

ACTION MINUTES

JEFFERSON COUNTY BOARD OF COMMISSIONERS MEETING November 8, 2023

- 1) Administrative Session (8:15)
 - 1.1 Elected Official/Department Director Meeting.
- 2) Call to Order/Pledge of Allegiance/Invocation
- 3) Presentations/Awards
- 4) Changes to the Agenda (Consideration of Submission of Late Items)
 - 4.1 Reinstatement and Amendment No. 1 to Grant No. 15675 - signed by Commission Chair.

Wayne Fording made a motion to approve the Reinstatement and Amendment No. 1 to Grant No. 15675. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

Wayne Fording made a motion to approve recalling the previous motion and approve Reinstatement and Amendment No. 1 to Grant No. 15675. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

Wayne Fording made a motion to approve the corrected Reinstatement and Amendment No. 1 to Grant No. 15675 in the amount of \$133,000.00. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

- 4.2 First Addendum to Madras Police Department Subaward Grant Agreement - signed by Commission.

Mark Wunsch made a motion to approve the First Addendum to Madras Police Department Subaward Grant Agreement. Seconded by Wayne Fording. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

Wayne Fording made a motion to approve directing staff to terminate the First Addendum to Madras Police Department Subaward Grant Agreement effective December 31, 2023. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

4.3 Salary Change Order for Benjamin Toops - signed by Commission.

Wayne Fording made a motion to approve the Salary Change Order for Benjamin Toops. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

4.4 Salary Change Order for Jeremy Skeels - signed by Commission.

Mark Wunsch made a motion to approve the Salary Change Order for Jeremy Skeels. Seconded by Wayne Fording. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

4.5 Salary Change Order for Mercedes Olivera - signed by Commission.

Wayne Fording made a motion to approve the Salary Change Order for Mercedes Olivera. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

5) 9:00 A.M. - Citizen Comments

Norm Park provided comments regarding Crooked River Ranch ATV ordinance.

6) Consent Agenda

6.1 October 2023 Accounts Payable Paid October 2023 in the amount of \$270,870.24 - signed by Commission.

6.2 Certificate of Right to Burial, Certificate No. 2085, 2086, GB188 & GB189 - signed by Commission.

6.3 Action Minutes for November 1, 2023 - signed by Commission.

Mark Wunsch made a motion to approve the Consent Agenda, Items 6.1 through 6.3. Seconded by Wayne Fording. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

7) Scheduled Appointments, Action Items, and Public Hearings

7.1 9:30 a.m. - COIC RHC Request.

7.2 10:30 a.m. - HR Answers Equity Report.

7.3 6:00 p.m. - Board of Commissioners & Culver City Council joint meeting at Culver City Hall.

8) Action Items

- 8.1 Oregon Parks and Recreation Department Local Government Grant Program Agreement - signed by Commission Chair.

Wayne Fording made a motion to approve the Oregon Parks and Recreation Department Local Government Grant Program Agreement. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

- 8.2 Criminal Justice Commission Specialty Court Grant Program, SCP-23-15 Grant Agreement - signed by Commission Chair.

Wayne Fording made a motion to approve the Criminal Justice Commission Specialty Court Grant Program, SCP-23-15 Grant Agreement. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

- 8.3 Salary Change Order for Kelsey Parsons - signed by Commission.

Wayne Fording made a motion to approve the Salary Change Order for Kelsey Parsons. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

- 8.4 Salary Change Order for Gabriel Soliz - signed by Commission.

Wayne Fording made a motion to approve the Salary Change Order for Gabriel Soliz. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

- 8.5 Salary Change Order for Lyndsay Hessel - signed by Commission.

Wayne Fording made a motion to approve the Salary Change Order for Lyndsay Hessel. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

- 8.6 Salary Change Order for Michael Stemwedel - signed by Commission.

Wayne Fording made a motion to approve the Salary Change Order for Michael Stemwedel. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

8.7 Jefferson County Business Loan Agreement with New Grass, LLC - signed by Commission Chair.

Wayne Fording made a motion to approve the Jefferson County Business Loan Agreement with New Grass, LLC. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

8.8 Statutory Warranty Deed - signed by Commission.

Mark Wunsch made a motion to approve the County Administrative Officer to sign the Statutory Warranty Deed. Seconded by Wayne Fording. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

8.9 Resolution In the Matter of Amending Jefferson County Policy and Procedure Manual, Employee Policy 314, Leaves of Absence - signed by Commission.

Wayne Fording made a motion to approve the Resolution In the Matter of Amending Jefferson County Policy and Procedure Manual, Employee Policy 314, Leaves of Absence. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

8.10 Salary Order for Emily Lee, Community Development Department Permit Technician II, Grade 15D, Step 10 - signed by Commission.

Wayne Fording made a motion to approve the Salary Order for Emily Lee, Community Development Department Permit Technician II, Grade 15D, Step 10. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

9) Elected Official Report(s)/Request(s)

10) Department Heads Report(s)/Request(s)

10.1 Public Health Update.

11) County Counsel Report(s)/Request(s)

12) County Administrative Officer Report(s)/Request(s)

12.1 HR Director Job Description and Request for Waiver of 90-day Waiting Period.

Mark Wunsch made a motion to approve the HR Director Job Description and Request for Waiver of 90-day Waiting Period. Seconded by Wayne Fording. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

13) Commission Discussion Items

13.1 Continued discussion regarding American Rescue Plan (ARPA) & CARES Act Funding Programs.

13.2 CREA Membership.

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Wayne Fording made a motion to approve to the \$2,500.00 CREA Membership from the Economic Development Fund. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

13.3 November 22, 2023 BOCC Meeting Schedule.

Mark Wunsch made a motion to approve moving November 22, 2023 Board of Commissioners meeting to November 29, 2023. Seconded by Wayne Fording. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

14) Announcements/Notification of additional Commission Meetings

15) Executive Session

16) Adjourn

Meeting adjourned at 7:41 p.m.

Kelly Simmelink, Commission Chair

Wayne Fording, Commissioner

Mark Wunsch, Commissioner

Attest

Date Signed