

A G E N D A
COOS COUNTY BOARD OF COMMISSIONERS
Owen Building Large Conference Room, 201 N. Adams, Coquille
or Virtually at <https://meet.goto.com/124639189>
March 5, 2024

1. **8:30 AM- EXECUTIVE SESSION under the authority of ORS 192.660, - in the small conference room. The public is excluded from this portion of the meeting**
 - A. (2)(d) Labor Negotiations
 - B. (2)(e) Real Property Transactions
 - C. (2)(h) Consultation with Counsel

2. **9:30 AM PUBLIC PORTION OF THE MEETING, BEGINNING WITH THE PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE**

3. **PUBLIC HEARING**
 - A. Amending Article Four, Division Seven of the Coos County Code- Legalization of Roads

4. **DEPARTMENT HEADS**
 - A. Request Approval of Resolution to Transfer Expenditure Appropriations- Coos Health & Wellness (CHW)

 - B. Request Approval to Hire Jenny Lascheck at Step 3- CHW

 - C. Request Approval of Lease Amendment with Darren Waldien- Land Agent

 - D. Request Acceptance of OPRD Equipment Grant & Authorize Chair to Sign- Sheriff

 - E. Request Approval to Purchase 2 ATV/Upfitting- Sheriff

 - F. Request Approval of Resolution Making Additional Appropriations- Sheriff/Animal Control

 - G. Request Approval of Resolution Promoting Jessica Sewell- Community Development

 - H. Request Approval of Contract for Mediation Services with Mark Kramer- Counsel/State Courts

 - I. Request Acceptance of ATV Grant for Winchester Trails & Authorize Chair to Sign- BOC/Forestry

 - J. Request Approval to Pay AOC Dues- BOC

5. **CONSENT CALENDAR- administrative matters not up for discussion**
 - A. **Approval of Minutes**
Worksession- Purchase of Water Truck for Fair- February 14, 2024
Regular Meeting Minutes- February 20, 2024

 - B. **Orders & Resolutions**
Amended Resolution 24-01-009P, In the Matter of Granting a Salary Adjustment Due to Accreditation as a Service Organization Representative for Chad Wilkinson Effective February 1, 2024 (amending anniversary date change)
Resolution 24-02-027P, In the Matter of Filling a Vacant Position for Crystal Schott Effective March 1, 2024
Resolution 24-02-028P, In the Matter of Granting a Longevity Increases for Kimberlie DeMain Effective March 1, 2024
Resolution 24-02-029P, In the Matter of Granting a Longevity Increase for Paul Ross Effective March 1, 2024
Resolution 24-02-030P, in the Matter of Filling a Vacant Position and Transfer for Sara Simpkins Effective March 1, 2024

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 24-02-031P, In the Matter of a Merit Step Salary Increase for Byron Heaton
Retroactive to January 1, 2024
Resolution 24-02-032P, In the Matter of Granting Salary Merit Step Increases for Various
Employees Retroactive to February 1, 2024
Resolution 24-02-033P, In the Matter of Granting Salary Merit Step Increases for Various
Employees Effective March 1, 2024
Resolution 24-02-034P, In the Matter of Granting a Salary Merit Step Increase for Debra Brainard
Retroactive to November 1, 2023

C. Post-Action Notifications Pursuant to County Rule 10.043 (5)

Contract with Crystal Schott- CHW- sign on bonus
Contract with Zachary Richard- CHW- sign on bonus
Contract with Timothy Lynch- CHW- relocation agreement
Contract with Chard Mowing Service- Forestry- brush clearing
Contract with Godfrey & Yeager Construction- Road- maintenance/repairs on various roads
Contract with TNT Construction- Road- maintenance/repairs on various county roads

6. **LATE AGENDA ITEMS**
7. **COMMISSIONERS REPORTS**
8. **CITIZEN COMMENTS- limited to 3 minutes per person**

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Executive Session Requested

Department: Counsel

Requested Agenda Date: 03/05/2024

Contact Person: Colton Totland

Phone/Ext.: 7690

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

Funding Source: N/A

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

- **ORS 192.660(2)(d)** – To conduct deliberations with persons designated by the governing body to carry on labor negotiations.
- **ORS 192.660(2)(e)** – Conducting deliberations with persons designated by the governing body to negotiate real property transactions
- **ORS 192.660(2)(h)** – Consulting with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

Date: 02/26/2024

Signature of Dept. Head: Colton Totland

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 Filing Coversheet attached?
- Do you want this returned to you for filing?

County Counsel CT

BOC only:	
Consent Agenda	_____
Regular Agenda	_____

AGENDA ITEM COVERSHEET

Agenda Item Title: PUBLIC HEARING: Amending Article Four, Division Seven of the Coos County Code

Department: County Counsel

Requested Agenda Date: 03/05/2024

Contact Person: Colton Totland

Phone/Ext.: 7690

Background and description of need or problem: This public hearing has been set for the purpose of revising Article 4, Division 7 of the Coos County Code. Ordinance 24-02-002L would amend those sections of the Coos County Code governing the legalization of roads. The process under ORS 368.201 to 368.221 refers only to the legalization of "county roads," or roads maintained by the county. The proposed revision would authorize Coos County to legalize "local access roads," where otherwise appropriate under ORS 368.201 to 368.221.

Funding Source: N/A

Requested Action:

1. BOC to read Ordinance 24-02-002L by title.
2. BOC to take public comment on the ordinance, if any.
3. BOC to announce that a second reading of the ordinance will take place before the ordinance is adopted.

Date: 2/26/2024

Signature of Dept. Head: Colton Totland

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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?
- Is the Clerk's Filing Coversheet attached?
- Do you want this returned to you for filing?

County Counsel CT

Treasurer MS

Human Resources _____

BOARD OF COMMISSIONERS
COUNTY OF COOS
STATE OF OREGON

In the Matter of Amending Coos)
County Code Article Four, Division) ORDINANCE 24-02-002L
Seven - Legalization of Roads)
)

Now before the Coos County Board of Commissioners, sitting for the transaction of County business on the 19th day of March, 2024, is the matter of amending Coos County Code Article Four, Division Seven - Legalization of Roads. The Board makes the following findings of fact:

A. The current process for road legalization under ORS 368.201 to 368.221 authorizes the legalization of "county roads," as that term is defined in ORS 368.001(1).

B. Coos County may, pursuant to ORS 368.011, supersede any provision of ORS Chapter 368 by ordinance under ORS 203.030 to 203.075 for the purposes of addressing matters of county concern.

C. The Board desires to amend the Coos County Code to establish that other public roads in Coos County may be subject to road legalization as well, where otherwise appropriate under ORS 368.201 to 368.221. Specifically, this includes "local access roads," as defined under ORS 368.001(3).

NOW THEREFORE, BASED ON THE FOREGOING, THE BOARD OF COMMISSIONERS FOR THE COUNTY OF COOS ORDAINS AS FOLLOWS:

SECTION 1. TITLE

This ordinance shall be known as Ordinance 24-02-002L, an ordinance amending the Coos County Code.

SECTION 2. AUTHORITY

This Ordinance is enacted pursuant to ORS 203.035 and those laws which authorized the promulgation of the portions of the Coos County Code amended by this Ordinance.

SECTION 3. PURPOSE

The purpose of this Ordinance is to amend Ordinance 91-01-002L, and all amendments thereto, which adopted the Coos County code, a compilation of the Ordinances of Coos County, by revising Article Four, Division Seven - Legalization of Roads.

SECTION 4. ADOPTION

Exhibit "A", attached hereto and incorporated herein by this reference, is adopted as an amendment to the Coos County Code.

SECTION 5. REPEALER

Ordinance 91-01-002L, the ordinance which adopted the Coos County Code, and all amendments thereto, are hereby repealed to the extent they conflict with this Ordinance.

SECTION 6. SAVINGS CLAUSE

The amendment of the Coos County Code shall have no effect on existing litigation and shall have no effect on any action or proceeding pending on the date of adoption of this ordinance.

SECTION 7. SEVERANCE CLAUSE

If any section, subsection, provision, clause or paragraph of this Ordinance shall be adjudged or declared by any court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not affect the validity of the remaining portions of this Ordinance; and it is hereby expressly declared that every other section, subsection, provision, clause or paragraph of this Ordinance enacted, irrespective of the enactment or validity of the portion thereof declared to be unconstitutional or invalid, is valid.

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ADOPTED this _____ day of _____, 2024.

ATTEST

BOARD OF COMMISSIONERS

Recording Secretary

Chair

APPROVED AS TO FORM

Colton Totland
Office of Legal Counsel

Commissioner

Commissioner

1st Reading: _____

2nd Reading: _____

Emergency Adoption: _____

Effective Date: _____

Exhibit A

DIVISION SEVEN - LEGALIZATION OF ROADS

SECTION 04.07.010 POLICY AND PURPOSE

The Coos County Board of Commissioners finds that there is a need to extend the legalization process under ORS 368.201 through 368.221 to local access roads and to provide clarification of and guidelines to ORS 368.211 as it applies to just compensation as defined in Article I, Section 18, of the Oregon Constitution.

SECTION 04.07.020 AUTHORITY

The Coos County Board of Commissioners has the authority to initiate proceedings to legalize a road right-of-way under ORS 368.201 through 368.221 if any of the following conditions exist:

- (1) If, through omission or defect, doubt exists as to the legal establishment or evidence of establishment of a county road or local access road.
- (2) If the location of a county road or local access road cannot be accurately determined due to numerous alterations of the road, a defective survey of the road or adjacent property, or loss or destruction of the original survey of the road.
- (3) If a county road or local access road as traveled and used for 10 years or more does not conform to the location of a road described in the county records.

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SECTION 04.07.030 LEGALIZATION UNDER STATUTORY PROCEDURE

The provisions of this Division and the provisions of ORS 368.201 through 368.221 shall be followed to locate the exact boundaries of an existing public road through the procedure known as legalization. The provisions of this Division and ORS 368.201 through 368.221 shall be followed to legalize a local access road in the same manner as a county road.

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SECTION 04.07.040 CLAIM FOR DAMAGES

- (1) Any person whose lands are directly affected by a legalization or who has established a structure that encroaches on a road right-of-way being considered for legalization may file a Claim for Damages.
- (2) To qualify for compensation, a person must file a Claim for Damages, in writing, with the Board of

Commissioners before the close of the legalization hearing. Failure to file a Claim for Damages before the conclusion of the hearing is a waiver of compensation rights thereto by all affected parties.

- (3) The Board of Commissioners shall review all Claims for Damages and determine the damages, if any, to be paid the claimant. The Board of Commissioners shall deny a claim for damages if it is determined by the Board that:
 - (a) At the time the person acquired the structure, the person had a reasonable basis for knowing that the structure may encroach upon the road; or
 - (b) Upon the original location of the road, the person or person's grantor received damages; or
 - (c) The person or person's grantor applied for or assented to the road passing over the property; or
 - (d) When making settlements on the property, the person found the road in public use and traveled.
- (4) The compensation allowed under ORS 368.211 shall be just compensation for the removal of the encroaching structure or use of the land.
- (5) If the Board of Commissioners determines that removal of an encroaching structure is not practical, the Board may acquire property to alter the road being legalized.
- (6) The County governing body may proceed to determine compensation and acquire any encroaching structure or land by any method under ORS 368.096.

| SECTION 04.07.0530

REMONSTRANCE

- (1) Any person owning or residing on lands directly affected by a legalization may file a remonstrance against the proposed legalization.
- (2) A remonstrance must be filed with the Board of Commissioners in writing before the close of the legalization hearing. Failure to file a remonstrance before the conclusion of the hearing is a waiver of all rights thereto by all affected parties.
- (3) The remonstrance shall be considered by the Board in conjunction with ORS 368.216.

| SECTION 04.07.0640

LEGALIZATION AND VACATION

In the order issued pursuant to ORS 368.216 ordering the legalization of the road, the Board of Commissioners shall also order the vacation of any portion of the original right-

of-way not included in the legalized right-of-way. Ownership of the vacated right-of-way shall be determined by ORS 368.366.

BOC only: _____
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Coos Health & Wellness Transfer of Appropriation of 021 Funds Resolution # 24-02-030B

Department: Coos Health & Wellness

Requested Agenda Date: 3/6/2024

Contact Person: Mike Rowley

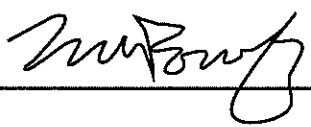
Phone/Ext.: 541-266-6700

Background and description of need or problem: Coos Health & Wellness is requesting the transfer of \$155,000.00 from contingency funds to 1300-Admin due to unrecognized expense with increased costs for 23-24 Fiscal year. Increasing 20-01 Supplies \$30,000.00, 23-08 Insurance \$5,000.00, 32-13 Vehicle Maintenance \$5,000.00, 35-06 Software License \$15,000.00, and 36-01 \$100,000

Funding Source: Operating Contingency 021-0000-699.99-96

Requested Action: Board to approve and sign resolution 24-02-030B to appropriate funds.

Date: 2/23/2024


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 Filing Coversheet attached?
- Do you want this returned to you for filing?

County Counsel _____

Treasurer 

Human Resources _____

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

4 In the Matter of a Transfer of Expenditure)
5 Appropriations in the Amount of \$155,000) RESOLUTION
6 Within the Health & Wellness Fund) 24-02-036B

7 NOW BEFORE THE BOARD OF COMMISSIONERS sitting for the transaction of
8 County business at a meeting on March 5, 2024, is the matter of a transfer of appropriations in
9 the amount of \$155,000,

10 WHEREAS, the reason, need and purpose of the request for transfer of expenditure
11 appropriations is for various unexpected increased costs of budgeted expenses.

12 WHEREAS, a transfer of expenditure appropriations would be allowable according to
13 O.R.S. 294.463 as expenditures were not anticipated during the preparation of the current
14 fiscal year's budget;

15 NOW, THEREFORE, BE IT RESOLVED that the transfer of appropriations be approved
16 and be transferred between the categories and amount as shown below:

17 021 HEALTH & WELLNESS FUND

18 From:

19 9900 Miscellaneous Department
20 Transfers & Other
21 699.99-96 Operating Contingency \$ 155,000

22 To:

23 1300 Local Admin Division
24 Materials & Services
25 441.20-01 Supplies 30,000
26 441.23-08 Insurance Premiums 5,000
27 441.32-13 Vehicle Expense 5,000
28 441.35-06 Software License/Maintenance 15,000
441.36-01 Contracted Service 100,000
\$ 155,000

BOC only: Consent Agenda _____
Regular Agenda _____

**AGENDA ITEM COVERSHEET
REQUEST TO START NEW HIRE ABOVE STEP 2**

Department: Coos Health & Wellness **Requested Agenda Date:** 3/5/2024
Contact Person: Mike Rowley **Phone/Ext.:** 541-266-6700
Name of New Hire: Jenny Lascheck **Hire Date:** 4/1/2024
Proposed Paygrade: 823 \$7,608 **Proposed Step:** 3

Please explain in detail reason to hire above Step 2:

Jenny has been working in the MH field for 16 years and has been a Licensed therapist for 6 years. All recent comparable hires have had less than 1 year of licensure or were still not independently licensed by the State Licensing Board. Jenny has extensive experience working with both youth and crisis interventions- this is a rare combination and very helpful to this role.

Jenny lives on the South Coast and has an excellent understanding of local resources and systems of care. Jenny previously worked for CHW from 2018-20 and knows CHW and County policy, Electronic Health Record system and will be able to get up to speed quickly in this role. Jenny has significant specialized training in youth and trauma treatment including CBT, DBT, CPS, PCIT, and EMDR.

Clinical Management roles have been extremely difficult to fill and we are fortunate to have such a highly experienced and quality applicant.

Funding Source: 021-1302-444.10-01

Requested Action: Request Board approve hiring of Jenny Lascheck (Pugh) as Mental Health Specialist III Program Manager at step 3 of paygrade 823, effective April 1, 2024.

The Board of Commissioners will make a determination based on the following bona-fide factors:

- Education (substantive knowledge acquired through relevant coursework, as well as any completed certificated or degree)
- Training (on the job training acquired in current or past positions or through formal training program);
- Experience (must be relevant experience)
- Travel (if travel is necessary and regular for the employee)
- Workplace location (if different from regular workplace location)
- Any combination of the above

Date:

Signature of Dept. Head: _____

Mike Rowley

Digitally signed by Mike Rowley
DN: cn=Mike Rowley, o=Coos Health & Wellness, ou,
email=mike.rowley@chw.coos.or.us, c=US
Date: 2024.02.27 09:11:17 -0800

4B

BOC only:

Consent Agenda _____

Regular Agenda _____

County Counsel CT _____

Treasurer MS _____

Human Resources CV _____

BOC only:	
Consent Agenda	_____
Regular Agenda	_____

AGENDA ITEM COVERSHEET

Agenda Item Title: Land Lease Contract Amendment

Department: Land Agent

Requested Agenda Date: 3/5/2024

Contact Person: Cole Waddington

Phone/Ext.: 7752

Background and description of need or problem: Attached is a contract amendment for a 5year land lease on Tax account #99919255 with lessee Darren Waldien.

Funding Source: N/A

Requested Action: Request that the Board approve and sign the attached land lease contract amendment.

Date: 2/26/2024

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.

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- Is the contract or grant an original?
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- Is the Clerk's Filing Coversheet attached?
- Do you want this returned to you for filing?

County Counsel CT _____

Treasurer _____

Human Resources _____

CONTRACT / GRANT SUMMARY FORM

Clerk's CJ No.: _____ (complete after filing) Contract/Agreement/Grant No.: _____ (if applicable)

Name/Agency Name and Address: Darren Waldien, 55607 Finley Loop, Coquille, Or 97423

Contact Person: Darren Waldien Phone No: 541-290-8884 Email: _____

Amount of Contract/Grant Award: \$ 13,272.84

Payment Terms: Yearly (state lump sum or amount and time of payments)

Effective Date: 12-31-2024 Start Date: _____ (if different from effective date, i.e. retroactive / prospective date)

End Date: 12/31/2028 (if known)

County Department and Employee Responsible for Performance: Land Agent, Cole Waddington

Description: 5year Land Lease Contract for lease of property account #99919255.

Staff Requirements: New Existing Subcontract

Will unemployment cost be incurred? Yes No

FINANCIAL INFORMATION (Fill out this section only if the County is receiving funds)

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 its own summary form.

- New Renewal Modification
- Previous Amount: \$ Original Amount: \$
- Previous Date: Original Date:

PUBLIC CONTRACTING INFORMATION (Fill out this section only if the County is spending funds)

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 \$10,000
- 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 \$5,000
- Under \$50,000 for Quotes
- Between \$50,000 and \$100,000 for Quotes and Prevailing Wage Requirements

- 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

Date Approved by BOC: _____ Reviewed by Counsel: CT

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Acceptance of 2024 OPRD Equipment Grant

Department: Sheriff's Office

Requested Agenda Date: 03/05/2024

Contact Person: Cpt Sanborn. / Sgt. Smith

Phone/Ext.: 541-396-7874

Background and description of need or problem:

The Coos County Sheriff's Office has been awarded a 2024 Oregon Parks and Recreation Equipment Grant in the amount of \$24,228.80. The funds will be used by the Dunes division to purchase two ATVs, upfitting of Sheriff's Office markings, lights and sirens and trailers to transport the ATVs. These ATVs will be used for off road patrol in the ODNRA and other riding areas in Coos County. The ATVs will also be used by Deputies instructing youth ATV safety classes held at Riley Ranch.

Funding Source:

Requested Action: Approve and authorize chair to sign the 2024 OPRD Grant Agreement in the amount of \$24,228.80

Date: 02/22/2024


Signature of Sheriff:  _____

For all 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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- 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 _____

CONTRACT / GRANT SUMMARY FORM

Clerk's CJ No.: _____ (complete after filing) Contract/Agreement/Grant No.: ATV 24-06(if applicable)

Name/Agency Name and Address: Oregon Parks and Recreation Department, 725 Summer St NE Ste C, Salem, OR 97301

Contact Person: Mike Law Phone No: 541-991-1989 Email: mike.law@opr.d.oregon.gov

Amount of Contract/Grant Award: \$ 24,228.80

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

Effective Date: upon execution Start Date: _____ (if different from effective date, i.e. retroactive / prospective date)

End Date: 6/30/2025 (if known)

County Department and Employee Responsible for Performance: Matt Smith, Dunes Division

Description: 80% reimbursement of the purchase of a 2 ATVs and a trailer

Staff Requirements: New Existing Subcontract

Will unemployment cost be incurred? Yes No

FINANCIAL INFORMATION (Fill out this section only if the County is receiving funds)

STATE %	OTHER %	FEDERAL % (CFDA # Required)	Catalog of Federal Domestic Asst. *(CFDA) Number
100%			

*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 its own summary form.

New

Renewal

Modification

Previous Amount: \$

Original Amount: \$

Previous Date:

Original Date:

PUBLIC CONTRACTING INFORMATION (Fill out this section only if the County is spending funds)

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 \$10,000
- 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 \$5,000
- Under \$50,000 for Quotes
- Between \$50,000 and \$100,000 for Quotes and Prevailing Wage Requirements

- 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

Date Approved by BOC: _____	Reviewed by Counsel: _____
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BOC only
Consent Agenda
Regular Agenda

AGENDA ITEM COVERSHEET

Agenda Item Title: Request Spending Authority to purchase Dunes Patrol ATV's

Department: Coos County Sheriff's Office **Requested Agenda Date:** 03/05/2024

Contact Person: Cpt. Sanborn / Sgt. Smith **Phone/Ext.:** 541-396-7874

Background and description of need or problem: During the 2023 and 2024 budget process the Coos County Sheriff's Office was budgeted for two Dunes Patrol ATVs to be purchased through OPRD grant funding with a 20% match from the county. This budget was accepted and ratified by the Board of Commissioners. This OPRD grant has been approved and the Coos County Sheriff's Office is requesting spending authority to purchase two ATVs including upfitting (Sheriff's Office markings, emergency lights and sirens). We received quotes from three authorized Can Am Dealers in Oregon for the purchase of the ATVs. The attached quote from 101 Powersports in Coos Bay was the best option based on price and locality. This will come from line item 421.60-01 of the 2023/2024 Dunes budget, not to exceed amount of \$25,000.

Funding Source: General Fund with 80% reimbursement from OPRD Grant Funds


Requested Action: Board to approve the purchase of two ATVs and upfitting in an amount not to exceed \$25,000.

Date: 02/22/2024 **Signature of Sheriff:** 

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 _____

4E

Invoice # 10529		<h1>Highway 101 Motorsports</h1>			536 S. 2nd St. COOS BAY, OR 97420 (541) 266-0385		
DL#							
DL#		BUYERS Coos County Sheriffs Office			PHONE NUMBER(S) C-(541) 294-5306		DATE SOLD 02-23-2024
ADDRESS 250 N Baxter		CITY COQUILLE		COUNTY COOS		STATE OR	ZIP 97423
SALESPERSON Nick Freed		DELIVERY DATE 02-23-2024		HULL MATERIAL		DELIVERY INSTRUCTIONS	
UNIT #1: MAKE Bombardier (brp)	YEAR 2024	SIZE	MODEL OUTLANDER PRO XU HD7	COLOR	ODOMETER 0	VIN	NEW USED <input checked="" type="checkbox"/> 9,702.00
UNIT #2: MAKE Bombardier (brp)	YEAR 2024	SIZE	MODEL OUTLANDER PRO XU HD7	COLOR	ODOMETER 0	VIN	NEW USED <input checked="" type="checkbox"/> 9,702.00
UNIT #3: MAKE	YEAR	SIZE	MODEL	COLOR	ODOMETER	VIN	NEW USED
UNIT #4: MAKE	YEAR	SIZE	MODEL	COLOR	ODOMETER	VIN	NEW USED
OPTIONAL EQUIPMENT AND ACCESSORIES					TOTAL PURCHASE		
SUPPORT SMARTPHONE KIT					399.98	Cash Price of ALL Units 19,404.00	
BOX STORAGE REAR KIT LINQ					1,279.98		
TRIM FENDER B-160 KIT					259.98	Optional Equipment and Accessories 3,845.84	
DEFLECTOR AIR HANDLEBAR B-160 KIT					279.98	Freight N/A	
Kit Winch Can-Am HD 3500Synth					999.98	Extended Service Policy N/A	
CHARGER OPTIMATE 1 DUO					89.98	Setup N/A	
REARVIEW MIRROR KIT ATV					107.98	GAP Coverage N/A	
FRONT BUMPER KIT					299.98	Theft Coverage N/A	
						DOC/Admin Fees N/A	
						Sales Tax N/A	
						Sub-Total 23,249.84	
						Cash Down N/A	
						Trade Allowance N/A	
						Less Total Down Payment N/A	
						Net Sale 23,249.84	
						Trade Payoff N/A	
Accessories Discount					352.00	N/A	
						License/Registration/Title Fees N/A	
Unlisted Accessories					N/A	Total Other Fees N/A	
Labor / Installation					480.00	Unpaid Balance 23,249.84	
OPTIONAL EQUIPMENT CARRIED FORWARD					3,845.84	NOTE: WARRANTY AND EXCLUSIONS AND LIMITATIONS OF DAMAGES ON THE NEXT 2 PAGES.	
Lienholder:							
DESCRIPTION OF TRADE-IN							
MAKE	YEAR	SIZE	MODEL / VEHICLE TYPE				
SERIAL NO.							
MAKE	YEAR	SIZE	MODEL / VEHICLE TYPE				
SERIAL NO.							
MAKE	YEAR	SIZE	MODEL / VEHICLE TYPE				
SERIAL NO.							
AMOUNT OWING	TO WHOM OWED						
N/A							
TOTAL TRADE-IN ALLOWANCE					N/A		
DEBT BUYER OWES ON TRADE-IN TO BE PAID BY:					DEALER BUYER		
NOT VALID UNLESS SIGNED AND ACCEPTED BY AN OFFICER OF THE COMPANY							
BY:					BUYER(S) HEREBY ACKNOWLEDGE RECEIPT OF A COPY OF THIS ORDER AND THAT BUYER(S) HAVE READ THE FOLLOWING 2 PAGES OF THIS AGREEMENT.		
APPROVED, SUBJECT TO ACCEPTANCE OF FINANCING BY BANK OR FINANCE CO.					BUYER(S) ALSO AGREE THAT THE BALANCE WILL BE PAID BY CASH, BANK DRAFT, CERTIFIED CHECK, OR BY THE EXECUTION OF A RETAIL INSTALLMENT CONTRACT, OR A SECURITY AGREEMENT AND ITS ACCEPTANCE BY A FINANCING AGENCY.		
READ ALL PAGES OF THIS AGREEMENT BEFORE SIGNING THIS DOCUMENT					Buyer Sign <input checked="" type="checkbox"/>		
					Co-Buyer Sign <input checked="" type="checkbox"/>		

BOC only
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Additional appropriations for donations from Pacific Cove Humane Society. This donation is for spay and neuters at the Coos County Animal Shelter.

Department: Animal Shelter

Requested Agenda Date: 03-05-2024

Contact Person: Captain J. Patterson

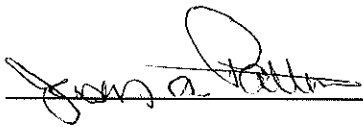
Phone/Ext.: 7820

Background and description of need or problem: Pacific Cove Humane Society has donated \$15,000.00 dollars for the purpose of spay and neuters at the Coos County Animal Shelter. Request the money be placed in spay and neuter program 002-2600-429-33-29.

Funding Source: Pacific Cove Humane Society

Requested Action: Approve and sign resolution #24-02-035B

Date: 02-12-2024

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 Filing Coversheet attached?
- Do you want this returned to you for filing?

County Counsel _____

Treasurer  _____

Human Resources _____



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

4 In the Matter of Making an Additional) RESOLUTION
5 Appropriation in the Amount of \$15,000) 24-02-035B
6 Within the Animal Control Fund)

7 THIS MATTER HAVING COME BEFORE the Board of Commissioners at a meeting
8 held March 5, 2024, and whereas the Animal Control Fund has received a donation from the
9 Pacific Cove Humane Society in the amount of Fifteen Thousand Dollars (\$15,000); and

10 WHEREAS, the above stated amount to be used for spay and neuter costs which was
11 not anticipated and were not included in the budget; and

12 WHEREAS, the above stated amount should be appropriated according to O.R.S.
13 294.338(2);

14 NOW, THEREFORE, BE IT RESOLVED that an additional amount of Fifteen Thousand
15 Dollars (\$15,000) be appropriated as follows:

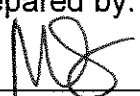
16 002 ANIMAL CONTROL FUND

17 Resources	
18 367.00-00 Donations	\$15,000
19 Expenditures	
20 2600 Animal Control Department	
21 Materials & Services	
22 429.33-29 Spay/Neuter Program	\$15,000

23 DATED THIS _____ day of March 2024.

24 BOARD OF COMMISSIONERS

25 _____
26 Commissioner Commissioner Commissioner

27 Prepared by:
28 
Budget Office

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Promotion of Jessica Sewell from Building Inspector I to Building Inspector II

Department: Community Development (Building) **Requested Agenda Date:** 3/5/2024

Contact Person: Jill Rolfe **Phone/Ext.:** 541-396-7770

Background and description of need or problem: Jessica Sewell has been employed as a Building Inspector I since March 1, 2023 and has now obtained her Commercial Building Inspector certification that qualifies her to be promoted to Building Inspector II. Request Board approval to promote Jessica Sewell from Building Inspector I to II effective March 1, 2024, and Board to approve and sign Resolution 24-02-019P.

Funding Source: Building Department

Requested Action: Promote Jessica Sewell from Building Inspector I to II effective March 1, 2024, and approve and sign Resolution 24-02-019P.

Date: February 23, 2024 Signature of Dept. Head: Jill Rolfe

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?
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- Is the Contract signed first by the vendor (except state/federal grants or contracts)?
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- Do you want this returned to you for filing?

County Counsel CT

Treasurer MS

Human Resources CM

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BOARD OF COMMISSIONERS
COUNTY OF COOS/STATE OF OREGON

In the Matter of a Promotion to) RESOLUTION
Building Inspector II for Jessica) 24-02-019 P
Sewell Effective March 1, 2024)

THIS MATTER HAVING COME BEFORE the Board of Commissioners at a regular meeting held March 5, 2024; and

WHEREAS, Jessica Sewell is currently classified as a Building Inspector I, with a salary in effect under Line Item 006-1501-419.10-01 Pay Grade 441, Step 1 with a salary of four thousand six hundred thirty-four dollars (\$4,634) a month, and has successfully passed probation; and

WHEREAS The Board of Commissioners having made a determination on this day, that a promotion to Building Inspector II is appropriate based on Jessica Sewell obtaining both her Commercial Building Inspector certification and her Building Inspector certification from the International Code Council for building and commercial building inspectors;

THEREFORE, BE IT RESOLVED promoting Jessica Sewell to the Building Inspector II position, with a salary adjustment as follows, effective March 1, 2024:

<u>EMPLOYEE</u>	<u>CLASSIFICATION</u>	<u>GRADE</u>	<u>RGE.</u>	<u>STEP</u>	<u>AMOUNT</u>
<u>COMMUNITY DEVELOPMENT - BUILDING CODES - 006-1501-419.10-01</u>					
Sewell, Jessica	Building Inspector II	442	--	1	\$6,463

BE IT FURTHER RESOLVED that the above employee's anniversary date shall remain March 1 each year.

DATED THIS _____ day of _____, 2024.

BOARD OF COMMISSIONERS

Commissioner Commissioner Commissioner

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: State Courts Contract for Mediation Services – Mark Kramer

Department: State Courts / Counsel

Requested Agenda Date: 3/5/24

Contact Person: Colton Totland

Phone/Ext.: 7693

Background and description of need or problem: State Courts Contract with Mark Kramer to provide Court Connected Domestic Mediation Services.

Funding Source: n/a

Requested Action: Board to approve and sign contract.

Date: 1/8/2024

Signature of Dept. Head: Colton Totland

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:

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- Do you want this returned to you for filing?

County Counsel CT

Treasurer MS

Human Resources _____

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CONTRACT / GRANT SUMMARY FORM

Clerk's CJ No.: _____ (complete after filing) Contract/Agreement/Grant No.: _____ (if applicable)

Name/Agency Name and Address: Mark Kramer, Mediate to Success, 520 SW 6th Ave #1010 Portland, OR

Contact Person: Mark Kramer Phone No: 503-543-2733 Email: mark@mediatetosuccess.com

Amount of Contract/Grant Award: \$ Depends on # of Cases Mediated; Family Mediation Fund/State

Payment Terms: Monthly Invoices (state lump sum or amount and time of payments)

Effective Date: Upon Execution Start Date: _____ (if different from effective date, i.e. retroactive / prospective date)

End Date: One Year; Evaluation, may renew for add'l 2 years (if known)

County Department and Employee Responsible for Performance: State Courts/Acting Trial Court Administrator Thomas Lankford and Presiding Judge Stone

Description: Court Connected Domestic Mediation Services

Staff Requirements: New Existing Subcontract

Will unemployment cost be incurred? Yes No

FINANCIAL INFORMATION (Fill out this section only if the County is receiving funds)

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 its own summary form.

New

Renewal

Modification

Previous Amount: \$

Original Amount: \$

Previous Date:

Original Date:

PUBLIC CONTRACTING INFORMATION (Fill out this section only if the County is spending funds)

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 \$10,000
- 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 \$5,000
- Under \$50,000 for Quotes
- Between \$50,000 and \$100,000 for Quotes and Prevailing Wage Requirements

- 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

Date Approved by BOC: _____ Reviewed by Counsel: CT

BOC only:
Consent Agenda
Regular Agenda

AGENDA ITEM COVERSHEET

Agenda Item Title: Accept ATV Grant Agreement with Oregon Parks and Recreation Department for the Winchester Trails System.

Department: BOC/Forestry

Requested Agenda Date: 3/5/2024

Contact Person: John Sweet

Phone/Ext.: 7541

Background and description of need or problem: Coos County is the recipient of a grant from the Oregon Parks and Recreation Department for operations and maintenance of the Winchester ATV Trail System. The Grant agreement is for a maximum reimbursement of \$82,487.50 and expires June 30, 2025.

Funding Source: Grant Funds

Authorize Chair

Requested Action: Request that the Board accept and sign the attached ATV Grant Agreement, ATV 24-01.

Date: 2/28/2024

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?
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- Do you want this returned to you for filing?

County Counsel _____

Treasurer MS _____

Human Resources _____

CONTRACT / GRANT SUMMARY FORM

Clerk's CJ No.: _____ (complete after filing) Contract/Agreement/Grant No.: _____ (if applicable)

Name/Agency Name and Address: Oregon Parks and Recreation Dept., 725 Summer St. NE, Ste. C, Salem, OR 97301

Contact Person: Mike Law Phone No: 541-991-1989 Email: mike.law@opr.org

Amount of Contract/Grant Award: \$ 82,487.50

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

Effective Date: Upon execution Start Date: _____ (if different from effective date, i.e. retroactive / prospective date)

End Date: 6/30/2025 (if known)

County Department and Employee Responsible for Performance: _____

Description: Whinchester Trails System Grant Agreement with Oregon Parks and Recreation Department.

Staff Requirements: New Existing Subcontract

Will unemployment cost be incurred? Yes No

FINANCIAL INFORMATION (Fill out this section only if the County is receiving funds)

STATE %	OTHER %	FEDERAL % (CFDA # Required)	Catalog of Federal Domestic Asst. *(CFDA) Number
100%			

*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:

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- 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 its own summary form.

New

Renewal

Modification

Previous Amount: \$

Original Amount: \$

Previous Date:

Original Date:

PUBLIC CONTRACTING INFORMATION (Fill out this section only if the County is spending funds)

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 \$10,000
- Under \$50,000 for Quotes
- Under \$150,000 & Approval from Board for Quotes
- Sole Source
- Contract with Public Agency

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- Used Vehicles
- State Purchasing
- Other _____

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- Under \$5,000
- Under \$50,000 for Quotes
- Between \$50,000 and \$100,000 for Quotes and Prevailing Wage Requirements

- 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

Date Approved by BOC: _____ Reviewed by Counsel: _____

BOC only: _____
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Payment of Invoice for AOC Dues

Department: BOC

Requested Agenda Date: ^{3/5} ~~2/20/24~~

Contact Person: John Sweet

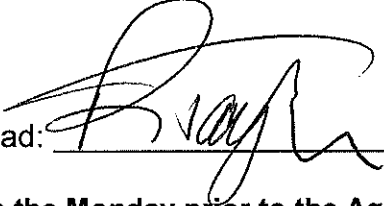
Phone/Ext.: 7541

Background and description of need or problem: Annual dues for Association of Oregon Counties (AOC) and Council of Forest Trust Land Counties (CFTLC) are now due.

Funding Source: 023-4001-465.30-13 Assoc. of OR Counties

Requested Action: Approval to pay AOC invoice DUES20024COO in the amount of \$35,079.71

Date: 2/1/24

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.

County Counsel CT

Treasurer MS

Human Resources _____



1212 Court St NE
Salem, OR 97301
503-585-8351
accounting@oregoncounties.org

BILL TO

Chair Rod Taylor
COOS COUNTY
Coos County
250 N. Baxter
Coquille, OR 97423

INVOICE # DUES2024COO

DATE 01/30/2024

DATE	DESCRIPTION	AMOUNT
01/30/2024	AOC 2024 General Fund Dues	33,863.97
01/30/2024	2024 CFTLC (Council of Forest Trust Land Counties) Dues	597.57
01/30/2024	2024 CFTLC (Council of Forest Trust Land Counties) Special Voluntary Assessment Dues	618.17

BALANCE DUE

\$35,079.71

Please direct inquiries to:
Fiscal Services
accounting@oregoncounties.org
503.585.8351

Remit Checks to:
Association of Oregon Counties
1212 Court Street NE
Salem, OR 97301

Wire/ACH:
Bank Name: Wells Fargo Bank
Account#: 88431689
Routing# (ABA #): 123006800