

**County Administration Workshop: August 16, 2017**

**1:30 p.m. – Board Conference Room**

Attending: Commissioners Simon G. Hare, Lily N. Morgan, and Daniel E. DeYoung; Wendy Watkins, Recorder

Chair Simon G. Hare called the meeting to order at 1:30 p.m.

**1. PROPERTY MANAGEMENT**

**A. Amendment #3 to Lease Agreement with IV Soil and Water Conservation District**

Michael Watson, Real Property Specialist, provided IV Soil and Water Conservation District currently leases space at the county building in Cave Junction and this amendment will extend the terms of their lease through August 31, 2018. *Staff was directed to place the item on the Consent Calendar on next week's Weekly Business Agenda.*

**B. Amendment #2 to Lease Agreement with Illinois Valley Baptist Church for Lease of County Property**

Mr. Watson mentioned Illinois Valley Baptist Church (IVBC) currently leases space at the county building in Cave Junction and this amendment will extend the terms of their lease through August 31, 2018. *Staff was directed to place the item on the Consent Calendar on next week's Weekly Business Agenda.*

**2. PUBLIC WORKS**

**A. Order No. 2017-039; In the Matter of Installing a Stop Sign on Adam's Way**

Rob Brandes, Public Works Director, discussed on December 13, 2016, the Planning Commission approved the High Ridge Terrace, Phase 3 Subdivision with conditions. This order is the authorization order for stop sign placement within the Subdivision on Adam's Way at South Vannoy Creek Road. *Staff was directed to place the item on the Consent Calendar on next week's Weekly Business Agenda.*

**B. Order No. 2017-040; In the Matter of the Regulation of Motor Vehicle Parking on a Portion of Leonard Road**

Mr. Brandes discussed a new crosswalk that will be placed across Leonard Road for pedestrian access to Redwood Elementary School. This crosswalk placement necessitates parking prohibition on the south side of Leonard Road at 3163 Leonard Road between the entrance to the school and the entrance to the Fire Station adjacent to, and east of, the school. *Staff was directed to place the item on the Consent Calendar on next week's Weekly Business Agenda.*

**3. COMMUNITY DEVELOPMENT**

**A. Findings of Facts and Decision In the Matter of an Appeal of the Community Development Director's Decision on the Brothers Partition. Appellants: Douglas and Geradine Brothers; Owners: Douglas and Geradine Brothers; Location: 5001 Takilma Road; Legal: 40-08-11.00, TL 202**

Julie Schmelzer, Community Development Director, discussed the Findings of Fact for a two-parcel partition in Rural Residential 5 (RR5) zone and the appellants seek to remove the requirement for a shared driveway. The Land Use Hearing was held on March 16, 2017 and Commissioner Morgan was not in attendance and said she will abstain from the vote. *Staff was directed to place the item under Administrative Actions on next week's Weekly Business Agenda.*

**B. Forest Dwelling Refund Request for Charles and Teresa Carter**

Ms. Schmelzer mentioned Teresa Carter started a VA loan process to purchase property at 1577 Savage Creek and was advised to get a Home Site Approval process started from the Planning Department and paid \$2,500. Ms. Schmelzer noted Ms. Carter was not able to get the VA loan approved and has asked for a \$2,500 refund. The Board agreed to give Ms. Schmelzer authority to refund the money.

**4. JUVENILE JUSTICE**

**A. Grant Agreement Number 154963 between State of Oregon Public Health Division Health Promotion & Chronic Disease Prevention Section and Josephine County (Juvenile Justice Substance Abuse Prevention)**

Shawn Martinez, Juvenile Justice Prevention Coordinator, provided this is a new grant agreement in the amount of \$301,545 is for financing juvenile substance abuse prevention. *Staff was directed to place the item under Administrative Actions on next week's Weekly Business Session Agenda.*

**5. HUMAN RESOURCES****A. Request for Job Addition in Community Corrections and Sheriff Department**

JJ Scofield, Human Resources Director, mentioned this Sheriff's Office would like to add an Administrative Assistant position in his office under the Civil Division. Community Corrections would like to add four new positions: Alcohol/Drug Counselor, Community Corrections Case Specialist and two Parole/Probation Officers. *Staff was directed to place the item on the Consent Calendar on next week's Weekly Business Session Agenda.*

**6. AIRPORTS****A. Contract between Josephine County Airports and Copeland Paving Inc., for Airfield Lighting, Electrical Improvements and Apron Paving Reconstruction – Phase II Construction**

Larry Graves, Airport Manager, explained this grant offer for the Airport Improvement Program (AIP) at the Illinois Valley Airport project will be funded by FAA Grant 3-41-0011-008-2017 for \$1,904,654 along with a COAR Grant for matching funds in the amount of \$111,390. This grant offer is for Airport Improvement Program (AIP) at the Illinois Valley Airport

**B. Task Order No. 3 between Josephine County Airports and Precision Approach Engineering for Airfield Lighting, Electrical Improvements and Apron Paving Reconstruction – Phase II Services During Construction**

Mr. Graves discussed this Task Order No. 3 pertains to the AIP for Precision Approach Engineering, Inc. to be the consultant on the project.

**C. Contract between Josephine County Airports and the FAA for AIP Grant 3-41-0011-008-2017 Airfield Lighting, Electrical Improvements and Apron Paving Reconstruction – Phase II Construction**

Mr. Graves provided this contract is with Copeland Paving, Inc. who was the lowest bidder for the job.

Commissioner Morgan made a motion to approve agenda items 6 (A), (B), and (C) to be ratified at next week's Weekly Business Session and gives authorization to the Chair to sign the documents, seconded by Commissioner DeYoung. Upon roll call vote, motion passed 3-0; Commissioner DeYoung – yes, Commissioner Morgan – yes and Commissioner Hare – yes.

**7. OTHER BUSINESS** (ORS 192.640(1) “. . . notice shall include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of a governing body to consider additional subjects.”)

None reported.

**8. BOARD BUSINESS****A. Matters from Commissioners**

None heard.

Meeting adjourned at 3:00 p.m.