

# ACTION MINUTES

## JEFFERSON COUNTY BOARD OF COMMISSIONERS MEETING February 7, 2024

1) Administrative Session (8:15)

1.1 Board of Commissioners & Madras City Council Joint Meeting at BOCC Conference Room beginning at 8:00 a.m.

**Mark Wunsch made a motion to approve to the City-County Joint Meeting Consent Agenda. Seconded by Kelly Simmelink. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

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

*Bruce & Linda Victorine provided comments regarding flooding on Mintken Lane.*

6) Consent Agenda

6.1 January 2024 Accounts Payable Paid January 2024 in the amount of \$40,872.73 - signed by Commission.

6.2 January 2024 Accounts Payable Paid January 2024 in the amount of \$443,887.13 - signed by Commission.

6.3 February 2024 Accounts Payable Paid February 2024 in the amount of \$305,573.71 - signed by Commission.

6.4 January 2024 Credit Card Payable Paid January 2024 in the amount of \$160,876.47 - signed by Commission.

6.5 Certificate of Right to Burial, Certificate No. 2091 - signed by Commission.

6.6 Action Minutes for January 24, 2024 - signed by Commission.

**Kelly Simmelink 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. - Public Works 2-Year Road Plan & Annual Review of Discretionary Immunity Resolution.

**Mark Wunsch made a motion to approve the Public Works 2-Year Road Plan. Seconded by Kelly Simmelink. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

7.2 10:00 a.m. - Executive Session - ORS 192.660(2)(e) - Real Property Transactions.

*Executive Session began at 10:08 a.m. and ended at 10:35 a.m.*

7.3 10:15 a.m. - Executive Session - ORS 192.660(2)(h) - Advice of Counsel.

*Executive Session began at 10:35 a.m. and ended at 10:58 a.m.*

**Kelly Simmelink made a motion to approve accepting the terms of a settlement agreement as discussed in executive session and direct counsel to execute any necessary documentation. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

7.4 12:30 p.m. - Budget Committee Meeting.

**Wayne Fording made a motion to approve to Dan Tomlinson as Budget Committee Chair. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch, Jim Carlson, Mike Seibold, Dan Tomlinson; Nays None)**

8) Action Items

8.1 Jefferson County Emergency Plan & Letter of Re-Promulgation - signed by Commission.

**Kelly Simmelink made a motion to approve the Jefferson County Emergency Plan & Letter of Re-Promulgation. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

8.2 Purchase Requisition Form for Replacement Glass for Sheriff's Office - signed by Commission.

**Kelly Simmelink made a motion to approve the Purchase Requisition Form for Replacement Glass for Sheriff's Office. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

8.3 Proposal for Video Expansion Storage for the Sheriff's Office in the amount of \$10,500.00 - signed by Commission Chair.

**Mark Wunsch made a motion to approve the Proposal for Video Expansion Storage for the Sheriff's Office in the amount of \$10,500.00. Seconded by Kelly Simmelink. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

8.4 Purchase Requestion Form for Portable Radios for the Sheriff's Office - signed by Commission.

**Mark Wunsch made a motion to approve the Purchase Requestion Form for five Portable Radios for the Sheriff's Office in the amount up to \$45,000.00 from Motorola. Seconded by Kelly Simmelink. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

**Mark Wunsch made a motion to approve the Purchase Requestion Form for 7 Motorola mobile radios for the Sheriff's Office up to \$67,000 from Fund 507. Seconded by Wayne Fording. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

8.5 Salary Change Order for Jeremy Faircloth - signed by Commission.

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

8.6 Request for Purchase of Capital Outlay for Public Works Snow Plow - signed by Commission.

**Mark Wunsch made a motion to approve the Request for Purchase of Capital Outlay for Public Works Snow Plow in the amount of \$30,906.85. Seconded by Kelly Simmelink. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

8.7 Amendment to Memorandum of Understanding between Jefferson County and the Crooked River Ranch Club and Maintenance Association - signed by Commission.

**Mark Wunsch made a motion to approve the Amendment to Memorandum of Understanding between Jefferson County and the Crooked River Ranch Club and Maintenance Association. Seconded by Kelly Simmelink. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

8.8 Entertainment Contract between Jefferson County and Grits n' Gravy for the 2024 Jefferson County Fair - signed by Commission Chair.

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

8.9 Entertainment Contract between Jefferson County and Bright Heart Circus for the 2024 Jefferson County Fair - signed by Commission Chair.

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

8.10 Contract for Goods and Services between Jefferson County and Flip Flop Sounds - signed by Commission.

**Kelly Simmelink made a motion to approve the Contract for Goods and Services between Jefferson County and Flip Flop Sounds for the 2024 Jefferson County Fair. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

8.11 Contract and Agreement between Jefferson County and B Bar D Rodeo Inc. for the 2024 Jefferson County Fair - signed by Commission Chair.

**Kelly Simmelink made a motion to approve the Contract and Agreement between Jefferson County and B Bar D Rodeo Inc. for the 2024 Jefferson County Fair. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

8.12 Oregon Department of Transportation Car Seat Funding Grant Application, Project # CP-24-24-14-00 003 - signed by Commission Chair.

**Mark Wunsch made a motion to approve the Oregon Department of Transportation Car Seat Funding Grant Application, Project # CP-24-24-14-00 003. Seconded by Kelly Simmelink. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

8.13 Amendment to PacificSource Community Solutions/Jefferson County Health Department Participating Provider Service Agreement - signed by Commission.

**Kelly Simmelink made a motion to approve the Amendment to PacificSource Community Solutions/Jefferson County Health Department Participating Provider Service Agreement. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

8.14 Sixth Amendment to Oregon Health Authority 2023-2025 Intergovernmental Agreement for the Financing of Public Health - signed by Commission Chair.

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

8.15 Amended Schedule for FY2022-2023 County Projects, Fund 229 - signed by Commission.

**Kelly Simmelink made a motion to approve the Amended Schedule for FY2022-2023 County Projects, Fund 229. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

8.16 Letter to Office on Violence Against Women regarding Signing Authority Change GAN - signed by Commission Chair.

**Mark Wunsch made a motion to approve the Letter to Office on Violence Against Women regarding Signing Authority Change GAN. Seconded by Kelly Simmelink. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

8.17 Letter to Senator Merkley & Senator Wyden regarding Oregon FY 2025 Congressional Directed Spending, Community Project Funding in support of Central Oregon Community College Madras Campus Expansion - signed by Commission.

**Kelly Simmelink made a motion to approve the Letter to Senator Merkley & Senator Wyden regarding Oregon FY 2025 Congressional Directed Spending, Community Project Funding in support of Central Oregon Community College Madras Campus Expansion. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

8.18 Letter of Appointment for John A. (Jack) Carlson to the Camp Sherman Road District - signed by Commission.

**Kelly Simmelink made a motion to approve the Letter of Appointment for John A. (Jack) Carlson to the Camp Sherman Road District. 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 Request for 90-day Waiver for Public Works Maintenance Worker I, II or III.

**Kelly Simmelink made a motion to approve the Request for 90-day Waiver for Public Works Maintenance Worker I, II or III. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

10.2 Clackamas Drive House Repairs.

**Mark Wunsch made a motion to approve the Clackamas Drive House Repairs up to \$45,000.00 out of the Courthouse Debt Reserve Fund. Seconded by Kelly Simmelink. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

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

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

12.1 Review/Revise Wastewater Specialist II Job Description.

**Kelly Simmelink made a motion to approve the Revised Wastewater Specialist II Job Description. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

12.2 City Request for Funds for Industrial Site Readiness Plan.

**Mark Wunsch made a motion to approve to the City Request for Funds for Industrial Site Readiness Plan up to \$20,000.00 from Fund 250 if funds are needed. 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.

13.2 Property Purchase.

**Kelly Simmelink made a motion to approve making an offer to purchase the property referred to as the Miller Lumber Building as discussed in executive session held January 24, 2024 and direct staff to prepare the necessary documents and authorize the board chair or county administrative officer to sign preliminary and closing documents. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

13.3 Non-Rep Salary Matrix.

13.4 Dog Kennel.

13.6 2024 Association of Oregon Counties Dues.

**Mark Wunsch made a motion to approve to the 2024 Association of Oregon Counties Dues. Seconded by Kelly Simmelink. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

**Kelly Simmelink made a motion to approve to removing Kate Knop from the Jefferson County Road Agency bank accounts and add Jeff Rasmussen. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

13.5 Jefferson County Fire & EMS Request for Funds.

14) Announcements/Notification of additional Commission Meetings

14.1 Board of Commissioners Special Meeting, February 9, 2024 at 8:15 a.m.

15) Executive Session

15.1 10:00 a.m. - Executive Session - ORS 192.660(2)(e) - Real Property Transactions.

*See Item 7.2.*

15.2 10:15 a.m. - Executive Session - ORS 192.660(2)(h) - Advice of Counsel.

*See Item 7.3.*

16) Adjourn

**Meeting adjourned at 1:36 p.m.**

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Wayne Fording, Commission Chair

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Kelly Simmelink, Commissioner

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Mark Wunsch, Commissioner

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Attest

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Date Signed