

ACTION MINUTES

JEFFERSON COUNTY BOARD OF COMMISSIONERS MEETING December 6, 2023

- 1) Administrative Session (8:15)
 - 1.1 Board of Commissioners & Madras City Council Joint Meeting at City Hall beginning at 8:00 a.m.
- 2) Call to Order/Pledge of Allegiance/Invocation
- 3) Presentations/Awards
- 4) Changes to the Agenda (Consideration of Submission of Late Items)
 - 4.1 Purchase Requestion Form for Public Addressing System for Fairgrounds Show Barn - signed by Commission.

Wayne Fording made a motion to approve the Purchase Requestion Form for Public Addressing System for Fairgrounds Show Barn in the amount of \$30,000.00. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

- 5) 9:00 A.M. - Citizen Comments
- 6) Consent Agenda
 - 6.1 Action Minutes for November 29, 2023 - signed by Commission.
 - 6.2 November 28, 2023 letter to Bureau of Reclamation Water Resources and Planning Office - acknowledged by Commission.
 - 6.3 Rural Veterans Healthcare Transportation Program Application 2023-2025 - acknowledged 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. - FEMA BiOp Decision Process Update.

7.2 10:00 a.m. - HR Structure Format Discussion.

Wayne Fording made a motion to approve the Human Resource Specialist Job Description and have Finance prepare the necessary budget documents. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

7.3 5:00 p.m. - Executive Session - ORS 192.660(2)(a) - Employment of Public Officers, Employees and Agents.

Executive Session began at 5:07 p.m. and ended at 5:55 p.m.

8) Action Items

8.1 Salary Change Order for Alison Vanek - signed by Commission.

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

8.2 Salary Order for Ken Clark, Interim Victim Assistance Director, Step 23, Grade 6 - signed by Commission.

Mark Wunsch made a motion to approve the Salary Order for Ken Clark, Interim Victim Assistance Director, Step 23, Grade 6. Seconded by Wayne Fording. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

8.3 Request for Purchase of Capital Outlay - 747 Trailer Jet - Trailer Mounted High Pressure Sewer Cleaner for Public Works - signed by Commission.

Mark Wunsch made a motion to approve the Request for Purchase of Capital Outlay - 747 Trailer Jet - Trailer Mounted High Pressure Sewer Cleaner for Public Works. Seconded by Wayne Fording. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

8.4 Request to Surplus Public Works Vehicles - approved by Commission.

Wayne Fording made a motion to approve surplus the 1990 Chevrolet C-70 Dump Truck, 1976 Ford F-750 and approve its transfer to the Three Rivers Homeowner's Association pursuant to 3.04.150 of the Jefferson County Code as a donation for the value in excess of \$5,000.00, which will be paid by the Association, recognizing that the Association has elected to be considered as a 501C3 organization that provides services to residents of the county. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

Wayne Fording made a motion to approve surplus four (4) Public Works Vehicles, 1976 Ford F-750 V8 Spicer 565A Trans. Dump Truck, 1976 Ford F-750 V8 Spicer 5652A Dump Truck, 1990 Chevrolet C-70 Dump Truck and 1972 Dodge Truck with 46A Ford Distributor. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

8.5 Memorandum of Agreement between Jefferson County and Martin Fleck - approved by Commission.

Wayne Fording made a motion to approve o the Memorandum of Agreement between Jefferson County and Martin Fleck. 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)

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.

Mark Wunsch made a motion to approve researching and holding a volunteer appreciation dinner or lunch in Spring 2024. 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

15.1 5:00 p.m. - Executive Session - ORS 192.660(2)(a) - Employment of Public Officers, Employees and Agents.

See Item 7.3.

16) Adjourn

Meeting adjourned at 5:55 p.m.

Kelly Simmelink, Commission Chair

Wayne Fording, Commissioner

Mark Wunsch, Commissioner

Attest

Date Signed