$66 per lot. Plus 120% bond for monumenting property corners	The activity for the post monumented plat is the same as the pre monumented plat except county staff has an additional field check and additional document checks. Increased by 3.7%..
Condominium	\$1,425 plus \$51 per unit plus 120% bond for monumenting property corners	\$1,480 plus \$53 per unit plus 120% bond for monumenting property corners	Increased by 3.7%.

Government Corners			
Corner Restoration	\$10 for each document as authorized under ORS 205.130(2)	\$10 for each document as authorized under ORS 205.130(2)	No change. Pursuant to Benton County Code, chapter 25.110, the fee for establishment, reestablishment, and maintenance of corners of government survey under ORS 209.070(5) shall be set annually by order of the Board of Commissioners, upon recommendation of the County Surveyor. Under ORS 205.130(2), \$10 is the maximum recording fee that can be assessed on behalf of the Corner Restoration Fund.

Agenda Placement and Contacts

Suggested Agenda Date 11/18/24

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Finance

Contact Name * Debbie Sessions

Phone Extension * 6771

Meeting Attendee Name * Debbie Sessions and Greg Munn

Agenda Item Details ⬆

Item Title * Order No. D2024-058, Granting Authority for Banking Services and Treasurer and Custodian Designation

Item Involves * Check all that apply

- Appointments
- Budget
- Contract/Agreement
- Discussion and Action
- Discussion Only
- Document Recording
- Employment
- Notice of Intent
- Order/Resolution
- Ordinance/Public Hearing 1st Reading
- Ordinance/Public Hearing 2nd Reading
- Proclamation
- Project/Committee Update
- Public Comment
- Special Report
- Other

Estimated Time * 10 minutes

Board/Committee Involvement * Yes
 No

Advertisement * Yes
 No

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues* With the new Chief Financial Officer starting employment November 18, 2024, the banking authority, designation as Custodian of Funds, and designation as County Treasurer needs to be transferred from Rick Crager to Greg Munn.

Options* Approve Order No. D2024-048, or
Maintain authority and designations as previously recorded.

Fiscal Impact* Yes
 No

2040 Thriving Communities Initiative

Mandated Service?* Yes No

2040 Thriving Communities Initiative

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

To review the initiative, visit the website [HERE](#).

Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

Core Values*

Select all that apply.

- Vibrant, Livable Communities
- Supportive People Resources
- High Quality Environment and Access
- Diverse Economy that Fits
- Community Resilience
- Equity for Everyone
- Health in All Actions
- N/A

Explain Core Values Selections* N/A

Focus Areas and Vision*

Select all that apply.

- Community Safety
- Emergency Preparedness
- Outdoor Recreation
- Prosperous Economy
- Environment and Natural Resources
- Mobility and Transportation
- Housing and Growth
- Arts, Entertainment, Culture, and History
- Food and Agriculture
- Lifelong Learning and Education
- N/A

Explain Focus Areas and Vision Selection* N/A

Recommendations and Motions

Item Recommendations and Motions

Staff Recommendations * Staff recommends approval of Order No. D2024-058 granting authority for County banking services and designation as Custodian of County Funds and County Treasurer to Chief Financial Officer Greg Munn.

Meeting Motions * I move to ...
...approve Order No. D2024-058 granting authority for County banking services and designation as Custodian of County Funds and County Treasurer to Chief Financial Officer Greg Munn.

MOTION: I MOVE TO APPROVE ORDER NO. D2024-058 GRANTING AUTHORITY FOR COUNTY BANKING SERVICES AND DESIGNATION AS CUSTODIAN OF COUNTY FUNDS AND COUNTY TREASURER TO CHIEF FINANCIAL OFFICER GREG MUNN.

Attachments, Comments, and Submission

Item Comments and Attachments

Attachments Upload any attachments to be included in the agenda, preferably as PDF files. If more than one attachment / exhibit, please indicate "1", "2", "3" or "A", "B", "C" on the documents.

D2024-058 Designation of Financial Authority.docx 23.67KB

Comments (optional)

Department Approver DEBBIE SESSIONS

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON**

**In the Matter of Granting Authority to Provide)
Banking Services and Designating Custodian of)
Funds, County Treasurer, and Investment Officer)**

ORDER NO. D2024-058

WHEREAS, it is imperative that management of all banking services for Benton County and its subdivisions continue on a functional day-to-day basis; and

Benton County (the County) currently has an agreement to provide primary banking services with Wells Fargo Bank; and

The County also maintains numerous bank accounts with numerous commercial banks in order to conduct its day-to-day financial business; and

Signatories must be approved for all accounts at financial institutions where the County conducts its business; and

The prior resolution requires updating due to changes in County personnel; and

The County has authorized the use of a facsimile signature for the Chief Financial Officer which provides signature access in the event of his absence or in case of an emergency; and

The facsimile signature of the Chief Financial Officer would be invalid in the event of his death which creates the need to have an alternate authorized signer on all bank accounts in the event of an emergency; and

The County is required to designate and appoint a “Custodial Officer” within the meaning of ORS 294.004; and

The County is required to designate a person to perform the duties of “County Treasurer” on a day-to-day basis as defined in ORS Chapter 208 and other statutes.

THEREFORE, BE IT HEREBY ORDERED, that on the effective date of this Order:

1. Greg Munn, currently Chief Financial Officer, is hereby appointed “Custodial Officer” within the meaning of ORS 294.004 and designated “County Treasurer” as identified in ORS 208.
2. Greg Munn is authorized to perform any of the duties associated with “Custodial Officer,” “County Treasurer,” and “Investment Officer” as may be identified in Oregon Revised Statutes for Benton County and any of its subdivisions such as County Service Districts.
3. Greg Munn has the authority to invest funds of Benton County, County Service Districts, or any funds held in trust by Benton County in a manner designated by ORS 294.
4. Greg Munn has the authority to solicit quotations from commercial banks for new master banking agreements to provide primary banking services and to enter into such agreements on behalf of the County.
5. Greg Munn may create, change, establish, or close any checking, savings, or investment account as may be required or deemed appropriate in the performance of the responsibilities as Custodial Officer and as County Treasurer under general state law.

6. Greg Munn and Debra Sessions, Deputy Director, Financial Services Department are hereby authorized to be valid signatories on any accounts established in the name of Benton County, any of its various departments, divisions or County Service Districts.
7. Those persons named in Attachment A to this Order are hereby authorized to be valid signatories on those accounts so designated in Attachment A, which signatures may be changed from time to time by authority of Greg Munn.
8. Greg Munn may, from time to time, change the authorized signature requirements on those accounts listed in Attachment A when employee responsibilities change which require an amendment to signature authorization.
9. Greg Munn has the authority to sign bank card application forms on behalf of the County in order to add, delete, or otherwise change the number of persons, name of individuals, or credit limits.
10. Greg Munn is granted the authority to use a facsimile signature on behalf of the County in accordance with ORS 294.120.
11. This order supersedes all previous orders and resolutions on the same subject.

Adopted this 18th day of November 2024.

Signed this 18th day of November 2024.

BENTON COUNTY BOARD OF
COMMISSIONERS

Xanthippe Augerot, Chair

Nany Wyse, Vice Chair

Pat Malone, Commissioner

Approved as to form:

Vance M. Croney
County Counsel

ATTACHMENT A
BENTON COUNTY
AUTHORIZED SIGNATORIES AND BANK ACCOUNTS

ACCOUNT NAME	AUTHORIZED SIGNATORIES
<u>WELLS FARGO BANK</u>	
Benton County Payroll 4124325614 Department	Greg Munn, Chief Financial Officer Debra Sessions, Deputy Director, Financial Services
Benton County General (AP) 4124325606 Department	Greg Munn, Chief Financial Officer Debra Sessions, Deputy Director, Financial Services
Benton County Tax 4124325622 Department	Greg Munn, Chief Financial Officer Debra Sessions, Deputy Director, Financial Services
Benton County, Health Insurance Account 4124325648 Department	Greg Munn, Chief Financial Officer Debra Sessions, Deputy Director, Financial Services
Benton County, Credit Card Account 4124325630 Department	Greg Munn, Chief Financial Officer Debra Sessions, Deputy Director, Financial Services
Benton County Inmate Checking 4124325655 Department	Greg Munn, Chief Financial Officer Debra Sessions, Deputy Director, Financial Services
	(Corrections Facility staff to be added and deleted from time to time due to job assignment changes.)
<u>OREGON STATE CREDIT UNION</u>	
Benton County Oregon 0000397334 Department	Greg Munn, Chief Financial Officer Debra Sessions, Deputy Director, Financial Services
<u>UMPQUA BANK</u>	
Benton County 0920002821 Department	Greg Munn, Chief Financial Officer Debra Sessions, Deputy Director, Financial Services
Benton County 9864349064 Department	Greg Munn, Chief Financial Officer Debra Sessions, Deputy Director, Financial Services



Board of Commissioners Agenda Item

Agenda Placement and Contacts

Suggested Agenda Date 11/18/24

[View Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Board of Commissioners

Contact Name * Rachel McEneny

Phone Extension * 6370

Meeting Attendee Name * Rachel McEneny, County Administrator

Agenda Item Details



Item Title * Approval of County Administrator's 2024-25 Goals

- Item Involves *** Check all that apply
- Appointments
 - Budget
 - Contract/Agreement
 - Discussion and Action
 - Discussion Only
 - Document Recording
 - Employment
 - Notice of Intent
 - Order/Resolution
 - Ordinance/Public Hearing 1st Reading
 - Ordinance/Public Hearing 2nd Reading
 - Proclamation
 - Project/Committee Update
 - Public Comment
 - Special Report
 - Other

Estimated Time * 10 minutes

Board/Committee Involvement * Yes No

Advertisement * No

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues*

The Board of Commissioners annually evaluates the County Administrator and defines the County Administrator's Goals for the upcoming evaluation period. The goals presented are for the evaluation period October 2024 to October 2025.

Options*

1. Approve the goals as presented
2. Modify the presented goals as desired
3. Decline to approve the presented goals and issue direction regarding goals to the County Administrator

Fiscal Impact*

- Yes
 No

2040 Thriving Communities Initiative

Mandated Service?* Yes
 No

2040 Thriving Communities Initiative

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

To review the initiative, visit the website [HERE](#).

Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

Core Values*

Select all that apply.

- Vibrant, Livable Communities
- Supportive People Resources
- High Quality Environment and Access
- Diverse Economy that Fits
- Community Resilience
- Equity for Everyone
- Health in All Actions
- N/A

Explain Core Values Selections* N/A

Focus Areas and Vision*

Select all that apply.

- Community Safety
- Emergency Preparedness
- Outdoor Recreation
- Prosperous Economy
- Environment and Natural Resources
- Mobility and Transportation
- Housing and Growth
- Arts, Entertainment, Culture, and History
- Food and Agriculture
- Lifelong Learning and Education
- N/A

Explain Focus Areas and Vision Selection* N/A

Recommendations and Motions

Item Recommendations and Motions

Staff Recommendations * The County Administrator recommends approval of the 2024-25 goals as presented.

Meeting Motions * I move to ...
...approve the County Administrator's 2024-25 goals as presented.

MOTION: I MOVE TO APPROVE THE COUNTY ADMINISTRATOR'S 2024-25 GOALS AS PRESENTED.

Attachments, Comments, and Submission

Item Comments and Attachments

Attachments Upload any attachments to be included in the agenda, preferably as PDF files. If more than one attachment / exhibit, please indicate "1", "2", "3" or "A", "B", "C" on the documents.

2024-25 McEneny Goals FINAL.pdf 73.31KB

Comments (optional) If you have any questions, please call ext.6800

Department Approver RACHEL MCENENY



2024-25 COUNTY ADMINISTRATOR GOALS

1 Increase transparency and efficiency of Board of Commissioners Office operations. Launch CivicPlus and evaluate the performance of the platform as a tool for improved workflow, communication, and transparency as measured by usage data and community and staff qualitative comments. Civic Plus offers data analytics, but it will have to be quantified and provide real-time data. Present evaluation to the Board of Commissioners, including any significant software or staffing changes needed, by September 1, 2025.

2 Operationalization of Crisis Center. Coordinate leadership, staffing, and budget through City County Insurance Services (CIS) and other resources to ensure successful, on-time opening. As a member of CIS, they will help provide strategy and project management for Behavior Health Management for staff recruitment, contracted services, and temporary space to onboard and train new staff in a timely fashion. Deadline: within two weeks of obtaining building occupancy permit, estimated in May 2025.

Presently, Qualified Mental Health Professionals are at a premium and have the highest vacancy and retention issues. County staff will develop creative approaches to recruitment with values of equity, diversity, and inclusion.

3 Build capacity for continuous improvement based in equity, diversity, inclusion, transparency, and sustainability. Hire a Change Manager in the Board of Commissioners Office and successfully launch an initiative to improve county focus on outcomes of county services with respect to equity, diversity, inclusion, transparency, and sustainability. Coach department leadership on rebuilding teams, continuous improvement, and communications through the use of data dashboards. On-board the Change manager by March 31, 2025 and launch initiatives by July 2025.

The Change Manager will work alongside Human Resources to implement a more robust EDI training program for all employees through Human Resources, with additional capacity proposed in the 2025-27 biennial budget. Renew annual reporting to the Board of Commissioners regarding county performance with respect to federal Equal Employment Opportunity (EEO) metrics for continued policy decision making. Initial report targeted for the May 2025 Goal-setting Meeting.

Board of Commissioners Agenda Item

Agenda Placement and Contacts

Suggested Agenda Date 11/18/24

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Board of Commissioners

Contact Name * Rick Crager

Phone Extension * 6246

Meeting Attendee Name * Rachel McEneny, Rick Crager

Agenda Item Details ⬆

Item Title * 2025 Legislative Priorities

Item Involves * Check all that apply

- Appointments
- Budget
- Contract/Agreement
- Discussion and Action
- Discussion Only
- Document Recording
- Employment
- Notice of Intent
- Order/Resolution
- Ordinance/Public Hearing 1st Reading
- Ordinance/Public Hearing 2nd Reading
- Proclamation
- Project/Committee Update
- Public Comment
- Special Report
- Other

Estimated Time * 30 Minutes

Board/Committee Involvement * Yes No

Advertisement * Yes No

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues*

The Oregon State Legislative Session begins in January 2025. Benton County is identifying key policy and funding strategies that will establish its 2025 Legislative Agenda. In August, the Board of Commissioners (BOC) had preliminary discussions with its contracted lobbyist to receive a general overview of the political landscape, as well as some of the key priorities the BOC was considering. Attached is a summarized version of those priorities and additional priorities that have been discussed since the August meeting.

Options*

Option 1 - Adopt the proposed agenda as presented
Option 2 - Amend the proposed agenda and adopt
Option 3 - Request staff to work further on proposed agenda and return for adoption

Fiscal Impact*

Yes
 No

2040 Thriving Communities Initiative

Mandated Service? * Yes
 No

2040 Thriving Communities Initiative

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

To review the initiative, visit the website [HERE](#).

Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

Core Values *

Select all that apply.

- Vibrant, Livable Communities
- Supportive People Resources
- High Quality Environment and Access
- Diverse Economy that Fits
- Community Resilience
- Equity for Everyone
- Health in All Actions
- N/A

Explain Core Values Selections * Legislative priorities address all core values.

Focus Areas and Vision *

Select all that apply.

- Community Safety
- Emergency Preparedness
- Outdoor Recreation
- Prosperous Economy
- Environment and Natural Resources
- Mobility and Transportation
- Housing and Growth
- Arts, Entertainment, Culture, and History
- Food and Agriculture
- Lifelong Learning and Education
- N/A

Explain Focus Areas and Vision Selection * Legislative Priorities address the above focus areas.

Recommendations and Motions

Item Recommendations and Motions

Staff Recommendations * Staff recommend the Board of Commissioners consider the attached proposals for 2025 legislative priorities.

Meeting Motions * I move to ...
...approve the 2025 State Legislative Priorities as presented and adjusted through today's discussion.

MOTION: I MOVE TO APPROVE THE 2025 STATE LEGISLATIVE PRIORITIES AS PRESENTED AND ADJUSTED THROUGH TODAY'S DISCUSSION.

Attachments, Comments, and Submission

Item Comments and Attachments

Attachments Upload any attachments to be included in the agenda, preferably as PDF files. If more than one attachment / exhibit, please indicate "1", "2", "3" or "A", "B", "C" on the documents.

2025 Summary of State Leg Priorities 11.14.24.docx 62.16KB

Comments (optional) If you have any questions, please call ext.6800

Department Approver RICK CRAGER



Board of Commissioners

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Corvallis, OR 97339

Bentoncountyor.gov

Summary of FY 2025 State Legislative Priorities

Sustainable Materials Management: Benton County and regional partners will pursue legislative support for both policy and funding strategies that effectively support a comprehensive regional approach to managing the entire life cycle of materials, from extraction of raw materials, through production, use, and disposal, with the goal of reducing their environmental impact. The goal of this effort is to conserve resources, reduce waste, and minimize the environmental impact of materials use, including greenhouse gas emissions, water and air pollution, and habitat destruction.

Increasing Housing Opportunities: The Benton County Planning Commission has been convening community partners throughout the region to explore opportunities to meet short- and long-term housing needs to build a more resilient and responsible community. At a high level, Planning Commission representatives have initiated conversations with elected officials, regional employers, housing developers, community-based partners, and housing advocates who have shared insights and experiences and discussed possible strategies and solutions. The County will be seeking legislative support to support both increasing housing production, as well as the capacity to deliver housing, across the continuum of needs

Jackson-Frazier Wetland Boardwalk: Jackson-Frazier Wetland (JFW) is a 144-acre natural area in NE Corvallis that is owned and managed by Benton County. A critical component of public access is a 2/3-mile-long wooden boardwalk which winds through the wetland, allowing visitors to see many plant communities and habitats. This boardwalk, constructed in 1997, was funded and built through efforts of dedicated volunteers. Sadly, it has now deteriorated to the extent that it is no longer safely accessible for some users and is a constant drain on County maintenance resources. Recognizing this, Benton County, its partners, and volunteers are undertaking an effort to replace the boardwalk. The County has secured \$1.5 million of funding and required an equal contribution to complete the project

Fairgrounds Master Plan: The 2019 Fairgrounds Master Plan process included an independent market research study that indicated the community lacks large exhibition and facilities space for community events. These events not only provide cultural and social enrichment activities, but they also represent an economic stimulus for Benton County and the surrounding areas. A new exhibit hall is expected to be attractive for concerts, sporting events, dog/cat shows, consumer and industry trade shows, and banquets and receptions. The goal is to transform the Benton County fairgrounds into a regional Exhibit Hall to support increased tourism and generate economic benefits for the community. Benton County will be seeking state and legislative support to further its efforts in both planning and implementation.

Behavioral Health Deflection Program: Benton County received funding support through HB 4002 (2024) to support the planning and implementation of a county behavioral health deflection program. Deflection Programs provide an alternative to the traditional criminal justice systems for individuals

either at-risk or suffering from substance use and/or mental health issues, and create a path that moves them to self-sufficiency and/or reduced risk of criminal activity. The program is designed to increase awareness, access, and use of wrap-around services to more effectively use funds in meeting individual service needs and reduce recidivism. The County will be advocating for continuation of HB 4002 funding that further the program development and implementation efforts started in 2023-25. An additional benefit of this investment will be to reduce the increasing pressure on the county jail which is need of modernization and expansion.

Historic Courthouse Preservation: Built in 1888, the Benton County Courthouse is the oldest county courthouse in Oregon still being used for its original purpose. It is listed on the National Register of Historic Places. Unfortunately, the building needs significant seismic upgrades and no longer meets court or County needs. The County will move into a new Courthouse in the Spring of 2026 and is currently identifying opportunities to preserve and repurpose the historic building for cultural and/civic activities. Benton County and its residents will be seeking all local, state, federal, and private funding opportunities to support this effort.

Emergency Radio Infrastructure: A significant challenge with Benton County’s radio communications is the lack of interoperability and situational awareness caused by law enforcement and Fire/EMS utilizing different radio systems. Additionally, many parts of the rural county have “dead-zones” in which no radio communications are available. Increased funding would support the installation of antennas and the purchase of new radios to eliminate “dead-zones.” The County received over \$1.0 million of federal funds to partially address the issue, however, there is still a need for up to an additional \$1.5 million of resources to complete the project.

Rural Water & Sewer Capacity: Benton County has been investing funds to replace aging water and sewer infrastructure in rural communities to help ensure their basic needs are being met in a safe, clean, and efficient manner. A 2023 preliminary design report identified critical system component improvements needed in four districts: Alpine Sewer, Alsea Sewer, Alsea Water, and Hidden Valley water. These districts are in rural, low-income, unincorporated cities with very strained resources. To date, the County has secured over \$2.5 million in federal resources to address critical infrastructure issues, however, an additional investment of \$2.0 million would enable expansion opportunities, and further modernization of current infrastructure.

County Infrastructure Cost Sharing: Many counties own aging infrastructure which has often impeded the ability to provide effective community services (jails, hospitals, utility systems, transportation). In Oregon, counties are restricted by Measure 5 on how much funding can be collected in property taxes – counties largest source of revenue. This limits the ability to fully address infrastructure needs with local resources, and to provide funding, requires the local jurisdiction to request a tax rate increase. This is often not approved as local taxpayers reject the idea of carrying the entire funding burden. Benton County is seeking opportunities with the Oregon Legislature to determine how a highly successful state program for schools could be replicated and expanded for a broader range of local infrastructure. This program, if replicated, could use state bonding resources to match (or partially match) county resources generated through a local bond that is successfully approved for infrastructure needs.

Board of Commissioners Agenda Item

Agenda Placement and Contacts

Suggested Agenda Date 11/18/24

View [Agenda Tracker](#)

Suggested Placement* BOC Tuesday Meeting

Department* Finance

Contact Name* Debbie Sessions

Phone Extension* 6771

Meeting Attendee Name* Debbie Sessions, Jenn Ambuehl, Sean McGuire

Agenda Item Details ⬆

Item Title* 2025-27 Budget Priorities

Item Involves* Check all that apply

- Appointments
- Budget
- Contract/Agreement
- Discussion and Action
- Discussion Only
- Document Recording
- Employment
- Notice of Intent
- Order/Resolution
- Ordinance/Public Hearing 1st Reading
- Ordinance/Public Hearing 2nd Reading
- Proclamation
- Project/Committee Update
- Public Comment
- Special Report
- Other

Estimated Time 30 minutes

Board/Committee Involvement*

Yes
 No

Advertisement*

Yes
 No

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues * In order to develop the 2025-27 Budget, staff requests the Board of Commissioners establish a set of priorities to guide department heads in submitting various proposals. Staff will provide a draft document that outlines what they believe to be the key priorities based on prior conversations with the Assistant County Administrator and Interim Chief Financial Officer.

Options *

- 1) Support the proposed priorities
- 2) Modify the proposed priorities
- 3) Decline and reestablish proposed priorities

Fiscal Impact *

Yes

No

2040 Thriving Communities Initiative

Mandated Service?* Yes
 No

2040 Thriving Communities Initiative

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

To review the initiative, visit the website [HERE](#).

Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

Core Values*

Select all that apply.

- Vibrant, Livable Communities
- Supportive People Resources
- High Quality Environment and Access
- Diverse Economy that Fits
- Community Resilience
- Equity for Everyone
- Health in All Actions
- N/A

Explain Core Values Selections* N/A

Focus Areas and Vision*

Select all that apply.

- Community Safety
- Emergency Preparedness
- Outdoor Recreation
- Prosperous Economy
- Environment and Natural Resources
- Mobility and Transportation
- Housing and Growth
- Arts, Entertainment, Culture, and History
- Food and Agriculture
- Lifelong Learning and Education
- N/A

Explain Focus Areas and Vision Selection* N/A

Recommendations and Motions

Item Recommendations and Motions

Staff Recommendations* Staff requests the Board of Commissioners formally define its 2025-27 budget priorities.

Meeting Motions* I move to ...
...approve the 2025-27 budget priorities defined by the Board.

MOTION: I MOVE TO APPROVE THE 2025-27 BUDGET PRIORITIES DEFINED BY THE BOARD.

Attachments, Comments, and Submission

Item Comments and Attachments

Attachments Upload any attachments to be included in the agenda, preferably as PDF files. If more than one attachment / exhibit, please indicate "1", "2", "3" or "A", "B", "C" on the documents.

2025-27 Budget Priorities.pdf 73.79KB

Comments (optional)

Department Approver DEBBIE SESSIONS

Benton County 2025-27 Budget Priorities

As Benton County enters the 2025-27 budget development process, the Board of Commissioners (BOC) will be developing critical priorities meant to help guide Departments in developing both its current service level budget, as well as any new investments that will be proposed (Policy Option Packages). In helping to frame these priorities, the BOC is keenly aware of the fiscal realities the County faces. Over the next 2-3 years, the County will feel the impact from a variety of budget drivers that include:

- Loss of significant one-time funding provided through a variety of federal COVID relief acts.
- Increased costs that ensure our workforce is compensated fairly and equitably, and ensures the county maintains a competitive advantage in attracting talented staff.
- Flattening of state economic conditions that will reduce the level of local investments.
- Continued risk of inflationary and/or unanticipated costs related to ongoing capital projects still under construction.
- Reduced growth rates in the assessed values of taxable properties contributing to decreased revenue projections for property taxes.

All these budget drivers will play a critical role in deciding the 2025-27 budget for the County and, as such, requires the BOC to be very prudent in its approval of resources. With that in mind, the BOC will focus its 2025-27 budget priorities on services, strategies, and investments that:

- Maintain and/or address major gaps in services that focus on life, health, and safety of the public.
- Create increased or improved efficiency in service delivery and/or business processes that result in overall cost savings and/or ability to address current service gaps.
- Implement proven and best practice strategies that result in leveraging of other local/state/federal resources and can demonstrate a measurable improvement in sustainability practices or reduction of greenhouse gas emission.
- Continue momentum & programming with past and current investments that have effectively reduced homelessness in the County.
- Modernize existing systems and/or processes that ensure more effective communication, coordination, and collaboration across all county services.
- Right size capital investments throughout the county to ensure cost effective services.