

ACTION MINUTES

JEFFERSON COUNTY BOARD OF COMMISSIONERS MEETING January 24, 2024

- 1) Administrative Session (8:15)
 - 1.1 Community Development Department 2nd Quarter Report.
 - 1.2 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)
 - 4.1 Schedule for FY 2022-2023 County Projects, Fund 229 - signed by Commission.

Kelly Simmelink made a motion to approve the Schedule for FY 2022-2023 County Projects, Fund 229. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

- 4.2 Resolution In the Matter of the FY2022 Elections for National Forest Related Safety-Net Payments - signed by Commission.

Kelly Simmelink made a motion to approve the Resolution In the Matter of the FY2022 Elections for National Forest Related Safety-Net Payments. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

- 4.3 Letter in Support of COIC's application to Business Oregon's Broadband Technical Assistance Program Grant - signed by Commission.

Mark Wunsch made a motion to approve the Letter in Support of COIC's application to Business Oregon's Broadband Technical Assistance Program Grant. Seconded by Kelly Simmelink. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

- 4.4 Order In the Matter of Appointing a County Treasurer to Fill a Vacancy in The Office of Treasurer for Jefferson County Pursuant to ORS 236.210 - signed by Commission.

Kelly Simmelink made a motion to approve the Order In the Matter of Appointing a County Treasurer to Fill a Vacancy in The Office of Treasurer for Jefferson County

Pursuant to ORS 236.210. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

4.5 Professional Services Agreement between Jefferson County and Eric Kytola, CPA
- signed by Commission.

Kelly Simmelink made a motion to approve o the Professional Services Agreement between Jefferson County and Eric Kytola, CPA. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

4.6 Loan Agreement between Jefferson County and the Madras Aquatic Center
Recreation District – signed by Commission.

Mark Wunsch made a motion to approve the Loan Agreement between Jefferson County and the Madras Aquatic Center Recreation District. Seconded by Kelly Simmelink. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

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

6) Consent Agenda

6.1 January 2024 Accounts Payable Paid January 2024 in the amount of \$246,881.29
- signed by Commission.

6.2 January 2024 Accounts Payable Paid January 2024 in the amount of \$32,000.00 -
signed by Commission.

6.3 January 2024 Accounts Payable Paid January 2024 in the amount of \$401,784.67
- signed by Commission.

6.4 January 2024 Accounts Payable Paid January 2024 in the amount of \$1,332.00 -
signed by Commission.

6.5 December 2023 Credit Card Payable Paid December 2023 in the amount of
\$133,742.15 - signed by Commission.

6.6 Action Minutes for January 10, 2024 - signed by Commission.

6.7 State of Oregon, Grant Agreement No. 8151 - acknowledged by Commission.

Mark Wunsch made a motion to approve the Consent Agenda, Items 6.1 through 6.7. Seconded by Kelly Simmelink. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

7) Scheduled Appointments, Action Items, and Public Hearings

- 7.1 9:15 a.m. - Madras Aquatic Center Recreation District Request.
- 7.2 9:45 a.m. - Middle Deschutes Watershed Council Annual Report, Ally Steinmetz.
- 7.3 10:00 a.m. - Kennel Update, Rockin' EZ Rescue Ranch.
- 7.4 10:45 a.m. - Contract Award for Transportation Safety Action Plan.

Kelly Simmelink made a motion to approve to the Contract Award for Transportation Safety Action Plan to Kittelson and Associates and direct staff to prepare the contract. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

- 7.5 11:00 a.m. - Executive Session - ORS 192.660(2)(a) - Employment of Public Officers, Employees and Agents.

Cancelled.

- 7.6 11:15 a.m. - Executive Session - ORS 192.660(2)(e) - Real Property Transactions.

Executive Session began at 2:45 p.m. and ended at 3:02 p.m.

8) Action Items

- 8.1 Authorization for Out of State Travel for Laura Moore & Kevin Ellingsburg to NACVSO Conference 2024 in Denver, Colorado, May 12-17, 2024 - signed by Commission Chair.

Kelly Simmelink made a motion to approve the Authorization for Out of State Travel for Laura Moore & Kevin Ellingsburg to NACVSO Conference 2024 in Denver, Colorado, May 12-17, 2024. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

- 8.2 Salary Order for Seth Coscorrosa, Juvenile Justice Officer I, Grade 20, Step 7 - signed by Commission.

Kelly Simmelink made a motion to approve the Salary Order for Seth Coscorrosa, Juvenile Justice Officer I, Grade 20, Step 7. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

- 8.3 Intergovernmental Agreement between Jefferson County and The Jefferson County Soil and Water Conservation District - signed by Commission.

Mark Wunsch made a motion to approve the Intergovernmental Agreement between Jefferson County and The Jefferson County Soil and Water Conservation District.

Seconded by Kelly Simmelink. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

8.4 Amendment Number 1 to Intergovernmental Agreement, US97: Dover Ln-Bear Dr Safety Improvements between Jefferson County and the Oregon Department of Transportation - signed by Commission.

Kelly Simmelink made a motion to approve the Amendment Number 1 to Intergovernmental Agreement, US97: Dover Ln-Bear Dr Safety Improvements between Jefferson County and the Oregon Department of Transportation. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

8.5 Agreement for the Operation and Maintenance of the Box Canyon Transfer Station between Jefferson County and Owanjay Services, Inc. - signed by Commission.

Mark Wunsch made a motion to approve the Agreement for the Operation and Maintenance of the Box Canyon Transfer Station between Jefferson County and Owanjay Services, Inc. Seconded by Kelly Simmelink. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

8.6 Letters of Appointment for Les Schell and Doug Hancock to the Camp Sherman Transfer Site Advisory Committee - signed by Commission.

Mark Wunsch made a motion to approve the Letters of Appointment for Les Schell and Doug Hancock to the Camp Sherman Transfer Site Advisory Committee. Seconded by Kelly Simmelink. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

8.7 Entertainment Contract between Jefferson County and Countryfied Band for the 2024 Jefferson County Fair - signed by Commission Chair.

Kelly Simmelink made a motion to approve the Entertainment Contract between Jefferson County and Countryfied Band for the 2024 Jefferson County Fair. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

8.8 Letter of Support for COIC's application to Business Oregon's Broadband Technical Assistance Program Grant - signed by Commission Chair.

8.9 Salary Change Order for Holly Orlandos - signed by Commission.

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

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

Kelly Simmelink 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)

8.11 Order In the Matter of Appointing a Custodial Officer for Funds Held by Jefferson County - signed by Commission.

Mark Wunsch made a motion to approve the Order In the Matter of Appointing a Custodial Officer for Funds Held by Jefferson County. Seconded by Kelly Simmelink. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

8.12 Order In the Matter of Appointing a Jefferson County Tax Collector and Deputy Tax Collectors - signed by Commission.

Mark Wunsch made a motion to approve the Order In the Matter of Appointing a Jefferson County Tax Collector and Deputy Tax Collectors. Seconded by Kelly Simmelink. 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 Proposed Budget Assumptions FY 2024-2025.

Commission gives concurrence to proceed.

10.2 Sheriff's Office and Public Health Storage Building Project.

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

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

Kelly Simmelink made a motion to approve extending Jesse Chirukuri another 90 days and increase the wage to Staff Accountant (\$30.76). Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

Kelly Simmelink made a motion to approve the updated Finance Director Job Description, Grade 35. Seconded by Mark Wunsch. The motion FAILED. (Ayes - None; Nays Kelly Simmelink, Wayne Fording, Mark Wunsch)

Mark Wunsch made a motion to approve the updated Finance Director Job Description, Grade 35-37. Seconded by Kelly Simmelink. 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.

Mark Wunsch made a motion to approve removing Kate Knop from the signature card at Umpqua Bank. Seconded by Kelly Simmelink. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

14) Announcements/Notification of additional Commission Meetings

15) Executive Session

15.1 11:00 a.m. - Executive Session - ORS 192.660(2)(a) - Employment of Public Officers, Employees and Agents.

See Item 7.5.

15.2 11:15 a.m. - Executive Session - ORS 192.660(2)(e) - Real Property Transactions.

See Item 7.6.

16) Adjourn

Meeting adjourned at 3:03 p.m.

Wayne Fording, Commission Chair

Kelly Simmelink, Commissioner

Mark Wunsch, Commissioner

Attest

Date Signed