

**REVISED A G E N D A**  
**COOS COUNTY BOARD OF COMMISSIONERS**  
Owen Building Large Conference Room  
April 17, 2012  
8:30 A.M.

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

- A. (2)(d) Labor Negotiations
- B. (2)(e) Real Property Transactions
- C. (2)(h) Consultation with Counsel

**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. Presentation on 211info System- Commission on Children & Families (CCF)
- B. Request Approval of Amendment #1 to Agreement with Public Health & Authorize Frances Smith to Sign for Department- CCF
- C. Request Approval of Amendment #1 to Agreement with Alternative Youth Activities- CCF
- D. Request Approval to Purchase AFT Trailer- Parks
- E. Request Declaration of Surplus Equipment & Authorize Auction- Road
- F. Request Approval to Fill Planning Technician Position- Planning
- G. Request Transfer of Funds from Settlements- Surveyor
- H. Request Approval to Purchase 3 Computers- Assessor
- I. Request Award of Contract for Re-Cabling Courthouse 2<sup>nd</sup> Floor- Information Technology
- J. Request Approval of Order Setting Annexation Hearing for Lakeside RFPD- Counsel
- K. Request Discussion re: Possible Ordinance Amendment- BOC

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

A. **Approval of Minutes**

Executive Session ORS 192.660 (2)(a)- August 25, 2011  
Executive Session ORS 192.660 (2)(h)- October 3, 2011  
Worksession- Administrative Matters- January 17, 2012  
Worksession- Budget- March 12, 2012  
Regular Meeting Minutes- March 20, 2012  
Regular Meeting Minutes- April 3, 2012

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

Transfer of Appropriations Within a Department- BOC- reimburse Road Dept. for extra help  
Purchase of Teenopoly Supplies- CCF- \$6,500

C. **Resolutions & Orders**

Resolutions 12-04-034C, In the Matter of Classifying and Placement of Various County Employees on the Regular Coos County Payroll Effective April 1, 2012

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.

Resolution 12-04-035P, In the Matter of Granting Salary Merit Step Increases for Various Coos County Employees Effective Retroactive March 1, 2012  
Resolution 12-04-036P, In the Matter of a Longevity Increase for Various Coos County Employees Effective to April 1, 2012  
Resolution 12-04-037P, In the Matter of a Longevity Increase for Various Coos County Employees Effective April 1, 2012  
Resolution 12-04-038P, In the Matter of a Wage Adjustment for Jonathan Boswell Effective April 1, 2012  
Resolution 12-04-039P, In the Matter of a Wage Adjustment for Jason Warner Effective April 1, 2012  
Resolution 12-04-040P, In the Matter of Granting Salary Merit Step Increases for Various Coos County Employees Effective April 1, 2012

- D. **Advanced Deposit to LGIP for Powers Highway Right-of-Way & Authorize Chairman to Sign Limited Power of Attorney- Road**
- E. **Liquor License Application for Wild Women of Charleston**

5. **LATE AGENDA ITEMS**

- A. Request Approval to do RFP with ODOT for Consultation Services- Road
- B. Request Approval to Purchase Envelopes & Authorize Chairman to Sign Purchase Order- Tax/Treasurer
- C. Request Approval of Disaster Relief Contract & Delegate Signing Authority- Sheriff
- D. Request Approval to Proclaim May as "Raise Me Up" Month in Coos County- BOC/CCF
- E. Request Approval of Reappointments to CCD Board of Directors- BOC

6. **COMMISSIONERS REPORTS**

BOC only:	
Consent Agenda	
Regular Agenda	<input checked="" type="checkbox"/>

**LATE AGENDA ITEM COVERSHEET**

**Agenda Item Title:** RFP Mini-Solicitation for Professional Consultant Services

**Department:** Road Dept.

**Requested Agenda Date:** 4-17-12

**Contact Person:** John Rowe

**Phone/Ext.:** 377

**Background and description of need or problem:** The Road Dept. and ODOT have various projects in the future that will require Design and Engineering Services and grant writing. In order to expedite this process, we would like to have a Professional Consultant pre-approved. ODOT would be in charge of requesting the solicitation.

**Funding Source:** Contracted services –once a project has been approved

**Requested Action:** Approve Road Dept. along with ODOT, to do RFP

**Date:** 4-11-12

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

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:** OK-JS

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

**HUMAN RESOURCES:** \_\_\_\_\_

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

**Commissioners Initials to Place on Agenda ONLY:** OK per email

5A

BOC only: \_\_\_\_\_  
Consent Agenda \_\_\_\_\_  
Regular Agenda X

### AGENDA ITEM COVERSHEET

**Agenda Item Title:** Request to order envelopes for the 2012-13 tax season.

**Department:** Treasurer/Tax

**Requested Agenda Date:** 04/17/12

**Contact Person:** Mary Barton

**Phone/Ext.:** 330

**Background and description of need or problem:** Each year the Oregon Association of County Tax Collectors bulk purchase envelopes for the upcoming tax season which allows for a lower price.

**Funding Source:** 001-2100-415.20-01 Supplies

**Requested Action:** Authorize Chair to sign the Request to Order Form. Return to Treasurer's office for execution.

**Date:** 4.13.12

**Signature of Dept. Head:** Barton

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COUNSEL: OK-JS

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

HUMAN RESOURCES: \_\_\_\_\_

BOC forwards signed Contract/Grant to:

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SB

**BID SCHEDULE SUMMARY**

<b><u>ITEM NO.</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>UNIT PRICE</u></b>
A-1	#10 White LH Window	\$ <u>20.52/M</u>
A-2	Special Size LH Window	\$ <u>38.84/M</u>
A-3	#10 White Non-Window	\$ <u>22.69/M</u>
B-1	#9 Lockbox Special Window (specific colors required)	\$ <u>19.42/M</u>
C-1 to C-5	#9 Colored Pop-Open No Window	\$ <u>20.47/M</u>
C-6 to C-10	#9 Yellow No Pop-Open No Window	\$ <u>20.47/M</u>

BOC only:	
Consent Agenda	
Regular Agenda	X

**AGENDA ITEM COVERSHEET**

**Agenda Item Title:** State of Oregon Emergency Management federal disaster relief contract


**Department:** Sheriff's Office      **Requested Agenda Date:** 4/17/12

**Contact Person:** Sheriff Craig Zanni      **Phone/Ext.:** 255

**Background and description of need or problem:** Sheriff's Office is in receipt of the FEMA / OEM disaster relief infrastructure contract for county wide state of emergency declaration from January 17-21. Contract provides for federal re-imbusement for qualifying repair and restoration projects to County infrastructure caused by the winter storm.

**Funding Source:** N/A

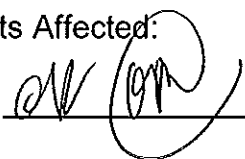
**Requested Action:** Approve State of Oregon Emergency Management Infrastructure Contract 4055-DR-OR and delegate authority to Sheriff to execute the agreement.

**Date:** \_\_\_\_\_      **Signature of Dept. Head:** 

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**Departments Affected:** \_\_\_\_\_

**COUNSEL:**  \_\_\_\_\_

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

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



**CONTRACT / GRANT SUMMARY FORM**

Clerk's File C&A No.: \_\_\_\_\_ (complete after filed with Clerk) Internal Contract/Agreement or Grant No.: 4055-DR-OR

Name/Agency Name and Address: State of Oregon Emergency Mangement

Contact Person: Paulina Layton, Governor's Authorized Rep. OEM Phone No. 503-378-2911 ex. 22292

Amount of Contract/Grant Award: \$ small project reimbursement up to \$66,400 large projects upon application

Payment Terms: re-imbusement based upon project application/ certification (state lump sum or amount and time of payments)

Start Date: upon execution End Date: terminates after all qualifying projects are paid

County Department and Employee Responsible for Performance: Sheriff Craig Zanni / Glenda Hales, Director Emergency Managment

Description: State OEM contract for federal re-imbusement for infrastruture repair and restoration from County side winder storm state of emergency declaration for January 17-21, 2012

**FINANCIAL INFORMATION**

STATE %	OTHER %	FEDERAL % (CFDA # Required)	Catalog of Federal Domestic Asst. *(CFDA) Number

\*CFDA is a five digit number in the following format: xx.xxx. The first two digits designate the federal agency and the last three the grant description. The following is a partial listing of the two digit agency identifier:

10.xxx USDA      14.xxx HUD      20.xxx USDOT      66.xxx EPA      84.xxx Dept. of Education  
 11.xxx Dept. of Commerce    16.xxx USDOJ    39.xxx General Svs. Admin.    83.xxx FEMA    93.xxx USDHHS

NOTE: If the contract/grant is associated with more than one CDFA number, each segment must have it's own summary form.

New  Renewal  Modification

Previous Amount: \$

Original Amount: \$

Previous Date:

Original Date:

Automatic Renewal?  Yes  No

Staff Requirements:  New  Existing  Subcontract

Will unemployment cost be incurred?  Yes  No

**PUBLIC CONTRACTING INFORMATION**

Method of Selection:

- Bid                       None  
 Quote                   Other NA  
 Proposal

Type of Contract:

- New (complete sections below)  
 Renewal (no need to complete sections below)  
 Modification (no need to complete sections below)

Type of Contract:

Goods and Services - If Not Using Bid or Proposal, Mark Exemption:

- |   |  |
|---|--|
| <input type="checkbox"/> Under \$5000                                     | <input type="checkbox"/> Equipment Maintenance |
| <input type="checkbox"/> Under \$50,000 for Quotes                        | <input type="checkbox"/> Office Supplies       |
| <input type="checkbox"/> Under \$150,000 & Approval from Board for Quotes | <input type="checkbox"/> Used Vehicles         |
| <input type="checkbox"/> Sole Source                                      | <input type="checkbox"/> State Purchasing      |
| <input type="checkbox"/> Contract with Public Agency                      | <input type="checkbox"/> Other _____           |

Public Improvement - If Not Using Bid, Mark Exemption:

- |  |   |
|--|---|
| <input type="checkbox"/> Under \$5000  | <input type="checkbox"/> Alternative Contracting Method Approved by Board |
| <input type="checkbox"/> Under \$50,000 for Quotes                                 | <input type="checkbox"/> Other _____                                      |
| <input type="checkbox"/> Under \$100,000 & Not a Transportation Project for Quotes |   |

Personal Services Contract - If Not Using Proposal, Mark Exemption:

- Under \$50,000  
 Under \$150,000 & Approval from Board

Will project be reported to Bureau of Labor for Prevailing Wages under ORS 279C.800?  Yes  No

Certificate of insurance required?  Yes  No

Form of contract:  Oral  Written (attach the written contract)

Date Approved by BOC: 4/17/12 Reviewed by Counsel: [Signature] 4/11/12

BOC only:	
Consent Agenda	
Regular Agenda	X

**AGENDA ITEM COVERSHEET**

**Agenda Item Title:** Proclaiming May 2012 as "Raise Me Up" Month

**Department:** BOC

**Requested Agenda Date:** 4/17/12

**Contact Person:** Cam Parry

**Phone/Ext.:** x281

**Background and description of need or problem:** see attached letter from Genelle Hanken, Commission on Children & Families Chair & attached proclamation

**Funding Source:** n/a

**Requested Action:** approval of proclamation

**Date:**

**Signature of Dept. Head:**



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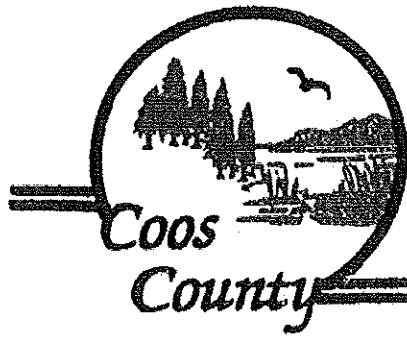
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**Commissioners Initials to Place on Agenda ONLY:**





## COMMISSION ON CHILDREN AND FAMILIES

(541) 396-3121 or 756-2020

Barbara Bassett, Executive Director/Prevention Coordinator

[bbassett@co.coos.or.us](mailto:bbassett@co.coos.or.us) EXT 393

Christy Brance, Administrative Aide

[cbrance@co.coos.or.us](mailto:cbrance@co.coos.or.us) EXT 392

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COURTHOUSE / COQUILLE, OREGON 97423 / FAX 541-396-6071 / TDD 1-800-735-2900

April 2, 2012

Bobbie Brooks  
Coos County Board of Commissioners  
Courthouse  
Coquille, OR 97423

Dear Bobbie,

I am writing to ask the Board of Commissioners to approve and sign the attached "Raise Me Up" proclamation. The month of May is National Foster Care month.

The Oregon Department of Human Services received a grant from the Casey Family Foundation to help raise awareness and to safely reduce the number of children in foster care. ODHS is partnering in this effort with Oregon Judicial Dept - State Courts, CCF, CASA, Confederated and Coquille Tribes, SOCC Family Center and the Student Intern Program, and the Coos Foster Parent Association.

The above partners compose the Safe and Equitable Foster Care Reduction Committee. The committee is kicking off a campaign dubbed, "Raise Me Up-You don't have to raise a child to raise him up. You just have to raise your hand and say you'll help."

We are seeking the support of the Coos County Board of Commissioner with our campaign, as we recognize that a joint partnership with our elected officials is one of the best strategies to long-term, sustainable change for children in foster care.

Representatives from the committee would like to attend the April 17<sup>th</sup> Board of Commissioners meeting and address the Commission.

Sincerely,

Genelle Hanken, CCF Chair, SEFCR Convener  
541-396-3329, [tvpnell@hughes.net](mailto:tvpnell@hughes.net)

1 BOARD OF COMMISSIONERS  
2 COUNTY OF COOS  
STATE OF OREGON

3 In the Matter of Proclaiming )  
4 May 2012 as "Raise Me Up )  
Month in Coos County )

PROCLAMATION

5  
6 WHEREAS, on any given day in America, nearly a half a million children are living in foster care, and

7 WHEREAS, children aging out of foster care compared to their peers have higher rates of  
8 homelessness, poverty, compromised physical and mental health, insufficient education,  
unemployment, early pregnancy and parenthood; and

9 WHEREAS, The Casey Family Programs is a national foundation committed to safely reducing  
10 the number of children in foster care and improving the lives of those children who remain in  
care; and

11 WHEREAS, Since 2009 the Casey Family Program has partnered with the Oregon Dept. of  
12 Human Services, the Oregon Judicial Department and the Commission on Children & Families  
13 to meet percentage goals of safely reducing the use of foster care placements, increasing the  
14 number of children in relative foster care, increasing foster care exits, reducing the  
disproportionate number of Native and African Americans in foster care, and reducing the child  
abuse and neglect recurrence rate; and

15 WHEREAS, in 2010, 366 children in Coos County spent at least one day in foster care; Coos  
16 County partners in support of statewide goals, launch the "Raise Me Up" media/communication  
campaign to ask the Coos Community to get involved to give an Oregon child a better future;  
and

17 WHEREAS, "You don't have to raise foster children to raise them up, you just have to raise  
18 your hand and say you'll help";

19 NOW, THEREFORE, the Coos County Board of Commissioners does hereby proclaim the  
month of May 1-31, 2012, as Raise Me Up Month in Coos County;

20 And we encourage all citizens in Coos County, Oregon to join with countless others to bring  
21 awareness and safely reduce the number of children in foster care.

22 Dated on this 17th day of April 2012

23 Coos County Board of Commissioners

24  
25 \_\_\_\_\_  
26 Fred Messerle  
Chairman

25 \_\_\_\_\_  
26 Cam Parry  
Commissioner

25 \_\_\_\_\_  
26 Robert "Bob" Main  
Commissioner

BOC only: Consent Agenda _____
Regular Agenda _____

### AGENDA ITEM COVERSHEET

**Agenda Item Title:** Request Approval of Reappointments to CCD

**Department:** BOC

**Requested Agenda Date:** 4/17/12

**Contact Person:** Fred Messerle

**Phone/Ext.:** x247

**Background and description of need or problem:** it's that time of year to reappoint the members of the CCD Business Development Board of Directors; reappointments need to be made before May 1.

**Funding Source:** n/a

**Requested Action:** Approve Order 12-04-029C, Reappointing Members of the CCD Board of Directors

**Date:** \_\_\_\_\_ **Signature of Dept. Head:** \_\_\_\_\_

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Commissioners Initials to Place on Agenda ONLY: Fred R. Messerle

SE

1 BOARD OF COMMISSIONERS  
2 COUNTY OF COOS  
3 STATE OF OREGON

3 In the Matter of Reappointing Members ) ORDER  
4 to the CCD Business Development Corporation )  
5 Board of Directors ) 12-04-029C

6 NOW BEFORE THE Board of Commissioners sitting regularly for the transaction  
7 of County Business on the 17<sup>th</sup> day of April 2012 is the matter of reappointing members  
8 to the CCD Business Development Corporation Board of Directors;

9 AND IT APPEARING to the Board that the candidates are duly qualified and  
10 willing to serve on the CCD Business Development Corporation Board of Directors;

11 NOW, THEREFORE, IT IS HEREBY ORDERED that Cam Parry, Donna Nichols,  
12 Rodger Craddock, George Barton, Louis Liberante, Walt Dodrill and Kathryn Jackson  
13 be reappointed to the CCD Business Development Corporation Board of Directors, said  
14 term to expire June 30, 2013:  
15

16  
17 DATED this \_\_\_\_\_ day of April 2012.  
18

19  
20 BOARD OF COMMISSIONERS  
21

22  
23 \_\_\_\_\_  
24 Chairman

23 \_\_\_\_\_  
24 Commissioner

23 \_\_\_\_\_  
24 Commissioner