

County Administration Workshop: November 26, 2019

2:00 p.m. – Board Conference Room

Attending: Commissioners Lily N. Morgan and Daniel E. DeYoung; (Darin J. Fowler was unavailable); Wendy Watkins, Recorder

Chair Lily N. Morgan called the meeting to order at 2:00 p.m.

1. DEPARTMENT BUSINESS

A. Emergency Management

1) Position Requisition for a Fulltime Outreach & Education Coordinator

Sara Rubrecht, Emergency Service Director, said she would like to increase Rikki Perrin's hours from part-time to fulltime. There have been requests for presentations educating people on personal preparedness that she cannot keep up with only working 20 hours a week. The program has been overwhelming in the public and Ms. Rubrecht is requesting \$51,047 out of the General Fund budget to make her a fulltime employee, with a pay increase and benefits. Commissioner DeYoung made a motion to approve the Position Requisition for a Fulltime Outreach & Education Coordinator, seconded by Commissioner Morgan. Upon roll call vote, motion passed 2-0; Commissioner DeYoung – yes and Commissioner Morgan – yes.

B. Public Works

1) Authorization for Rob Brandes, Public Works Director, to sign Agreement for OBEC Consulting Engineers, Inc. Merger with DOWL, LLC

Commissioner DeYoung made a motion to approve the Authorization for Rob Brandes, Public Works Director, to sign the Agreement for OBEC Consulting Engineers, Inc. Merger with DOWL, LLC, seconded by Commissioner Morgan. Upon roll call vote, motion passed 2-0; Commissioner DeYoung – yes and Commissioner Morgan – yes.

C. Facility Services

1) Facilities Space Plan Update

Commissioner DeYoung made a motion to approve the Facilities Space Plan, not to exceed \$12,000 with the money to come out of the Property Reserve Fund, seconded by Commissioner Morgan. Upon roll call vote, motion passed 2-0; Commissioner DeYoung – yes and Commissioner Morgan – yes.

2. FINANCE REPORT and BUSINESS UPDATE

Arthur O'Hare, Finance Director, discussed the RVCOG annual dues are \$7,212 and the Board agreed to pay the dues. Mr. O'Hare mentioned the Food & Friends grand opening will be on December 2, 2019 from 1:00 to 4:00 p.m. The Board would like to attend.

3. 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 heard.

4. BOARD BUSINESS

A. Chamber of Commerce Annual Awards Banquet – Friday, January 24, 2020

The Board agreed to table this item until next week when Commissioner Fowler will be available.

5. LEGAL COUNSEL UPDATE

A. For WBS: Order No. 2019-070; In the Matter of Confirming the Sheriff's Property Sale of November 13, 2019; Accepting the Sheriff's Return of Sale; Accepting the Sheriff's Certificates of Sale; Authorizing Distribution of Proceeds of Sale; Execution of Quitclaim Deeds; and Execution of Land Sale Contracts

Wally Hicks, County Legal Counsel, mentioned this is the standard method of seeing the sale through after the auction. *Staff was directed to place the item under Administrative Actions on next week's Weekly Business Session Agenda.*

B. For WBS: Order No. 2019-071; In the Matter of the Sale of County Land Remaining Unsold Following Sheriff's Auction of October 24, 2018

Helene Lulich, Real Property Manager, explained this is the Ridgecrest property that was removed from the auction and since it did not go to the auction, it has its own order. All money was received on time and wired to the correct account. *Staff was directed to place the item under Administrative Actions on next week's Weekly Business Session Agenda.*

C. For WBS: Order No. 2019-072; In the Matter of Authorization of the Sale of County Real Property Not in Use for County Purposes

Ms. Lulich mentioned the County acquired property at 1899 and 1901 Hamilton Lane for road purposes; however, the properties are no longer needed for that purpose. The County has authority to sell the properties without going to auction. *Staff was directed to place the item under Administrative Actions on next week's Weekly Business Session Agenda.*

D. For WBS: State of Oregon Intergovernmental Lease Amendment with State of Oregon, Water Resources Department, for lease of office space at 700 NW Dimmick Street

Mr. Hicks explained the Water Resources Department has been renting office space in Planning since 2011 and this is a continuation of that lease. *Staff was directed to place the item on the Consent Calendar on next week's Weekly Business Session Agenda.*

E. For WBS: Order No. 2019-069; In the Matter of Declaring Results of Election on Forming a Rural Fire Protection District Organized Under ORS Chapter 478 to be known as the Grants Pass Fire Rescue District; Dismissing the Order for Formation of District

Mr. Hicks explained the Board is required to declare the results of the election by Board Order dismissing the fire district based on the voters. *Staff was directed to place the item on the Consent Calendar on next week's Weekly Business Session Agenda.*

Chair Lily N. Morgan called for Executive Session at 2:29 p.m. Minutes filed separately.

Additional Attendees: Rob Brandes, Public Works Director; Helene Lulich, Real Property Manager; Kate Lasky, Library Director

6. EXECUTIVE SESSION

- a) **Lease of County Property at 200 NW "C" Street with Josephine Community Library District - ORS 192.660(2)(e)**
- b) **County property remaining unsold following Sheriff's Auction (Rough & Ready Flat) - ORS 192.660(2)(e)**
- c) **Lease of County Property at Josephine County Fairgrounds with TMB Racing, LLC - ORS 192.660(2)(e)**
- d) **Report and Recommendation re: Offer to Purchase County Property; potential sale pursuant to ORS 275.225 - ORS 192.660(2)(e)**

Executive Session Adjourned at 3:32 p.m.

The Board reported the following:

Agenda Item #6(a): Commissioner DeYoung made a motion to approve Lease of County Property at 200 NW "C" Street with Josephine Community Library District, seconded by Commissioner Morgan. Upon roll call vote, motion passed 2-0; Commissioner DeYoung – yes and Commissioner Morgan – yes.

Agenda Item #6(b): Commissioner DeYoung made a motion to approve authorizing staff to move forward with county sale opportunities and advertising, seconded by Commissioner Morgan. Upon roll call vote, motion passed 2-0; Commissioner DeYoung – yes and Commissioner Morgan – yes.

Agenda Item #6(c): The Board is requesting clarification on the lease and will bring this back next week when Tamra Martin, Fairgrounds Director, can attend.

Agenda Item #6(d): Commissioner DeYoung made a motion to approve the Offer to Purchase County Property on NW Lawnridge for \$5,600, seconded by Commissioner Morgan. Upon roll call vote, motion passed 2-0; Commissioner DeYoung – yes and Commissioner Morgan – yes.

LEGAL COUNSEL UPDATE CONT'D

7. Lease of County Property at 200 NW "C" Street with Josephine Community Library District

The Board agreed to the sublease with the Library District.

Meeting adjourned at 3:35 p.m.