

**REVISED AGENDA**  
**COOS COUNTY BOARD OF COMMISSIONERS**  
Owen Building Large Conference Room  
January 6, 2015  
9:30 A.M.

1. **EXECUTIVE SESSION under the authority of ORS 192.660**  
~~A. (2)(f) Records or Information Exempt from Public Inspection~~  
~~B. (2)(h) Consultation with Counsel~~  
~~C. (2)(d) Deliberations with Labor Negotiators~~  
~~D. (2)(a) To Consider Employment of a Public Officer or Staff Member~~  
**THESE SESSIONS HAVE BEEN CANCELLED**

**PLEDGE OF ALLEGIANCE**

2. **CITIZEN COMMENTS** (agenda items or general comments) – limited to 3 minutes per person-  
**scheduled to begin at 9:30 AM**
3. **DEPARTMENT HEADS**
  - A. Election of Chair and Vice Chair- BOC
  - B. Request Approval to Purchase 2 Vehicles- Community Corrections
  - C. Request Approval to Purchase a Vehicle- Juvenile
  - D. Request Approval of Order for Vacation of Portion of Short Lane- Planning
  - E. Discussion re: Liaison Assignments for 2015- BOC
4. **CONSENT CALENDAR- administrative matters not up for discussion**
  - A. **Approval of Minutes**  
Regular Meeting Minutes- December 16, 2014
  - B. **Ratification of All Routine Expenditures, Tax Overpayments and Adjustments and Transfer of Funds Within the Budget**  
Transfer of Appropriations Within a Department- Sheriff- overtime for Siskiyou grant  
Transfer of Appropriations Within a Department- CVA- contracted services
  - C. **Items Previously Approved (authorize Chair to sign where necessary)**  
Separation Agreement with an Employee (exempt public record)
5. **CCAT GOVERNING BODY**
  - A. Request Approval to Pay Liability Insurance Premium
  - B. Request Approval of Annual DOT Certifications & Assurances; Authorize Chair to Sign
  - C. Request Approval of Reinstatement & Amendment to State Purchasing Agreement & Authorize Chair to Sign
6. **LATE AGENDA ITEMS**
  - A. Request to Accept Appeal from City of Bandon & Decide How to Conduct Hearing- Planning
  - B. Request Approval to Advertise & Fill Access Foreman Position- Road
7. **COMMISSIONERS REPORTS**

This agenda does not limit the ability of the Commissioners to consider additional subjects. The Board reserves the right to place a time limit on public testimony on any matter. The meeting place is handicapped accessible; if special accommodation is needed, please contact the office at least 24 prior to the meeting.

BOC only: Consent Agenda _____
Regular Agenda _____

**AGENDA ITEM COVERSHEET**

**Agenda Item Title:** Request Board to accept appeal and decide how to conduct the appeal hearing.

**Department:** Planning Department      **Requested Agenda Date:** January 6, 2014

**Contact Person:** Jill Rolfe, Planning Director      **Phone/Ext.:** 7770

**Background and description of need or problem:** There was an appeal received on a Hearings Body Decision. The appeal hearing was set for January 21, 2015, this will need to be pushed back and a decision will need to be made on how to conduct the appeal hearing.

**Funding Source:** Applicants

**Requested Action:** Accept the appeal and decide how the hearing will be conducted.

**Date:** August 15, 2014      **Signature of Dept. Head:** *Jill Rolfe*

If this is a Human Resources issue, forward to the Treasurer who will forward it to Human Resources. For all other matters, forward the document to Counsel **no later than the Monday prior to the Agenda deadline.**

- If this is a contract or grant:
- Is the contract or grant an original?
  - Is the Contract/Grant Summary Form attached?
  - Is the contract signed first by the vendor (except state/federal grants or contracts)?
  - If insurance is required, is the insurance certificate attached?
  - Is the Clerk's Coversheet attached or do you want it returned to you for filing? Please returns to Planning do not file.

Departments Affected:  
COUNSEL OM-SS

TREASURER: N/A

HUMAN RESOURCES: N/A

*See Original Packet  
for Complete Appeal  
Docs*

*6A*

SECTION 5.8.900. Notice of Appeal.

NOTICE OF APPEAL (NOA)

Appellant: City of Bandon

Mailing address: P.O. Box 67 Bandon, OR 97411

Phone: 541-347-2437 Email: citymanager@ci.bandon.or.us

Appellant's Representative: Shala McKenzie Kudlac, Deputy City Attorney

Mailing address: P.O. Box 38, Bandon, OR 97411

Phone: (541)347-2468 Email: carllaw@mycomspan.com

The appellant hereby requests consideration of the following decision:

File Number: HBCU-14-06 Nature of Application: Conditional Use

Decision: Planning Commission Final Decision Decision Date: 11-6-14

1. State the reasons for the appeal, citing the specific Comprehensive Plan or CCZLDO provisions which are alleged to be violated:

Please see attached letter.  
\_\_\_\_\_  
\_\_\_\_\_

2. A statement of the standing of the appeal: Please see attached letter.

\_\_\_\_\_  
\_\_\_\_\_

I Shala McKenzie Kudlac on behalf of the City of Bandon, have filed an appeal application with the Coos County Planning Department to be reviewed and processed according to state and county requirements. I acknowledge the following disclosures:

X I understand I may ask questions and receive input from planning staff, but acknowledge that I am ultimately responsible for all information and documentation submitted with this NOA. I further understand planning staff cannot legally bind the county to any fact or circumstance that conflicts with state or local laws, and in the event a conflict occurs, all such statements or agreements are void.

X I understand that I have the burden of demonstrating my appeal is supported by the applicable criteria. The criteria for approving or denying my request have been furnished to me as a part of this application and I acknowledge receipt.

X I understand the Hearings Body will dismiss an appeal for failure to follow the requirements of Article 5.8.

Signed: *John White* Date: 4/25/14

<u>FOR STAFF USE ONLY</u>	
NOA Fee:	<u>\$250.00</u>
Received By:	<u><i>Alan Murphy</i></u> Date: <u>11/26/14</u>
Case File:	<u>ABC4-14-00</u>

BOC only: Consent Agenda _____
Regular Agenda _____

**AGENDA ITEM COVERSHEET**

**Agenda Item Title:** Request to advertise & fill Access Foreman position.

**Department:** Road Dept.

**Requested Agenda Date:** 01/06/15

**Contact Person:** John Rowe

**Phone/Ext.:** 7665

**Background and description of need or problem:** We currently have an Access Foreman position vacant that we would like to fill.

**Funding Source:** 003-2700-431.10-01 Road Personnel Services

**Requested Action:** Permission to advertise & fill Access Foreman position.

**Date:** 12/29/14

**Signature of Dept. Head:** *John Rowe*

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- Is the contract signed first by the vendor (except state/federal grants or contracts)?
- If insurance is required, is the insurance certificate attached?
- Is the Clerk's Coversheet attached or do you want it returned to you for filing?

**Departments Affected:**

**COUNSEL:** OH-JS

**TREASURER:** \_\_\_\_\_

**HUMAN RESOURCES:** *MM Day*

**BOC forwards signed Contract/Grant to:**

**Commissioners Initials to Place on Agenda ONLY:** \_\_\_\_\_

*LB*

DESCRIPTION OF POSITION

1. **Classification Title:** Road Department Access Foreman
2. **Working Title:** Road Department Access Foreman      **Salary Range:** \$3,614 to \$4,504  
per month (+ Longevity)
3. **Department:** Road
4. **Position is:** Full Time /X/ Part Time /\_/ Extra Help /\_  
Seasonal /\_/ Other \_\_\_\_\_
5. (a). **Primary Duties:** Reviews and issues all right-of-way and access permits and Driveway Confirmation Letters. Investigates all road vacation requests and does related work as required.
5. (b). **Secondary Duties:** Direct the general field maintenance activities of the County Road Department in their assigned geographical area of the County, to perform preventative maintenance activities, road clearing/cleaning activities or other special projects on a countywide basis. Directly supervises permanent and seasonal employees in the Road Department operations, carries out supervisory responsibilities in accordance with the organization's mission, policies and applicable laws. Acts under the general supervision of the County Roadmaster who evaluates performance through conferences and performance evaluations.
6. **Essential functions of position:** Keeps currently informed on all matters pertaining to access management through studies, meetings, association membership and attendance at special programs. Makes comprehensive reports to the County Roadmaster as to needs and accomplishments. Coordinates and issues driveway and/or access permits for property owners. Issues all right-of-way permits, i.e., logging, waterlines or utilities. Patrols and inspects county roads in an assigned area, checking for gravel needs, culverts, drainage, slides, fallen trees, washouts and makes arrangements for necessary repairs and maintenance to be performed; Assigns equipment or personnel to crews as needed or on special or emergency situations; Plans and coordinates activities of road maintenance crews to insure that plans and schedules are completed as specified; Resolves complaints from the public regarding road maintenance work; Identifies work requirements for individual projects and schedules work assignments for projects that involve other agencies, departments, utility companies and contractors; Produces written reports and memos regarding such subjects as equipment maintenance problems, work accidents, and project estimating; Reviews documents, time cards and other assignments completed by subordinates for accuracy and completeness;
7. **Minor duties assigned to this position:** Assists in the investigation of accidents involving assigned vehicles to determine liability and cost; Schedules various road maintenance activities to efficiently utilize available automotive, heavy road repair and/or construction equipment; Participates in budget process by identifying equipment, material and labor needed during budget

period; is trained to ensure the proper collection and disposal of hazardous waste within assigned section.

**8. Working conditions of positions:** Outside in all weather conditions.

**9. Required special skills, licenses, certificates, etc.:** Must have considerable knowledge of materials, methods, equipment, and techniques used in road maintenance, road clearing/cleaning, road construction and repair activities; safety and environmental hazards of road maintenance work and the safety precautions necessary to minimize these hazards; Commercial Drivers License regulations; principles and practices of supervision; leadership styles and skills; safety and environmental regulations; State, Federal, and Local laws relating to department operations; and have basic computer skills in Windows, Microsoft Excel, and Microsoft Word.

**10. Is operation of motor vehicle required:** Yes /X/ No / /

**11. Equipment, tools, machines used in performance of duties:** Position requires the use of county vehicles for county business. Individuals must be physically capable of operating the vehicles safely, possess an Oregon Class A Commercial Drivers License (C.D.L.), and have an acceptable driving record. Pre-employment drug testing is required. Use of a personal vehicle for county business will be prohibited if the employee does not have personal insurance coverage.