

A G E N D A
COOS COUNTY BOARD OF COMMISSIONERS
Owen Building Large Conference Room
August 3, 2015
1:00 P.M.

1. **EXECUTIVE SESSION under the authority of ORS 192.660**
PLEDGE OF ALLEGIANCE
2. **CITIZEN COMMENTS (agenda items or general comments) – limited to 3 minutes per person- scheduled to begin at 1:00 PM**
3. **CCAT GOVERNING BODY**
A. Correction to 2015/16 Budget
4. **DEPARTMENT HEADS**
A. Request Approval of Transfer of Funds & Purchase of Steel Piling- Road
B. Request Approval to Purchase Tax Account 29610- Land Agent/Surveyor
C. Request Approval to Purchase Canine- Sheriff
D. Request Approval to Purchase 4 In-Car Boosters- Sheriff
E. Request Approval of Resolution Appointing Interim County Counsel- County Counsel/Human Resources
5. **CONSENT CALENDAR- administrative matters not up for discussion**
 - A. **Approval of Minutes**
Regular Meeting Minutes- July 7, 2015
 - B. **Items Previously Approved (authorize Chair to sign where necessary)**
Temporary Liquor License Use for the Following: Sharkbites Seafood Café (3), Backside Brewing, Abique Wind Vineyard, River's Edge Winery, Davey Jones Locker, Naked Winery
In-Kind Contribution to Weed Board- not to exceed \$700- Road/Planning
Contract between Weed Board & Coquille Watershed Association- Weed Board
Pay Scale/Advertising/Filling Position of County Counsel- County Counsel/HR
 - C. **Software Licenses/Maintenance Agreements (authorize Chair to sign where necessary)**
Change of Business Name (Stancil Solutions to Synergon Solution Inc)- Sheriff
6. **LATE AGENDA ITEMS**
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: FTE Correction to 2016 Budget

Department: CCAT

Requested Agenda Date: 8-3-2015

Contact Person: Russell Pedersen

Phone/Ext.: 541-266-7029

Background and description of need or problem: An error was discovered in the reporting of our FTE for the 2016 Budget year. The correct FTE is 13, not 17 as reported. Per the Oregon Department of Revenue, Local budgeting manual, Pages 50-51. Excerpt: At the first regularly scheduled meeting of the governing body after the error is discovered, the budget officer informs the governing body in writing of the error. The budget officer also corrects the errors in testimony before the governing body

Funding Source: N/A

Requested Action: Address the Governing Body to report the error.

Date: 7/15/2015

Signature of Dept. Head: Russell Pedersen.

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.

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?

Departments Affected:

COUNSEL: ✓

TREASURER: ✓ B

HUMAN RESOURCES: N/A

BOC forwards signed Contract/Grant to: Return to Russ Pedersen .

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BOC only: Consent Agenda _____ Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Request to purchase remaining inventory of steel pilings at Oregon Resources Corp. for \$15.25/ft, which would require us to transfer \$100,000 from our Operating Contingency to Road-Supplies.

Department: Road Dept.

Requested Agenda Date: 8-04-15

Contact Person: John Rowe

Phone/Ext.: 7665

Background and description of need or problem: Oregon Resources Corp. currently has their property for sale and is looking to sell their inventory of steel piles. We would like to purchase their remaining pile inventory and use them for pile walls along our county roads. We have \$50,000 budgeted for 2015-16 for purchasing piles, but would need an additional \$100,000 and we would like to transfer this amount from our Operating Contingency line item to our Road - Supplies line item.

Funding Source: Road Misc. - Operating Contingency

Requested Action: Accept the transfer of \$100,000.00 into our Road-Supplies line item.

Date: 7-27-15

Signature of Dept. Head: *John Rowe*

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Departments Affected:

COUNSEL: CC Rule 10,042 (b)(c) MR

TREASURER: B

HUMAN RESOURCES: N/A

BOC forwards signed Contract/Grant to: N/A

Commissioners Initials to Place on Agenda ONLY: _____

4A

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Purchase of Tax Acct. 29610

Department: Surveyor/Land Agent

Requested Agenda Date: 8/3/15

Contact Person: Mike Dado

Phone/Ext.: 7586

Background and description of need or problem: Tax Acct. 29610 was sold at Sheriff's Auction on April 25, 2015 to Jerry and Tamara Estabrook. Due to mapping issues between the State of Oregon and Coos County, this parcel of land which is located on the lake at Lakeside, is all under water and not as described in the County's legal description. The County Surveyor's Department and Assessor's Office Cartographers have researched this issue and our maps are being corrected. The Purchaser has requested that his purchase price plus expenses be refunded in the amount of \$3,680.00. If approved, the Estabrooks will deed the "parcel" to the County and sign a release of interest (see attached).

Funding Source: 001-9900-415.22-10 Settlements (\$880 survey and recording fees)
001-9900-415.22-03 Land Agent Expenses (\$2,800 purchase price)

Requested Action: Approve payment from Settlements and Land Agent Expenses in the amount of \$3,680.00 to Jerry and Tamara Estabrook for purchase of Tax Acct. 29610.

Date: 7/27/15

Signature of Dept. Head:

Mike Dado
Kathy Hathaway

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Departments Affected:

COUNSEL: *KM*

TREASURER: *B*

HUMAN RESOURCES: *N/A*

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

Commissioners Initials to Place on Agenda ONLY: _____

4B

QUITCLAIM DEED

We, Jerry and Tamara Estabrook, GRANTORS, Husband and Wife (estate by the entirety) hereby release and quitclaim to Coos County, GRANTEE, all of our right, title, and interest in and to the following described real property:

See Attached Exhibit "A"

The true consideration for this conveyance is \$2,800.00 (and the mutual benefit of the parties)

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301, AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

DATED this _____ day of _____, 2015.

Jerry Estabrook

Tamara Estabrook
P.O. Box 574
Lakeside, OR 97449

STATE OF OREGON)
) ss.
County of Coos)

The foregoing quitclaim deed was acknowledged before me this ____ day of _____, 2015, by Jerry Estabrook and Tamara Estabrook.

Notary
My Commission expires: _____

Grantors: ~~Coos County~~ *change this* | Space Reserved for Recorder's Use:

GRANTEE'S NAME AND ADDRESS:

Return original document and send
all tax statements to:

Coos County Land Agent
250 N Baxter
Coquille, OR 97423

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Canine Program

Department: Sheriff's Office

Requested Agenda Date: 8/4/15³

Contact Person: Deputy Slater

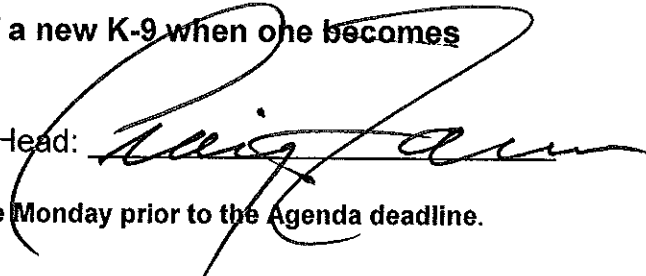
Phone/Ext.: 7813

Background and description of need or problem: Due to recent medical issues, K-9 Neeko will not be able to perform his duties as a K-9 Officer. We would like to request that the County purchase another K-9 dog from the settlements line item. This is an unexpected expense that we were unable to budget for since the medical issues occurred very recently. After Neeko's last surgery at the end of June, we were under the impression that he would fully return to work, but he is not recovering as expected. The approximate cost for a new K-9 & training would be around \$8,000. Neeko has been a great asset to the Sheriff's Office in both criminal apprehension and search and rescue tracks. He has located stolen property which has assisted to write search warrants, etc. The Sheriff feels that this program needs to be continued for the safety of our community and our men and women in Law Enforcement.

Funding Source: Settlements

Requested Action: Board approve the purchase of a new K-9 when one becomes available.

Date:

Signature of Dept. Head: 

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County Counsel na

Treasurer B. Settlements or Capital Outlay

Human Resources na

L/C

BOC only: Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Purchase of 4 in-car boosters for Sheriff's Office Patrol cars.

Department: Sheriff's Office

Requested Agenda Date: 08/04/2015

Contact Person: Sgt. Pat Downing

Phone/Ext.: Ext. 7811

Background and description of need or problem:

Due to the mandated narrow banding of radio frequencies used by Law Enforcement radios the service area covered by the Coos County radio system was diminished. One of the ways we have found to help with the problem to increase the portable coverage is with in-car radio boosters. The Sheriff's Office purchased 4 units last year to install in patrol vehicles and are asking to purchase 4 more units. These units allow the officer to use his car radio system to help boost his portable signal, so in essence his portable radio will have the same strong signal as his car radio.

Cost of each unit plus installation is \$2,898.00. To purchase four including installation will be \$11,592.00. We had \$12,392 budgeted this year for this purchase. These are to be purchased and installed through Day Wireless as they are our contracted Radio Service Technicians. They researched the product and this was their recommendation that will work with our current radios. This is through WISCA (state Purchasing)

Funding Source: 001-1600-421-22-27

Requested Action: Approve Purchase

Date: 07/28/2015

Signature of Dept. Head: 

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Departments Affected:

COUNSEL: CC Rule 10.115 KAL

State purchase exemption

TREASURER: B

4D



2240 Judson St SE
 Salem, OR 97302
 Office (503) 581-2932
 Fax (503) 581-3347

Quotation # Vehicle Repeater Kits
 DATE July 7, 2015
 Customer Account #
 Quote Expires: July 30, 2015

CUSTOMER	Coos County Sheriff	SHIP TO	Day Shop for installation
Contact	Pat Downing		

Prepared By	Payment Terms	Project Start Date
James Means	Net 30 Days from Invoice	7/1/15

QTY	PART#	DESCRIPTION	UNIT PRICE	EXT. COST
4.00	SVR2000VBN	PYRAMID VEHICULAR REPEATER (NEEDS FREQ)	\$ 1,200.00	\$ 4,800.00
4.00	BRF-1602	DUAL NOTCH FILTER, 150-174MHZ 2 MHZ SPLIT	\$ 299.00	\$ 1,196.00
4.00	BPF-1604	PRESELECTOR/BAND PASS FILTER NEEDS MO & SRV FREQS	\$ 299.00	\$ 1,196.00
4.00	7505-101045	MOTO XTL HIGH POWER INTERFACE CABLE	\$ 150.00	\$ 600.00
4.00	SUPPLIES	ANTENNA SYSTEM AND INSTALLATION SUPPLIES	\$ 150.00	\$ 600.00
4.00	Installation	Repeater installation into vehicles	\$800.00	\$ 3,200.00
				\$ -
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				\$ -
Materials			SUBTOTAL	\$ 11,592.00
			SHIPPING & HANDLING	
			DOWNPAYMENT	\$ -
			TOTAL	\$ 11,592.00

Acceptance of the above terms
 Signature _____
 Printed Name _____
 Date _____

Net 30 terms from invoice date

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Appoint Keith Leitz as Interim County Counsel

Department: Counsel

Requested Agenda Date: 8/3/2015

Contact Person: Josh Soper


Phone/Ext.: 7690

Background and description of need or problem: My last day with the County will be 8/5/15. This is a request for the Board of Commissioners to appoint Keith Leitz, currently Assistant County Counsel, as Interim County Counsel effective 8/6/15.

Funding Source: 001-5000-415.10-01

Requested Action: Adopt Resolution 15-07-086P to Appoint Keith Leitz as Interim County Counsel

Date: 7/23/15

Signature of Dept. Head: 

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Departments Affected:

COUNSEL: JS

TREASURER: B

HUMAN RESOURCES: M

After signing, return to: Human Resources

4E

1 BOARD OF COMMISSIONERS

2 COUNTY OF COOS

3 STATE OF OREGON

4 In the Matter of a Transfer for Keith Leitz to) RESOLUTION
5 Interim County Counsel Effective August 6, 2015)
6) 15-07-086P

6 NOW BEFORE the Board of Commissioners sitting for the transaction
7 of County business on the 3rd day of August, 2015 is the matter of a
8 transfer for Keith Leitz to Interim County Counsel;

9 WHEREAS the position of County Counsel will become vacant on
10 August 6, 2015 and Keith Leitz is qualified for the position and is
11 willing to fill the position on an interim basis; and

12 WHEREAS Keith Leitz was appointed as Interim County Counsel by the
13 Board of Commissioners during their regular business meeting on August
14 3, 2015, effective August 6, 2015;

15 NOW, THEREFORE, IT IS HEREBY RESOLVED that Keith Leitz shall be
16 transferred to the County Counsel (Interim) position in the Office of
17 Legal Counsel effective August 6, 2016;

18 AND IT IS FURTHER RESOLVED that his classification and salary
19 range shall be as set out below with the same anniversary date, for such
20 time period as he continues to serve as Interim County Counsel:

21 FROM: County Counsel 001-5000-415.10-01

<u>EMPLOYEE</u>	<u>CLASSIFICATION</u>	<u>RGE.</u>	<u>STEP</u>	<u>AMOUNT</u>
Keith Leitz	Assistant County Counsel II	824	1	\$5189
TO:	County Counsel	816	1	\$6357
	(as Interim County Counsel)			

25 Dated this _____ day of August, 2015.

26 BOARD OF COMMISSIONERS

27
28 _____
Chair Commissioner Commissioner