



**MINUTES OF THE REGULAR SESSION OF THE  
LINN COUNTY BOARD OF COMMISSIONERS  
LINN COUNTY COURTHOUSE – ROOM 200  
TUESDAY, DECEMBER 17, 2024**

**The Linn County Board of Commissioners met for the regularly scheduled meeting on Tuesday, December 17, 2024.**

Those present at various times for the matters as indicated below were: Tara Kamp, CPA, Pauly, Rogers and Co., P.C. (*via teleconferencing*); Bill Palmer, Accounting Officer; Michelle Hawkins, Linn County Treasurer; Micah Smith, Linn County Undersheriff; Todd Noble, Linn County Health Services Administrator; Dr. Adam Brady, Linn County Health Officer; Shane Sanderson, Linn County Public Health Program Manager; Terri McQueen, Contracts/Recruitment Manager, Linn County Health Department; Torri Lynn, Linn County Juvenile Department Director; Wayne Mink, Linn County Roadmaster; Steve Wills, Linn County Planning and Building Department Director; Alyssa Boles, Planning Manager, Linn County Planning and Building Department; Karen Guilford, Linn County Information Technology Director; Gene Karandy, County Attorney for Linn County; Lynn Merrill; Alex Paul, Linn County Communications Officer and Shayla Escudero, Reporter for *Democrat-Herald*.

1, 2, 3. At 9:30 a.m. Chair Nyquist called the meeting to order. The flag salute and roll call followed. Commissioners Roger Nyquist, Chair; Will Tucker, Vice-Chair and Commissioner Sherrie Sprenger were present, as well as, Darrin Lane, Linn County Administrative Officer and Courtney Leland, Recorder for the Board of Commissioners.

4. Approval of Agenda.

Commissioner Tucker asked to amend the agenda and add Item No. 15B.

**Action – Commissioner Tucker moved and Commissioner Sprenger seconded the motion to amend the agenda. The vote was called. The motion passed unanimously.**

5. Approval of the December 10, 2024 Commissioners' Meeting Minutes.

**Action – Commissioner Tucker moved and Commissioner Sprenger seconded the motion to approve the December 10, 2024 Commissioners’ Meeting Minutes. The vote was called. The motion passed unanimously.**

6. Annual Comprehensive Financial Report (ACFR) – Tara Kamp, CPA, Pauly, Rogers and Co., P.C. (*via teleconferencing*).

Ms. Kamp provided the Board with an Annual Comprehensive Financial Report (ACFR). A copy of her report is on file in the Linn County Clerk’s Office in the Commissioners’ Staff File.

Ms. Kamp indicated that, overall, the results were very favorable for the county. In regard to the financial statement audit, an unmodified opinion was issued which meant they gave a “clean” opinion with no reservations. Ms. Kamp indicated that, in regard to state minimum standards, they found issues requiring comment which were noted on page 129 of the report.

Ms. Kamp advised the Board to take a deeper look into a couple issues that may surface in the future regarding compensated absences and certain risk disclosures.

Commissioner Tucker asked for more detail regarding Ms. Kamp’s concern on page 129 of the report. Ms. Kamp indicated that the county did not conduct a public notice of budget hearing in accordance with ORS 294.473 for a contingency appropriation that exceeded 15% of the total fund appropriation. Discussion followed.

Commissioner Tucker then asked for explanation regarding the instances noted for vendors where the County did not perform bidding and quoting procedures in accordance with ORS. Darrin Lane, Linn County Administrative Officer, indicated that one of the instances was in regard to the gas pipeline owned by the county. They received quotes from a qualified contractor and, at the time, the counties pipeline manager drew up a detailed description of why he chose this contractor and why there weren’t others available who had all the state and federal certifications required. Mr. Lane believed that the auditor felt it should have been a sole source selection instead of a request for quotes, however, there was a decrease to the original quote and those dollar amounts involved were no longer required to have quotes due to a change in the procurement law. Discussion followed.

Micah Smith, Linn County Undersheriff, presented the following item on behalf of the Sheriff.

7. Sheriff’s Office – Michelle Duncan, Linn County Sheriff.

A. Resolution & Order 2024-414 authorizing the publication and distribution of Request for Proposals for architectural services for the Jail Renovation Construction Manager/General Contractor (CM/GC).

**Action – Commissioner Tucker moved and Commissioner Sprenger seconded the motion to approve Resolution & Order 2024-414. The vote was called. The motion passed unanimously.**

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

A. Communicable Disease and Vital Statistics Reports – Dr. Adam Brady, Linn County Health Officer.

Dr. Brady provided the Board with an overview of the Communicable Disease and Vital Statistics Reports for November, 2024. A copy of the reports is on file in the Linn County Clerk's Office in the Commissioners' Staff File.

Commissioner Tucker asked for clarification on why Covid 19 was marked in red on his report. Dr. Brady stated that he would gather that information and attach a footnote to the report once received.

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 November, 2024. A copy of his report is on file in the Linn County Clerk's Office in the Commissioners' Staff File.

Todd Noble, Linn County Health Services Administrator, presented the following three items.

C. Resolution & Order 2024-399 approving an Intergovernmental Agreement between Lebanon Public Schools and Linn County.

**Action – Commissioner Tucker moved and Commissioner Sprenger seconded the motion to approve Resolution & Order 2024-399. The vote was called. The motion passed unanimously.**

D. Resolution & Order 2024-410 approving a Memorandum of Understanding (MOU) between Linn, Benton, Lincoln Counties and Intercommunity Health Network Coordinated Care Organization and delegating authority to execute originals.

**Action – Commissioner Tucker moved and Commissioner Sprenger seconded the motion to approve Resolution & Order 2024-410. The vote was called. The motion passed unanimously.**

E. Resolution & Order 2024-415 authorizing the publication and distribution of Request for Proposals for architectural services for the Crisis Stabilization Center.

**Action – Commissioner Tucker moved and Commissioner Sprenger seconded the motion to approve Resolution & Order 2024-415.**

Commissioner Nyquist expressed concern in a regard to the financial obligation in order to make the building suitable. Mr. Noble indicated that there were certain changes that had to be made but they intended to do that in a conservative manner.

**The vote was called. The motion passed unanimously.**

9. Reports of Staff and Committees:

A. Juvenile Department Update – Torri Lynn, Linn County Juvenile Department Director.

Mr. Lynn provided the Board with a Juvenile Department Update for November, 2024. A copy of his report is on file in the Linn County Clerk's Office in the Commissioners' Staff File.

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

A. Recommendation to Award Bid – Cox Creek/Waverly Bridge Project (City of Millersburg).

Mr. Mink indicated that there were three proposals received for the project and that this was a Qualification Based Selection (QBS) process with Federal Highway Administration (FHWA) so, at this time, there wasn't any monetary amounts involved for the award of this contract. Mr. Mink indicated that, based on evaluation and established Scoring Criteria required for each proposal, the submittal from David Evans and Associates, Inc. was ranked the highest and that was who he would recommend. Commissioner Nyquist clarified the (QBS) process with Mr. Mink. Discussion followed.

**Action – Commissioner Tucker moved and Commissioner Sprenger seconded the motion to approve the Recommendation to Award Bid. The vote was called. The motion passed unanimously.**

B. Resolution & Order 2024-407 approving an Intergovernmental Agreement for the frequency access between the State of Oregon Department of Transportation (ODOT) and Linn County and delegating authority to execute originals.

**Action – Commissioner Tucker moved and Commissioner Sprenger seconded the motion to approve Resolution & Order 2024-407. The vote was called. The motion passed unanimously.**

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

A. Resolution & Order 2024-207 approving Applications for a Plan Map Amendment and a Zone Map Amendment and Amending Resolution & Order 2021-397.

**Action – Commissioner Tucker moved and Commissioner Sprenger seconded the motion to approve Resolution & Order 2024-207.**

Commissioner Sprenger asked Ms. Boles to provide her with a recap regarding these documents. Ms. Boles explained that this was the application that came back on remand from Oregon Land Use Board of Appeals (LUBA). Commissioner Sprenger referenced meeting minutes from one of the public hearings and indicated that there was extensive conversation back and forth regarding the matter. In her opinion, the Board was faced with one question and that was, what's the policy of Linn County moving forward. She expressed that the Board had made a motion which she

seconded, and, at the time, the Board had determined that they were limiting the matter to a maximum of ten. She stated that she didn't believe she made a bad decision but there should've been two separate decisions. Due to her inconsistency, she was not supporting the motion today.

**The vote was called. The motion passed unanimously.**

Commissioner Tucker clarified that Commissioner Sprenger had voted in favor of the motion. Commissioner Sprenger asked the Chair to recall the vote. Commissioner Nyquist, for the record, clarified that the motion passed 2-1 with Commissioner Sprenger voting opposed.

B. Ordinance 2024-208 approving an Ordinance amending the Linn County Comprehensive Plan Map and Zoning Map and Amending Ordinance 2024-397.

**Action – Commissioner Tucker moved and Commissioner Sprenger seconded the motion to approve Ordinance 2024-208. The vote was called. The motion passed unanimously.**

Again, Commissioner Tucker noted that Commissioner Sprenger had voted in favor but then stated that she was opposed. Commissioner Nyquist, for the record, stated that the motion passed 2-1 with Commissioner Sprenger voting opposed.

12. IT Department – Karen Guilford, Linn County Information Technology Director.

A. Resolution & Order 2024-411 approving a Contract between VMware vSphere Enterprises Plus and delegating authority to execute originals.

Commissioner Tucker clarified that this was in her budget and Ms. Guilford stated yes. Commissioner Tucker thanked her for the seamless migration the county endured while upgrading software.

**Action – Commissioner Tucker moved and Commissioner Sprenger seconded the motion to approve Resolution & Order 2024-411. The vote was called. The motion passed unanimously.**

13. Correspondence: There was no correspondence to come before the Board.

14. 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 unanimously.**

B. Resolution 2024-404 reappointing members on the Linn County Development Disabilities Advisory Board.

**Action – Commissioner Tucker moved and Commissioner Sprenger seconded the motion to approve Resolution 2024-404. The vote was called. The motion passed unanimously.**

C. Resolution 2024-405 reappointing members to the Linn County Health Advisory Council.

**Action – Commissioner Tucker moved and Commissioner Sprenger seconded the motion to approve Resolution 2024-405. The vote was called. The motion passed unanimously.**

D. Resolution 2024-406 reappointing members to the Linn County Mental Health Advisory Board.

**Action – Commissioner Tucker moved and Commissioner Sprenger seconded the motion to approve Resolution 2024-406. The vote was called. The motion passed unanimously.**

E. Resolution 2024-409 reappointing a member to the Linn County Alcohol and Drug Planning Committee.

**Action – Commissioner Tucker moved and Commissioner Sprenger seconded the motion to approve Resolution 2024-409. The vote was called. The motion passed unanimously.**

15. Unfinished Business and General Orders:

A. Calendar Update: The Commissioners updated their calendars.

Mr. Lane indicated that a draft agreement was attached as the exhibit and this correction would implement the correct agreement.

B. Resolution & Order 2024-417 rescinding Resolution & Order 2024-391 and Property Tax Abatement Agreement between Linn County a cosponsor of the Linn County Enterprise Zone and Project DeLorean.

**Action – Commissioner Tucker moved and Commissioner Sprenger seconded the motion to approve Resolution 2024-417. The vote was called. The motion passed unanimously.**

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

17. Announcements: There will be no Board meeting held the week of December 23, 2024.

18. Business from the Public (3-minute limit per speaker): There was no one present from the public wishing to use this forum neither in person or telephonically.

19. Adjournment. There being no other business to come before the Board; the Board of Commissioners meeting was adjourned at 10:15 a.m. by unanimous consent.

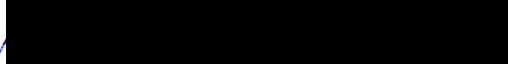
The next regular public meeting of the Board of Commissioners is scheduled at 9:30 a.m. Tuesday, December 31, 2024.

  
Recorder  
For Board of Commissioners  
Courtney Leland

**LINN COUNTY BOARD OF COMMISSIONERS**



Roger Nyquist, Chair



William C. Tucker, Vice-Chair



Sherrie Sprenger, Commissioner

Date 12-31-2024