

ACTION MINUTES

JEFFERSON COUNTY BOARD OF COMMISSIONERS MEETING November 29, 2023

- 1) Administrative Session (8:15)
 - 1.1 County Surveyor Annual Update.
To be addressed at a future date.
 - 1.2 Community Development Department Planning Update.
 - 1.3 Finance Department - 2023-24 First Quarter Report.
 - 1.4 County Treasurer Monthly Financial Report & Investment Committee.
To be addressed at a future date.
- 2) Call to Order/Pledge of Allegiance/Invocation
- 3) Presentations/Awards
- 4) Changes to the Agenda (Consideration of Submission of Late Items)
 - 4.1 Salary Order for Javier Medina, Buildings & Grounds Maintenance Tech II, Grade 15D, Step 8 - signed by Commission.

Mark Wunsch made a motion to approve the Salary Order for Javier Medina, Buildings & Grounds Maintenance Tech II, Grade 15D, Step 8. Seconded by Wayne Fording. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)
- 5) 9:00 A.M. - Citizen Comments
- 6) Consent Agenda
 - 6.1 November 2023 Accounts Payable Paid November 2023 in the amount of \$430,104.37 - signed by Commission.
 - 6.2 November 2023 Accounts Payable Paid November 2023 in the amount of \$80,281.60 - signed by Commission.
 - 6.3 November 2023 Accounts Payable Paid November 2023 in the amount of \$248,964.34 - signed by Commission.

- 6.4 October 2023 Credit Card Payable Paid November 2023 in the amount of \$186,111.76 - signed by Commission.
- 6.5 Certificate of Right to Burial, Certificate No. GB190, GB 191, 2087 & 2088 - signed by Commission.
- 6.6 Action Minutes for November 8, 2023 - signed by Commission.

Wayne Fording made a motion to approve the Consent Agenda, Items 6.1 through 6.6. Seconded by Mark Wunsch. 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. - County Broadband Efforts - Nick Snead, City of Madras.

Wayne Fording made a motion to approve moving ahead with the regional approach on the Broadband Technical Assistance Grant lead by COIC. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

- 7.2 11:00 a.m. - Executive Session, ORS 192.660(2)(h) - Advice of Counsel.

Executive Session began at 11:16 a.m. and ended at 11:52 a.m.

8) Action Items

- 8.1 Oregon Department of Emergency Management Homeland Security Grant Program, State Homeland Security Program CFDA #97.067 - signed by Commission Chair.

Wayne Fording made a motion to approve the Oregon Department of Emergency Management Homeland Security Grant Program, State Homeland Security Program CFDA #97.067. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

- 8.2 Salary Change Order for Mitch Turner - signed by Commission.

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

- 8.3 Employment Agreement for Ben Toops, Patrol Sergeant - signed by Commission Chair.

Wayne Fording made a motion to approve the Employment Agreement for Ben Toops, Patrol Sergeant. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

8.4 Salary Order for Barry D. Wilson, Patrol/Narcotics Detective, Grade 7, Step 7 plus 7.5% - signed by Commission.

Wayne Fording made a motion to approve the Salary Order for Barry D. Wilson, Patrol/Narcotics Detective, Grade 7, Step 7 plus 7.5%. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

8.5 Salary Order for Jacob Snow, Community Corrections Adult Parole and Probation Officer I, Grade POI, Step D - signed by Commission.

Wayne Fording made a motion to approve the Salary Order for Jacob Snow, Community Corrections Adult Parole and Probation Officer I, Grade POI, Step D. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

8.6 Updated Lease Agreement between Jefferson County and Pacific Office Automation for Public Health - signed by Commission Chair.

Mark Wunsch made a motion to approve the Updated Service Agreement between Jefferson County and Pacific Office Automation for Public Health. Seconded by Wayne Fording. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

8.7 Fourth Amendment to Oregon Health Authority 2023-2025 Intergovernmental Agreement for the Financing of Public Health Services, #180015 - signed by Commission Chair.

Mark Wunsch made a motion to approve the Fourth Amendment to Oregon Health Authority 2023-2025 Intergovernmental Agreement for the Financing of Public Health Services, #180015. Seconded by Wayne Fording. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

8.8 GlaxoSmithKline Consumer Healthcare Customer Registration & Credit Application - signed by Commission Chair.

Wayne Fording made a motion to approve the GlaxoSmithKline Consumer Healthcare Customer Registration. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

8.9 Salary Change Order for Alexa Gassner - signed by Commission.

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

8.10 Health Campus Condominium Plat Map - signed by Commission Chair.

Mark Wunsch made a motion to approve the Health Campus Condominium Plat Map. Seconded by Wayne Fording. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

8.11 Certification of Plat Execution (Health Campus Condominium), replacing previously signed Certification M-222-23 - signed by Commission.

Mark Wunsch made a motion to approve the Certification of Plat Execution (Health Campus Condominium), replacing previously signed Certification M-222-23. Seconded by Wayne Fording. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

8.12 Wide Area Mower Repairs Increase - signed by Commission.

Wayne Fording made a motion to approve the Wide Area Mower Repairs Increase to \$9,500.00 from RV Park Fund. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

8.13 Intergovernmental Partnership Agreement, ePermit System and Services - signed by Commission Chair.

Mark Wunsch made a motion to approve the Intergovernmental Partnership Agreement, ePermit System and Services. Seconded by Wayne Fording. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

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

9.1 Waiver of 90-days for Victim Assistance Director.

Mark Wunsch made a motion to approve the Waiver of 90-days for Victim Assistance Director. Seconded by Wayne Fording. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

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

10.1 Request for 90-day Waiver for Public Health Community Health Coordinator.

Mark Wunsch made a motion to approve the 90-day waiver for Public Health Community Health Coordinator position. Seconded by Wayne Fording. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

10.2 Public Health 2023 Champion Award.

- 11) County Counsel Report(s)/Request(s)
- 12) County Administrative Officer Report(s)/Request(s)
- 13) Commission Discussion Items
- 13.1 Continued discussion regarding American Rescue Plan (ARPA) & CARES Act Funding Programs.
- 13.2 CORE3 IGA Discussion.
- 13.3 Commission Appointment to ODOT US 97, High Bridge to Madras Safety Study Committee.
- Commissioner Fording is selected for the ODOT US 97, High Bridge to Madras Safety Study Committee, and Commissioner Simmelink as alternate.*
- 13.4 Commission Appointment to COIC Regional Housing Council.
- Michael Baker is selected for the COIC Regional Housing Council.*
- 14) Announcements/Notification of additional Commission Meetings
- 15) Executive Session
- 15.1 11:00 a.m. - Executive Session, ORS 192.660(2)(h) - Advice of Counsel.
- See Item 7.2.*
- 16) Adjourn
- Meeting adjourned at 11.52 a.m.

Kelly Simmelink, Commission Chair

Wayne Fording, Commissioner

Mark Wunsch, Commissioner

Attest

Date Signed