

REVISED AGENDA
COOS COUNTY BOARD OF COMMISSIONERS
Owen Building Large Conference Room
October 18, 2016
8:30 A.M.

1. **EXECUTIVE SESSION under the authority of ORS 192.660**

- A. (2)(h) Consultation with Counsel
- B. (2)(e) Real Property Transactions

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. Request Approval of IGA #151720 with Oregon Health Authority- Coos Health & Wellness
- B. Request Approval to Amend Contract for HHW Building & Authorize Chair to Sign- Solid Waste
- C. Request Declaring Pickup as Surplus & Approval to Auction- Road
- D. Request Approval of Resolution to Make Additional Appropriations- Sheriff
- E. Request Approval of Order for Payoff of Senior Deferral Program- Treasurer
- F. Request Approval of Final Subdivision Plat for Wall Ridge Subdivision- Planning

4. **CONSENT CALENDAR- administrative matters not up for discussion**

A. **Approval of Minutes**

- Worksession- Mediation Services- June 16, 2016
- Worksession- SCINT Update- September 20, 2016
- Worksession- Crisis Intervention- September 20, 2016
- Joint Workgroup Meeting- September 27, 2016
- Regular Meeting Minutes- October 4, 2016

B. **Ratification of All Routine Expenditures, Tax Overpayments and Adjustments and Transfer of Funds within the Budget**

- Transfer of Appropriation within a Department- Medical Examiner- coverage

C. **Orders & Resolutions**

- Order Initiating Vacation 16-10-081PL, In the Matter of Initiating a Vacation of a Right-of-Way Abutting Lots 6, 7, & 8 of Block One, Coaledo, Coos County, Oregon
- Amended Resolution 16-03-029P, In the Matter of Filling a Vacant Position Effective February 12, 2016
- Amended Resolution 16-07-096P, In the Matter of a Salary Adjustment for Katharine Cooley Effective July 1, 2016
- Cancelling Resolution 16-09-137P, In the Matter of a Salary Adjustment Due to certification for JoAnne Beck a Coos County Employee Effective September 1, 2016
- Resolution 16-10-141P, In the Matter of Filling a Vacant Position Effective October 1, 2016
- Resolution 16-10-142P, In the Matter of Filling a Vacant Position Effective September 19, 2016
- Resolution 16-10-143P, In the Matter of a Longevity Increase for Jack Falkoske Effective October 1, 2016
- Resolution 16-10-144P, In the Matter of a Longevity Increase for Shawna Schaar Effective October 1, 2016
- Resolution 16-10-145P, In the Matter of Granting Salary Merit Step Increases for Various Coos County Employees Effective October 1, 2016
- Resolution 16-10-146P, In the Matter of Classifying and Placement of Various Employees on the Regular Coos County Payroll Effective Their Hire Date

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.

Resolution 16-10-147P, In the Matter of Granting Salary Merit Step Increase for Barye Bluth Retroactive to August 1, 2016

Resolution 16-10-148P, In the Matter of Granting Salary Merit Step Increase for Various Coos County Employees Retroactive to September 1, 2016

Resolution 16-10-149P, In the Matter of Reclassification for Lisa Emerson Effective October 1, 2016

Resolution 16-10-152B, In the Matter of a Transfer of Expenditure Appropriations in the Amount of \$3,524 Within the Environmental Service Fund

D. Items Previously Approved (authorize Chair to sign where necessary)
Lease Amendment with Aaron McCall- Land Agent

5. CCAT GOVERNING BODY

A. Request Approval of Transit ODOT Agreement #31478; Authorize Chair to Sign Racial & Ethnic Impact Statement

6. LIBRARY SERVICE DISTRICT GOVERNING BODY

A. Request Approval of Revised Library Master Plan

7. LATE AGENDA ITEMS

A. Request Approval to Declare Surplus Equipment & Authorize to Auction- Road

B. Request Approval to Advertise & Fill Property Appraiser I or II Position- Assessor

C. Request Approval to Upgrade Antivirus Maintenance & Transfer of Funds- Information Technology

D. Request Approval to Sign Certificates of Appreciation- BOC

8. COMMISSIONERS REPORTS

BOC only
Consent Agenda _____
Regular Agenda _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: Executive Session Requested

Department: Counsel

Requested Agenda Date: 10/18/2016

Contact Person: Keith Leitz / Steve Stuchlik

Phone/Ext.: 7690

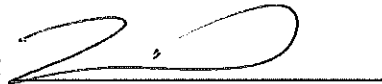
Background and description of need or problem: Need executive session for:

- ORS 192.660(2)(h) – consulting with regard to current litigation and litigation likely to be filed
- ORS 192.660(2)(e) – to negotiate real property transactions

Requested Action: Go into Executive Session during Board meeting as stated above.

Date: 10/12/2016

Signature of Dept. Head:



Departments Affected:

COUNSEL: lwh

1

BOC only:
Consent Agenda _____
Regular Agenda _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: Declare our 1984 Paint Truck #121, Paint Striper #609 and Ingersoll Rand Compressor #602 Surplus Equipment and approve to sell/auction.

Department: Road

Requested Agenda Date: 10/18/16

Contact Person: John Rowe

Phone/Ext.: 7665

Background and description of need or problem: We no longer need this Paint Truck, Striper and Compressor, which is attached to the Paint Truck. We upgraded in 2013 to a water based paint truck.

Funding Source: N/A

Requested Action: Declare our Paint Truck #121, Paint Striper #609 and Compressor #602 as surplus equipment and approve to sell/auction.

Date: 10/11/16

Signature of Dept. Head: *John Rowe*

For all matters, forward the document to Counsel no later than the Monday prior to the Agenda deadline. Counsel will forward to Treasurer.

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?

County Counsel *JK*

Treasurer *MS*

Human Resources */*

JA

BOC only:
Consent Agenda _____
Regular Agenda _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: Request to advertise and post until filled for Property Appraiser I/II.

Department: Assessor

Requested Agenda Date: 10/18/2016


Contact Person: Steve Jansen

Phone/Ext.: 541 396-7900

Background and description of need or problem: Due to retiring employee, the department needs to hire 1 FTE Property Appraiser I/II.

Funding Source: 001-1000-415.10-01


Requested Action: Approve request to advertise, post, and fill Property Appraiser I/II position.


Date: 10/18/2016 **Signature of Dept. Head:** 


For all matters, forward the document to Counsel **no later than the Monday prior to the Agenda deadline.** Counsel will forward to Treasurer.

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?

County Counsel 

Treasurer 

Human Resources 



DESCRIPTION OF POSITION

Revision Date: 10/12/2016

1.	Current Classification Title: Property Appraiser I
2.	Working Title: Property Appraiser I
3.	Department: Assessor
4.	Pay Grade: 415 \$2872 - \$3587 Position Is: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Extra Help <input type="checkbox"/> Seasonal <input type="checkbox"/> Other _____ Excluded from Bargaining Unit? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> AFSCME Eligible for Overtime? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5.	What is the purpose of this position? <ul style="list-style-type: none">This classification assists in a training capacity in the appraisal of real and/or personal property for the Coos County Assessor's Office, as well as any related work as required.
6.	Essential functions of position: (Reason position exists is to perform these functions.) List duties that must be performed to accomplish the purpose of the position. Duties include, but are not limited to: <ul style="list-style-type: none">This classification is indirectly responsible for meeting goals and assignments for the departmentAssist in appraisal of urban, rural, personal, or commercial/industrial properties for tax assessment.Inspect buildings and improvements, gather construction details, and review property descriptions by field inspectionAssist in preparing reports on inspection activities, appraisals, and evaluations.List personal property subject to taxation;Assist in determination of appraised valuesAnswer public inquiries relative to assessment values and pertinent appraisals.Operate a motor vehicle, computer, calculator, tape measure and digital camera.Operate digital automated equipment and systems; read maps, aerial photos and understand deed descriptions.Perform other duties as assigned.
7.	Ability to: <ul style="list-style-type: none">Communicate effectively in both oral and written forms.Plan, coordinate, and maintain time schedules to meet goals and objectives.Utilize problem identification and resolution techniques.Work independently and efficiently manage time to meet deadlines.Courteously meet and deal effectively with other employees, property owners, boards, courts, real estate and title companies; fee appraisers, businesses, professionals, and the public.Use reference manuals for valuation purposes; perform mathematical and statistical calculations.
8.	Supervision: <ul style="list-style-type: none">Works under the close supervision and guidance of an Appraiser of higher grade who assigns and reviews work.Supervision exercised: None

DESCRIPTION OF POSITION

9. List required special skills, licenses, certificates, etc.

- Bachelor's degree in business administration, engineering or a related field, or two years of college and two years of responsible experience in a business/accounting related field.
BA/BS Degree preferred.
- Relevant education and experience in the use of necessary software (Microsoft Office: Excel, Word, Power Point, and Access) to aide computer assisted appraisal.
- Relevant training and experience in analytical/problem solving, OR any satisfactory equivalent combination of education, experience and training.
- Property Appraiser 1 certification (ORS 308.010) at time of employment.
- Must possess a valid Oregon driver's license.

10. List equipment, tools, machines used in performance of duties.

- Relevant education and experience in the use of necessary software (Microsoft Office: Excel, Word, Power Point, and Access); relevant knowledge and experience in analytical problem solving; OR any satisfactory equivalent combination of education, experience, and training.

11. Is operation of motor vehicle required? Yes No

DESCRIPTION OF POSITION

Revision Date: 10/12/2016

1.	Current Classification Title: Property Appraiser II
2.	Working Title: Property Appraiser II
3.	Department: Assessor
4.	Pay Grade: 418 \$3195 - \$4004 Position Is: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Extra Help <input type="checkbox"/> Seasonal <input type="checkbox"/> Other _____ Excluded from Bargaining Unit? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> AFSCME Eligible for Overtime? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5.	What is the purpose of this position? <ul style="list-style-type: none">This classification has technical appraisal responsibility to appraise real and/or personal property for the Coos County Assessor's Office, as well as any related work as required. Primary responsibilities include, but are not limited to, the analytical evaluation and appraisal of complex properties. This classification is indirectly responsible for meeting goals and assignments for the department
6.	Essential functions of position. (Reason position exists is to perform these functions.) List duties that must be performed to accomplish the purpose of the position. Duties include, but are not limited to: <ul style="list-style-type: none">Appraise urban, rural, personal, or commercial/industrial properties for tax assessment.Inspects buildings and improvements to obtain basic data for use in determining correct values.List personal property subject to taxation; determines appraised values and calculates values.Classifies farm land by location, topography, soil productivity, and other pertinent factors.Computes reproduction costs and applies obsolescence or depreciation factors necessary to determine market values of buildings and structures.Prepares reports on appraisals and evaluations made.Supports appraisals at Board of Property Tax Appeals, magistrate division, tax court, or formal appeal proceedings.Gathers and evaluates sales data, for the purpose of determining trends as indicators of current value.Answers inquiries of the public relative to assessment values and pertinent appraisals.Hears complaints, explains appraisals and defines appraisals and appraisal conclusions and assessment values.Operation of various equipment, tools and machines used in performance of duties. The operation of a motor vehicle, computer, calculator, tape measure and digital camera.Perform other duties as assigned.
7.	Ability to: <ul style="list-style-type: none">Communicate effectively in both oral and written forms.Plan, coordinate, maintain time schedules to meet goals and objectives.Develop sound recommendations relating to property appraisal.Make decisions independently in accordance with established policies and procedures, establish new procedures when applicable, and use initiative and judgment in completing appraisal tasks and responsibilities.Utilize problem identification and resolution techniques.Gather and analyze statistical data and compile into meaningful reports; establish and maintain records and statistical data.Work independently and efficiently manage time to meet deadlines.Courteously meet and deal effectively with other employees, property owners, boards, courts, real

DESCRIPTION OF POSITION

- estate and title companies; fee appraisers, businesses, professionals, and the public.
- Operation of digital automated equipment and systems; reading maps, aerial photos and understanding deed descriptions.
- Use of reference manuals for valuation purposes; performing mathematical and statistical calculations.
- Preparing and presenting reports and statistical data; writing clear and concise records, reports and statistical data.

Physical demands and work environment:

- Work is performed in an office setting with frequent field work which may require bending, climbing, lifting up to 15 pounds, pulling, pushing, reaching and walking.
- Work performed in the field is in an environment which involves everyday risks and discomforts and sometime adverse weather conditions requiring safety precautions.
- A frequent amount of driving is required.

8. Supervision:

- Works under the supervision, guidance, and evaluation of the County Assessor and/or the Chief Deputy Assessor.
- Supervision exercised: None

9. List required special skills, licenses, certificates, etc.

- Bachelor's degree in business administration, engineering or a related field, or two years of college and two years of responsible experience in a business/accounting related field.
BA/BS Degree preferred.
- Relevant education and experience in the use of necessary software (Microsoft Office: Excel, Word, Power Point, and Access) to aide computer assisted appraisal.
- Relevant training and experience in analytical/problem solving, OR any satisfactory equivalent combination of education, experience and training.
- Property Appraiser 1 certification (ORS 308.010) at time of employment.
- Must possess a valid Oregon driver's license.

10. Is operation of motor vehicle required? Yes No

BOC only:
Consent Agenda _____
Regular Agenda _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: Request Approval for Renewal and Upgrade of Antivirus Maintenance and Approve Transfer

Department: Information Technology

Requested Agenda Date: 10/18/16

Contact Person: Daris Bouthillier

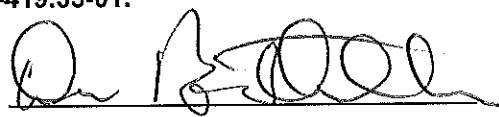
Phone/Ext.: 7739

Background and description of need or problem: This is to request approval to renew and upgrade the antivirus software for the County's various servers and workstations. This protects the county computers and servers from virus and ransom ware. Quotes were requested, but the quote from CDW-G is the only quote we have received. CDW-G is the company from whom we purchased the software from last year. The cost for the renewal and upgrade is \$13,788.75 for 3 years of coverage . This is to also request approval of a transfer from 001-4002-419.60-01 Capital Outlay / Equipment in the amount of \$10,000 to Maintenance Agreements – 001-4002-419.35-01 Maintenance Agreements

Funding Source: 001-4002-419.35-01 Maintenance Agreements

Requested Action: Approve renewal and upgrade of Antivirus Maintenance from CDW-G in the amount of \$13,788.75 and approve the transfer of funds in the amount of \$10,000 from Capital Outlay –Equipment 001-4002-419.60-01 to Maintenance Agreements line item – 001-4002-419.35-01.

Date: 10/14/16

Signature of Dept. Head: 


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.** Counsel will forward to Treasurer.

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- 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?
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Departments Affected:


COUNSEL: 

TREASURER: 

HUMAN RESOURCES: _____

BOC forwards signed Contract/Grant to:

Commissioners Initials to Place on Agenda ONLY: _____



TRANSFER OF APPROPRIATION WITHIN DEPARTMENT

APPROPRIATION TRANSFER REQUEST MUST BE MADE IN WHOLE DOLLAR AMOUNTS

Dept Name: **INFORMATION TECHNOLOGY**

Fund No: 001

Dept/Division No: 4002

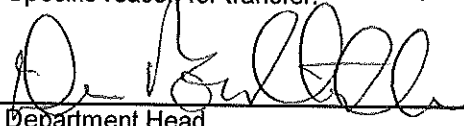
FROM:

ACTIVITY	ELEM	OBJ	PROJ NO.	LINE ITEM NAME	AMOUNT
419	60	01		Capital Outlay / Equipment	10,000
TOTAL					10,000

TO:

ACTIVITY	ELEM	OBJ	PROJ NO.	LINE ITEM NAME	AMOUNT
419	35	01		Maintenance Agreements	10,000
TOTAL					10,000

Specific reason for transfer: **To help cover costs for renewal and upgrade of antivirus software**


 Department Head _____ Date 10/14/16

Finance (if needed) _____ Date _____

Commissioner _____ Date _____

Consent Calendar Date : _____ Date Posted _____

Payroll transfers must be authorized by Finance Office before routing to Commissioners