

**REVISED AGENDA**  
COOS COUNTY BOARD OF COMMISSIONERS  
Owen Building Large Conference Room  
August 16, 2016  
8:30 A.M.

1. **EXECUTIVE SESSION under the authority of ORS 192.660**
  - A. (2)(a) To Consider Employment of a Public Officer, Employee or Individual Agent
  - B. (2)(e) Real Property Transactions
  - C. (2)(f) Records or Information Exempt from Public Inspection
  - D. (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. **PUBLIC HEARING**
  - A. Amending the Code to Add Division Five- County Measure in State Voters' Pamphlet under Article Eight- Elections and Districts
  
4. **DEPARTMENT HEADS**
  - A. Discussion re: Civil/Tax Foreclosure Issues- Steve Schneiderman
  - B. Request Approval of Agreement with Oregon Health Science University & Authorize Chair to Sign- Coos Health & Wellness (CHW)
  - C. Request Approval of Commercial Lease Amendment- CHW
  - D. Request Approval to Reclass MH Aide I to SEC III; Post/Advertise & Fill Position- CHW
  - E. Request Approval of Updated Job Description for Emergency Preparedness Coordinator- CHW
  - F. Request Approval to Purchase Utility Trailer- Parks
  - G. Request Approval of Permanent Easement with Coquille Canoe Club- Road
  - H. Request Approval of TOPS Program Agreements (17)- Sheriff
  - I. Request Approval of Contract with Angelo Planning Inc- Planning
  - J. Request Approval of Letter of Understanding Amendment with Coos Watershed- Noxious Weed Board
  
5. **CONSENT CALENDAR- administrative matters not up for discussion**
  - A. **Approval of Minutes**  
Budget Committee- April 4, 2016
  
  - B. **Orders & Resolutions**  
Amended Resolution 16-07-083P, In the Matter of a Contract Salary Adjustment for American Federation of State, County and Municipal Employees on the Coos County Payroll Effective July 1, 2016  
Resolution 16-08-104P, In the Matter of Filling a Vacant Position Effective August 1, 2016  
Resolution 16-08-105P, In the Matter of a Longevity Increase for Patricia Ring and Eric Zanni Effective August 1, 2016  
**Resolution 16-08-106P, In the Matter of a Cost of Living Adjustment for the Elected Sheriff Official on the Coos County Payroll Effective Retroactive July 1, 2016- pulled from consent calendar & taken as late agenda item**  
Resolution 16-08-107P, In the Matter of Granting Salary Merit Step Increases for Various Coos County Employees Effective August 1, 2016

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 16-08-108P, In the Matter of a Salary Adjustment Due to Certification for Aaron Whittenburg, a Coos County Employee Effective August 1, 2016  
Resolution 16-08-109P, In the Matter of a Salary Adjustment Due to Certification for Aaron Whittenburg, a Coos County Employee Effective August 1, 2016  
Resolution 16-08-110P, In the Matter of a Longevity Increase for Cindy Dickinson Effective August 1, 2016  
Resolution 16-08-111P, In the Matter of a Longevity Increase for Jessica Johnson Effective August 1, 2016  
Resolution 16-08-112P, In the Matter of Salary Adjustments for Sally Scott-Baird, Effective Retroactive to July 1, 2016  
Resolution 16-08-113P, In the Matter of Reclassifying the Pay Grade for Land Agent/Timber Data Specialist Position Retroactive to July 1, 2016  
Resolution 16-08-114P, In the Matter of Reclassification for Robert Stewart Effective Retroactive to July 1, 2016  
Resolution 16-08-115P, In the Matter of a Salary Adjustment for Kathy Hathaway Retroactive to July 1, 2016  
Resolution 16-08-116P, In the Matter of Filling a Vacant Position Effective August 10, 2016  
Resolution 16-08-117P, In the Matter of Classifying and Placement of Various Employees on the Regular Coos County Payroll Effective Their Hire Date  
Resolution 16-08-118P, In the Matter of Reclassifying the Pay Grade for Human Resources Specialist Position Effective August 1, 2016  
Resolution 16-08-119P, In the Matter of a Salary Adjustment Due to Licensure for Various Coos County Employees Effective Retroactive to July 1, 2016

- D. **Items Previously Approved (authorize Chair to sign where necessary)**  
Memorandum of Understanding with Tenmile Lakes Basin Partnership – CHW  
Contract with Multnomah Education Service District- CHW  
Memorandum of Understanding with Myrtle Point School District- CHW  
Contract with AmeriCorps for 2 VISTA's- CHW  
Aerial Spray Contract SP-1-16 with JR Helicopters, LLC- Forestry  
Contract with Rocky Johnston for Recruitment Video- Sheriff  
Contract with Agri-Tech Design for Mowing at Joe Ney- Solid Waste

6. **LATE AGENDA ITEMS**

- A. Request Approval to Advertise/Post & Fill Public Health Aide I Position- CHW  
B. Request Approval to Advertise/Post & Fill Deputy DA Position- District Attorney  
C. Request Approval of License Agreement with American Tower- County Counsel  
D. Request Approval to Declare Emergency for Tenmile Lakes Area- BOC  
E. Request Approval of Resolution 16-08-106P, Cost of Living Adjustment for Sheriff – BOC  
F. Update from Tioga Sports Parks Association on Gun Range Project- BOC

7. **COMMISSIONERS REPORTS**

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

LATE AGENDA ITEM COVERSHEET

**Agenda Item Title:** Request to advertise and post until filled Public Health Aide I

**Department:** Coos Health & Wellness

**Requested Agenda Date:** 08/16/2016

**Contact Person:** Ginger Swan

**Phone/Ext.:** 541-751-2547

**Background and description of need or problem:** Due to an employee resignation the department needs to post, advertise and fill an upcoming vacancy. The position is a Public Health (PH) Aide. We would like to advertise for a PH Aide I and then when the employee meets the certification requirements they will be promoted to a PH Aide II, with BOC approval. The position description is also being updated and it will be a later agenda item once AFSCME approves it.

No County General Funds will be used for this contract.

**Funding Source:** 021-1302-444.10-01

**Requested Action:** Approve request to advertise & post until filled PH Aide I

Date: 08/04/2016

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

*Ginger Swan*

CM

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: *KR*

Treasurer: \_\_\_\_\_

Human Resources: *CT*

BOC forwards signed Contract/Grant to: n/a

6A

Classification Title: Public Health Aide I

Working Title: Public Health Aide I – WIC

Department: Public Health

Position is: Full Time

Purpose of the position: Provides WIC services: screening, counseling, education, referral to Coos County residents. Does other program related tasks.

Essential functions of the position:

- § Determines program eligibility of WIC applicants and develops a nutrition plan with the client for the certification period.
- § Counsels WIC participants about how to improve their nutrition practices.
- § Documents program records on WIC computer data base
- § Performs heights/weight measurements and hemoglobin lab tests.
- § Refers WIC participants to other resources in the department and the community.
- § May teach WIC nutrition education classes.
- § Issues WIC vouchers to participants.
- § Inventories, restocks and prepares purchase requests for WIC educational materials and other supplies, as directed by WIC Coordinator.
- § Keeps exam rooms clean and stocked with WIC supplies.
- § Participates in community outreach and presentations, develops bulletin boards; assists with development of brochures, informational flyers, news releases.
- § Performs other duties as assigned.

Minor duties assigned to this position:

- § Participates in required training and in-service education.
- § Transports supplies to outreach clinics.

Required special skills, experience, licenses, etc.:

Graduation from high school, with successful completion of one year at an accredited college, and two years experience working in a community health setting with similar responsibilities in a WIC program or an equivalent amount of training and experience to demonstrate an acceptable level of competence to perform the duties of the position. Knowledge of child development and nutrition required. Oregon Drivers' license or the ability to obtain one. Ability to work harmoniously with others in an unbiased, nonjudgmental manner, with excellent interpersonal skills. Ability to work with uncooperative, crying children. Good organizational skills. CPR certification. Computer keyboarding skills.

Operation of a Motor Vehicle: Required.

Working Conditions of Position:

Usual work schedule—Monday through Friday, 8 am to 5 pm, with some evening clinics, and

travel to satellite clinics. Occasional evening meetings and out of town workshops requiring overnight stay. Requires physical ability to occasionally lift up to 20 pounds for short periods; requires sitting, bending and walking for lengthy periods during the work day.

Equipment, tools, machines used in performance of duties:

IBM compatible computer, overhead projector and slide projector; TV and VCR; fax machine; hemoglobin photometer.

T:\JOBDESC\wic-pha1.doc  
8/06

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

### AGENDA ITEM COVERSHEET

**Agenda Item Title:** Post and Fill Vacant Deputy DA Position

**Department:** District Attorney

**Requested Agenda Date:** August 16, 2016

**Contact Person:** Paul Frasier

**Phone/Ext.:** 7555

**Background and description of need or problem:** Deputy DA Michael Lee has resigned effective September 2, 2016. I need to fill the position.

**Funding Source:** DA Personnel Line Items

**Requested Action:** Permission to advertize and fill vacant Deputy DA position. Ask that the five day in house posting be waived. Ask permission to hire as a Deputy DA 1, steps 1 - 3, or Deputy DA II Step 1 if candidate has appropriate qualifications.

**Date:** August 12, 2016

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

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**County Counsel**     *KAC*    

**Treasurer** \_\_\_\_\_

**Human Resources**     *KAC*    

*6B*

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

## LATE AGENDA ITEM COVERSHEET

**Agenda Item Title:** License Agreement with American Tower

**Department:** Counsel's Office

**Requested Agenda Date:**

8/16/2016

**Contact Person:** Steve Stuchlik

**Phone/Ext.:** 7960

**Background and description of need or problem:** The Coos County Sheriff's Office wishes to lease space for two radio antennae on American Tower's Upper Fourmile Lane radio tower site located south of Bandon. The lease will be for \$2,500 per month for an initial term of one year, with 19 one-year extensions.

**Funding Source:** Dispatch 1605-421.22-15

**Requested Action:** BOC Chair to sign Contract.

**Date:** 8/5/2016

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

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Departments Affected:

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

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

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

**BOC forwards signed document to Counsel's office.**







BOC only: Consent Agenda _____
Regular Agenda _____

**AGENDA ITEM COVERSHEET**

**Agenda Item Title:** Emergency Declaration for Tenmile Lakes area.

**Department:** Coos County Commissioners      **Requested Agenda Date:** August 16, 2016

**Contact Person:** Board Chair      **Phone/Ext.:** 7535

**Background and description of need or problem:** Low water levels in Tenmile Lakes has resulted in significant property damage and has impaired access and use of residences and facilities surrounding the lakes. Emergency services are also impacted by lack of access.

**Funding Source:** none required for this Declaration of Emergency

**Requested Action:** Declare emergency and request state assistance.

**Date:** 8/12/2016      **Signature of Dept. Head:** \_\_\_\_\_

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Departments Affected:

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

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

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

BOC forwards signed Contract/Grant to:

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

**DECLARATION OF EMERGENCY  
BEFORE THE BOARD OF COMMISSIONERS  
FOR COOS COUNTY, OREGON**

In the Matter of Declaring        )  
A State of Emergency within     )  
Coos County                        )

**RESOLUTION**

This matter came before the Board of Commissioners, involving an emergency situation created by low water levels in Tenmile Lakes in and around the City of Lakeside and the surrounding unincorporated areas of Coos County. This matter was before the Board of Commissioners on August 16, 2016; and

WHEREAS, the City of Lakeside and surrounding unincorporated areas are being adversely affected by these low water levels. Property is being damaged, and economic losses are being suffered due to low water levels in Tenmile Lakes; and

WHEREAS, the situation and conditions have caused significant economic losses and considerable property damage, both to public infrastructure and private property in the affected area. Damages consist of boathouse damage, lack of access to structures around the lakes (including those that are "boat only access"), damage to private docks and the inability of agencies to provide emergency services to residents in areas surrounding the lakes due to the shallow water conditions causing inaccessibility. Low water levels keep boats from approaching shore in many areas; and

WHEREAS, at least one public boat ramp is now unusable, and private marinas have lost the use of several boat slips impacting recreational and emergency services uses of the lakes; and

THEREFORE, BE IT RESOLVED that the Board of Commissioners, under the emergency powers granted by ORS 401.305, declares that a State of Emergency exists within Coos County and that county and local resources have been or shortly will be exhausted. Further, the Coos County Emergency Management office is hereby directed to take all necessary steps authorized by law to secure the persons and property of the citizens of Coos County.

BE IT FURTHER RESOLVED THAT State assistance is requested immediately and includes the following:

- \* expedited permit review for water control structures at the lake outlet.
- \* Expedited permit review and assistance for homeowners and property owners facing property damage due to low water

Dated this \_\_\_\_\_ day of \_\_\_\_\_, at Coquille, Oregon

COOS COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

BOC only: Consent Agenda _____
Regular Agenda _____

**AGENDA ITEM COVERSHEET**

**Agenda Item Title:** Resolution re: Salary Increase for Sheriff

**Department:** BOC

**Requested Agenda Date:** 8/16/16

**Contact Person:**

**Phone/Ext.:**

**Background and description of need or problem:** the Compensation Committee has recommended that the Sheriff be given a pay increase

**Funding Source:**

**Requested Action:** Request Approval of Resolution 16-08-106P

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

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County Counsel \_\_\_\_\_

Treasurer \_\_\_\_\_

Human Resources \_\_\_\_\_

6E

1 BOARD OF COMMISSIONERS

2 COUNTY OF COOS/STATE OF OREGON

3 In the Matter of a Cost of Living )  
4 Adjustment for the Elected Sheriff )  
5 Official on the Coos County Payroll)  
6 Effective Retroactive July 1, 2016 )

R E S O L U T I O N  
16-08-106 P

7 THIS MATTER HAVING COME BEFORE the Board of Commissioners at a regular  
8 meeting held August 16, 2016, and whereas the Compensation Committee  
9 recommended that the Elected Sheriff Official get a (\$90) cost of living  
10 adjustment effective retroactive to July 1, 2016;

11 BE IT FURTHER RESOLVED that the Human Resources of Coos County, Oregon is  
12 hereby authorized to implement the cost of living adjustment on the Elected  
13 Sheriff Official salary;

14 DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2016.

15  
16 BOARD OF COMMISSIONERS

17  
18 \_\_\_\_\_  
19 Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

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

**LATE AGENDA ITEM COVERSHEET**

**Agenda Item Title:** Tioga Sports Park Association Update

**Department:** BOC

**Requested Agenda Date:** 8/16/16

**Contact Person:** Bob Main

**Phone/Ext.:** 7540

**Background and description of need or problem:** Mike Cook, TSPA, would like to give the Board an update on the gun range project, and to discuss the Economic Development grant that the Board awarded TSPA.

**Funding Source:**

**Requested Action:**

**Date:** \_\_\_\_\_ **Signature of Dept. Head:** Robert "Bob" Main

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**County Counsel** \_\_\_\_\_

**Treasurer** see attached copy of original grant B

**Human Resources** \_\_\_\_\_

LF

CONTRACT / GRANT SUMMARY FORM

FY 2015

Clerk's File C&A No. CJ2014-000554 (complete after filed with Clerk)

Internal Contract/Agreement or Grant No.: \_\_\_\_\_

Name/Agency Name and Address: Tioga Sports Park Association, Inc.

Contact Person: Mike Cook Phone No. \_\_\_\_\_

Amount of Contract/Grant Award: \$ 20,000

EXPIRED 6/30/15

Payment Terms: Reimbursement upon receipt of invoices (state lump sum or amount and time of payments)

Start Date: July 1, 2014 End Date: June 30, 2014 2015

County Department and Employee Responsible for Performance: \_\_\_\_\_

Description: Funds awarded for construction and development of shooting range (Phase I)

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 CFDA 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 \_\_\_\_\_
- 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:

- Under \$5000
- Under \$50,000 for Quotes
- Under \$150,000 & Approval from Board for Quotes
- Sole Source
- Contract with Public Agency

- Equipment Maintenance
- Office Supplies
- Used Vehicles
- State Purchasing
- Other \_\_\_\_\_

Public Improvement - If Not Using Bid, Mark Exemption:

- Under \$5000
- Under \$50,000 for Quotes
- Under \$100,000 & Not a Transportation Project for Quotes

- Alternative Contracting Method Approved by Board
- Other \_\_\_\_\_

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

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

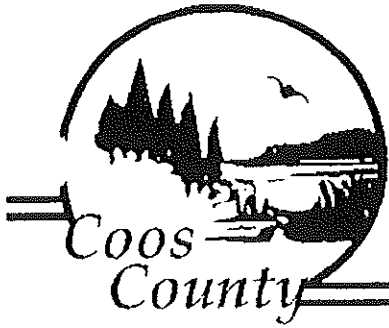
Will project be reported to Bureau of Labor for Prevailing Wages under ORS 279C.800?  Yes  No

Certificate of insurance required?  Yes  No

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

Date Approved by BOC: \_\_\_\_\_

Reviewed by Counsel: [Signature]



# BOARD OF COMMISSIONERS

250 N. Baxter Street, Coquille, Oregon 97423

(541) 396-7535

FAX (541) 396-1010 / TDD (800) 735-2900

E-Mail: [bbrooks@co.coos.or.us](mailto:bbrooks@co.coos.or.us)

John Sweet

Robert "Bob" Main

Melissa Cribbins

## LETTER OF UNDERSTANDING Contribution to Tioga Sports Park Association, Inc.

Tioga Sports Park Association, Inc.  
91487 Hill Rd.  
Coquille, OR 97423

Dear Mr. Cook:

This letter shall serve as confirmation of the Coos County Board of Commissioners' commitment, on behalf of Coos County, to contribute an amount not to exceed \$20,000.00 from the County's Economic Development Fund to Tioga Sports Park Association, Inc. (hereinafter referred to as "TSPA"), and TSPA's acknowledgment and agreement to the terms and conditions of the disbursement as set forth herein.

This contribution is to be used solely and exclusively for the purpose(s) as outlined in TSPA's budget for Tioga Sports Park Phase I Improvements, attached hereto and incorporated by reference herein.

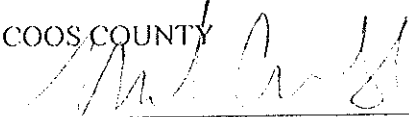
Contribution funds will be accessible between July 1st, 2014 and June 30th, 2015. The County will provide funds to TSPA within thirty (30) days upon receipt of invoice. All invoices are to be mailed to the Coos County Treasurer, Coos County Courthouse, 250 N. Baxter, Coquille, OR 97423.

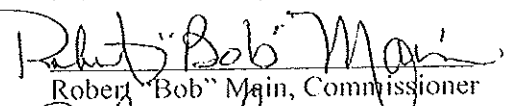
The TSPA shall provide the County with quarterly reports, updating the County on work completed to-date.

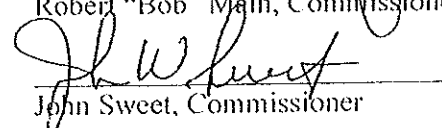
The County reserves the right to audit or request additional documentation from TSPA evidencing how funds were expended. Additionally, the County may require the return of funds upon TSPA's refusal to permit an audit or provide such documentation, or upon a determination in the County's sole discretion that the funds were not used in a manner consistent with this agreement.

Please return a signed copy of this letter to Office of Legal Counsel, Attn: Callen Sterling, Coos County Courthouse, 250 N. Baxter St., Coquille, OR 97423.

COOS COUNTY


  
Melissa Cribbins, Chair

  
Robert "Bob" Main, Commissioner

  
John Sweet, Commissioner

7/1/14  
Date

TIOGA SPORTS PARK ASSOCIATION, INC.

  
Signature

Ken Sjogren  
Name

Treasurer  
Title

7/14/14  
Date



# ENGINEERS ESTIMATE

## TIOGA SPORTS PARK PHASE I IMPROVEMENTS

100-YARD FIREARM RANGE

AGENCY  
Tioga Sports Park

KIND OF WORK  
EARTHWORK TO GRADE AND STORMWATER

DATE  
6/16/14

ESTIMATOR  
Jim Pex, P.E.

ITEM NUMBER	ITEM DESCRIPTION	UNIT	AMOUNT	UNIT COST	TOTAL
<b>TEMPORARY FEATURES AND APPURTENANCES</b>					
1	MOBILIZATION	LS	1	\$9,100	\$9,100
2	EROSION AND SEDIMENT CONTROL	LS	1	\$10,000	\$10,000
3	SANICAN FACILITY	LS	1	\$3,000	\$3,000
4	GRAVEL AND PARKING AREA	CY	150	\$29	\$4,350
<b>EARTHWORK</b>					
5	REMOVE/REPLACE BIRMS (DIRT)	CY	2000	\$10	\$20,000
6	REMOVE/REPLACE BACKSTOP (DIRT)	CY	2000	\$10	\$20,000
7	GRADE SHOOTING RANGE	CY	1000	\$10	\$10,000
8	SHOTCRETE PLACEMENT ON BACKSTOP	CY	350	\$35	\$12,250
9	BALLISTIC SAND	CY	1000	\$30	\$30,000
<b>STORM DRAINAGE</b>					
10	SLOTTED 12-INCH PVC DRAIN W/ CONCRETE PAD	FOOT	300	\$35	\$10,500
11	12-ICH PVC PIPE	FOOT	450	\$24	\$10,800
<b>CONSTRUCTION SERVICES</b>					
12	SURVEY STAKING	LS	1	\$5,000	\$5,000
13	ENGINEERING CONSTRUCTION INSPECTION	LS	1	\$10,000	\$10,000
14	GRANT WRITING FEE	LS	1	\$10,000	\$10,000
<b>CONSTRUCTION TOTAL</b>					<b>\$185,000</b>