

ACTION MINUTES

JEFFERSON COUNTY BOARD OF COMMISSIONERS MEETING December 27, 2023

- 1) Administrative Session (8:15)
 - 1.1 Buildings & Grounds Annual Update and 10 Year Maintenance Plan.
 - 1.2 Code Enforcement Update.
 - 1.3 County Treasurer Monthly Financial Report & Investment Committee.
- 2) Call to Order/Pledge of Allegiance/Invocation
- 3) Presentations/Awards
- 4) Changes to the Agenda (Consideration of Submission of Late Items)
- 5) 9:00 A.M. - Citizen Comments

Bud Beamer provided comments regarding the Mountain Star Relief Nursery.

Mark Wunsch made a motion to approve awarding a grant up to \$32,000.00 from Fund 253 to the Mountain Star Relief Nursery with the condition that they pursue replacement and future funding with COHC, ESDs and NeighborImpact. Seconded by Wayne Fording. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

- 6) Consent Agenda
 - 6.1 December 2023 Accounts Payable Paid December 2023 in the amount of \$1,100.00 - signed by Commission.
 - 6.2 December 2023 Accounts Payable Paid December 2023 in the amount of \$145,092.44 - signed by Commission.
 - 6.3 December 2023 Accounts Payable Paid December 2023 in the amount of \$190,473.21 - signed by Commission.
 - 6.4 December 2023 Accounts Payable Paid December 2023 in the amount of \$453,305.21 - signed by Commission.

6.5 November 2023 Credit Card Payable Paid November 2023 in the amount of \$136,414.00 - signed by Commission.

6.6 Action Minutes for December 13, 2023 - signed by Commission.

Mark Wunsch made a motion to approve the Consent Agenda, Items 6.1 through 6.6. 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. - Guideline Portfolio Strategy, GPA.

Investment Committee convened at 9:33 a.m. and closed at 9:49 a.m.

Wayne Fording made a motion to approve the summary action items, the core liquidity and the core strategy as stated. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

7.2 12:00 p.m. - Administration Building Re-organization/Remodel Work Session.

7.3 1:00 p.m., December 28, 2023 - Executive Session - ORS 192.660(2)(a) - Employment of Public Officers, Employees and Agents.

Executive Session began at 1:57 p.m. and ended at 4:21 p.m.

8) Action Items

8.1 Letter of Appointment for Dan Tomlinson to the Jefferson County Budget Committee - signed by Commission.

Wayne Fording made a motion to approve the Letter of Appointment for Dan Tomlinson to the Jefferson County Budget Committee. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

8.2 Letter of Appointment for Jeremy Watson to the Jefferson County Wolf Advisory Committee - signed by Commission.

Mark Wunsch made a motion to approve the Letter of Appointment for Jeremy Watson to the Jefferson County Wolf Advisory Committee. Seconded by Wayne Fording. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

8.3 Letter of Appointment for Heather Mehlberg to the Canyon View Road District - signed by Commission.

Wayne Fording made a motion to approve the Letter of Appointment for Heather Mehlberg to the Canyon View Road District. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

8.4 Letter of Appointment for Jason Harris, James Roff & Richard Affeldt to the Jefferson County Weed Advisory Committee - signed by Commission.

Mark Wunsch made a motion to approve the Letter of Appointment for Jason Harris, James Roff & Richard Affeldt to the Jefferson County Weed Advisory Committee. Seconded by Wayne Fording. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

8.5 Letter of Appointment for Loren Roff & Michael Kirsch to the Smoke Management Committee - signed by Commission.

Mark Wunsch made a motion to approve the Letter of Appointment for Loren Roff & Michael Kirsch to the Smoke Management Committee. Seconded by Wayne Fording. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

8.6 Employment Agreement for Bryan Skidgel, Emergency Management Coordinator - signed by Commission Chair.

Wayne Fording made a motion to approve the Employment Agreement for Bryan Skidgel, Emergency Management Coordinator. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

8.7 Salary Change Order for Cody Smith - signed by Commission.

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

8.8 Salary Change Order for Tyler Eicher - signed by Commission.

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

- 8.9 Request for Out of State Travel for Tami Kepa'a to the January 2024 National WIC Association Board Meeting in Knoxville, TN, January 22-25, 2024 - signed by Commission Chair.

Wayne Fording made a motion to approve the Request for Out of State Travel for Tami Kepa'a to the January 2024 National WIC Association Board Meeting in Knoxville, TN, January 22-25, 2024. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

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

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

- 8.11 Tower Site Lease Agreement between Jefferson County and Day Wireless - signed by Commission Chair.

Wayne Fording made a motion to approve the Tower Site Lease Agreement between Jefferson County and Day Wireless. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

- 8.12 Salary Order for Kyle E. McKenzie, Public Works Maintenance Worker II, Grade MWII, Step 3 - signed by Commission.

Wayne Fording made a motion to approve the Salary Order for Kyle E. McKenzie, Public Works Maintenance Worker II, Grade MWII, Step 3. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

- 8.13 Salary Order for Timothy E. Marical, Appraiser II, Grade 21J, Step 15 - signed by Commission.

Mark Wunsch made a motion to approve the Salary Order for Timothy E. Marical, Appraiser II, Grade 21J, Step 15. Seconded by Wayne Fording. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

- 8.14 2023-2025 Victim of Crime Act (VOCA) and Crime Fine Account (CFA) Non-Competitive Grant Agreement - signed by Commission Chair.

Wayne Fording made a motion to approve the 2023-2025 Victim of Crime Act (VOCA) and Crime Fine Account (CFA) Non-Competitive Grant Agreement. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

8.15 Order In the Matter of Amending the Fee Established for Conditional Use Permits for Commercial Energy Facilities for the Community Development Department - signed by Commission.

Wayne Fording made a motion to approve the Order In the Matter of Amending the Fee Established for Conditional Use Permits for Commercial Energy Facilities for the Community Development Department. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

8.16 Sagebrook Estates, Phase 1 Plat - signed by Commission Chair.

Mark Wunsch made a motion to approve the Sagebrook Estates, Phase 1 Plat. Seconded by Wayne Fording. 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)

12.1 Panorama Park.

- 13) Commission Discussion Items

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

- 14) Announcements/Notification of additional Commission Meetings
- 15) Executive Session
- 16) Adjourn **Meeting adjourned at 4:21 p.m. on December 28, 2023.**

Wayne Fording, Commission Chair

Kelly Simmelink, Commissioner

Mark Wunsch, Commissioner

Attest

Date Signed