

# ACTION MINUTES

## JEFFERSON COUNTY BOARD OF COMMISSIONER'S MEETING APRIL 10, 2019

### MEMBERS PRESENT:

Commissioner Huston; Commissioner Fording; Commissioner Simmelink; Jeff Rasmussen, County Administrative Officer; Alexa Gassner, County Counsel; Brandie McNamee, Finance Director/Treasurer; Chet Singleton, Community Development Director; Michael Baker, Public Health Director; Tanya Cloutier, Code Enforcement Officer; and Barb Andresen, Recorder.

1. Administrative Session (8:15 a.m.)
  - 1.1. Community Development Department FY 2018-19 3<sup>rd</sup> Quarter Report.  
**Chet Singleton, Community Development Department, presented his FY 2018-19 3<sup>rd</sup> Quarter Report.**
  - 1.2. Health Department Semi-Annual Update.  
**Michael Baker, Public Health Director, presented his semi-annual update.**
  - 1.3. Code Enforcement Monthly Update.  
**Tanya Cloutier, Code Enforcement Officer, presented her monthly update.**
2. Call to Order/Pledge of Allegiance/Invocation  
**Commissioner Huston called the meeting to order at 9:00 a.m. followed by the Pledge of Allegiance and invocation by Pastor Mark Harner.**
3. Presentations/Awards
  - 3.1. Crime Victims' Rights Week Proclamation – signed by Commission.  
**Commissioner Fording made a motion to sign the Crime Victims' Rights Week Proclamation. Seconded by Commissioner Simmelink. The motion passed unanimously.**
  - 3.2. Week of the Young Child <sup>TM</sup> Proclamation – signed by Commission.  
**Commissioner Simmelink made a motion to sign the Week of the Young Child <sup>TM</sup> Proclamation. Seconded by Commissioner Fording. The motion passed unanimously.**
4. Changes to the Agenda (Consideration of Submission of Late Items)
  - 4.1. Memorandum of Understanding between Jefferson County and PacificSource Community Solutions, a Local Public Health Authority, to act as a Coordinated Care Organization for Crook, Deschutes, and Jefferson Counties – signed by Commission.  
**Commissioner Fording made a motion to approve the Memorandum of Understanding between Jefferson County and PacificSource Community Solutions, a Local Public Health Authority, to act as a Coordinated Care Organization for Crook, Deschutes, and Jefferson Counties. Seconded by Commissioner Simmelink. The motion passed unanimously.**
  - 4.2. Memorandum of Understanding between Jefferson County and PacificSource Community Solutions, a Local Mental Health Authority, to act as a Coordinated Care Organization for Crook, Deschutes, and Jefferson Counties – signed by Commission.

**Commissioner Fording made a motion to approve the Memorandum of Understanding between Jefferson County and PacificSource Community Solutions, a Local Mental Health Authority, to act as a Coordinated Care Organization for Crook, Deschutes, and Jefferson Counties. Seconded by Commissioner Simmelink. The motion passed unanimously.**

5. 9:00 A.M. - Citizens' Comments

6. Consent Agenda

**Commissioner Simmelink made a motion to accept the Consent Agenda as presented. Seconded by Commissioner Fording. The motion passed unanimously.**

6.1. March 2019 Accounts Payable paid in March 2019 totaling \$112,324.74 – signed by Commission.

7. Scheduled Appointments, Action Items, and Public Hearings

7.1. 9:30 a.m. – Derek Hofbauer, COIC – STIF Project Review.

**Derek Hofbauer, COIC, presented a list of proposed STIF projects that were reviewed and ranked by the Jefferson County STIF Advisory Committee.**

**Commissioner Fording made a motion to approve the proposed list of STIF projects and have Jeff Rasmussen, the county STIF coordinator, submit the application to ODOT. Seconded by Commissioner Simmelink. The motion passed unanimously.**

7.2. 10:00 a.m. – Executive Session – Advice of Counsel – ORS 192.660(2)(h).

8. Action Items

8.1. Salary Change Order for Angie Messerschmidt, Human Resources Manager, for alignment of hiring negotiations, effective May 21, 2019 – signed by Commission.

**Commissioner Fording made a motion to approve the Salary Change Order for Angie Messerschmidt, Human Resources Manager, for alignment of hiring negotiations, effective May 21, 2019. Seconded by Commissioner Simmelink. The motion passed unanimously.**

8.2. Salary Change Order for Heather Simes, Adult Community Corrections, for FOPPO Union – OPSRP Swap, effective March 21, 2019 – signed by Commission.

**Commissioner Fording made a motion to approve the Salary Change Order for Heather Simes, Adult Community Corrections, for FOPPO Union – OPSRP Swap, effective March 21, 2019. Seconded by Commissioner Simmelink. The motion passed unanimously.**

8.3. Salary Change Order for Catherine Lowery, Adult Community Corrections, for FOPPO Union – OPSRP Swap, effective March 21, 2019 – signed by Commission.

**Commissioner Fording made a motion to approve the Salary Change Order for Catherine Lowery, Adult Community Corrections, for FOPPO Union – OPSRP Swap, effective March 21, 2019. Seconded by Commissioner Simmelink. The motion passed unanimously.**

8.4. Salary Change Order for Denise Easterling, Adult Community Corrections, for FOPPO Union – OPSRP Swap, effective March 21, 2019 – signed by Commission.

**Commissioner Fording made a motion to approve the Salary Change Order for Denise Easterling, Adult Community Corrections, for FOPPO Union – OPSRP Swap, effective March 21, 2019. Seconded by Commissioner Simmelink. The motion passed unanimously.**

- 8.5. Salary Change Order for James Rodriguez, Adult Community Corrections, for FOPPO Union – OPSRP Swap, effective March 21, 2019 – signed by Commission.  
**Commissioner Fording made a motion to approve the Salary Change Order for James Rodriguez, Adult Community Corrections, for FOPPO Union – OPSRP Swap, effective March 21, 2019. Seconded by Commissioner Simmelink. The motion passed unanimously.**
- 8.6. Salary Change Order for Robert Rodriguez, Adult Community Corrections, for FOPPO Union – OPSRP Swap, effective March 21, 2019 – signed by Commission.  
**Commissioner Fording made a motion to approve the Salary Change Order for Robert Rodriguez, Adult Community Corrections, for FOPPO Union – OPSRP Swap, effective March 21, 2019. Seconded by Commissioner Simmelink. The motion passed unanimously.**
- 8.7. Intergovernmental Agreement between Jefferson County and the Confederated Tribes of the Warm Springs Reservation of Oregon for building inspection services – signed by Commission.  
**Commissioner Fording made a motion to approve the Intergovernmental Agreement between Jefferson County and the Confederated Tribes of the Warm Springs Reservation of Oregon for building inspection services and County Counsel to make any acceptable changes. Seconded by Commissioner Simmelink. The motion passed unanimously.**
- 8.8. Master Agreement between Jefferson County and Environmental Systems Research Institute, Inc. (Esri) for Products and Services pertaining to the ArcGIS Enterprise Server software – signed by Commission Chair.  
**Commissioner Simmelink made a motion to approve the Master Agreement between Jefferson County and Environmental Systems Research Institute, Inc. (Esri) for Products and Services pertaining to the ArcGIS Enterprise Server software. Seconded by Commissioner Fording. The motion passed unanimously.**
- 8.9. Contract and Agreement between Jefferson County and B Bar D Rodeo Inc. for the 2019 Jefferson County Fair & Rodeo, in the amount of \$17,450.00 – signed by Commission Chair.  
**Commissioner Fording made a motion to approve the Contract and Agreement between Jefferson County and B Bar D Rodeo Inc. for the 2019 Jefferson County Fair & Rodeo, in the amount of \$17,450.00. Seconded by Commissioner Simmelink. The motion passed unanimously.**

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

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

10.1. Request for \$500.00 for Hygiene Kits.

**Commissioner Fording made a motion to authorize \$500 out of Fund 253 to purchase the hygiene kits. Seconded by Commissioner Simmelink. The motion passed unanimously.**

10.2. Transfer of the 2003 Chevrolet Silverado, vehicle #035, to the City of Culver.

**Commissioner Fording made a motion to transfer the 2003 Chevrolet Silverado, vehicle #035 to the City of Culver. Seconded by Commissioner Simmelink. The motion passed unanimously.**

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

11.1. Contract Planner for planning services.

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

12.1. Recommendation from Rob Galyen, JCWAC President, appointing Lisa Windom, from NUID, to the Weed Advisory Committee replacing Kirk Holcomb.  
**Commissioner Simmelink made a motion to appoint Lisa Windom to the JC Weed Advisory Committee with the same expiration date as Kirk Holcomb. Seconded by Commissioner Fording. The motion passed unanimously.**

13. Commission Discussion Items

13.1. Holmes House Demolition Bid.

**Commissioner Fording made a motion to move forward with the asbestos removal and building demolition at 510 N. Hwy. 26 up to \$25,000 and authorize Jeff Rasmussen to spend the extra money if needed. Seconded by Commissioner Simmelink. The motion passed unanimously.**

14. Announcements/Notification of additional Commission Meetings

15. Executive Session

15.1. See Item 7.2 – 10:00 a.m. – Executive Session – Advice of Counsel – ORS 192.660(2)(h).

**The meeting recessed at 10:15 a.m. for Executive Session and reconvened at 10:55 a.m.**

16. The meeting adjourned at 11:26 a.m.

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Mae Huston, Commission Chair

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Wayne Fording, Commissioner

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Kelly Simmelink, Commissioner

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Attest

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Date Signed