

County Administration Workshop: May 19, 2016

9:00 a.m. – Board Conference Room

Attending: Commissioners Cheryl Walker, Keith Heck, and Simon G. Hare; Terri Wharton, Recorder

Chair Cheryl Walker called the meeting to order at 9:00 a.m.

1. SHERIFF'S OFFICE

A. Second Amendment to the Contract for Professional Services between Conmed and Josephine County (Daniel)

Dave Daniel, Sheriff, explained Conmed is the health care provider within the Jail and this Amendment includes another staff person. *Staff was directed to place the item under Administrative Actions on next week's Weekly Business Session Agenda.*

2. LEGAL COUNSEL

A. Republic Services request for Residential Curbside Recycling Program

Wally Hicks, County Legal Counsel, explained that Southern Oregon Sanitation had their Curbside Recycle Program approved by the Board to go into effect July 1, 2016 and now Republic Services would like to set up a comparable program. *Staff was directed to move forward with the paperwork and place the item under Administrative Actions on a Weekly Business Session Agenda.* The Board asked Don Moss, Republic Services Division Manager, to give a PowerPoint presentation at the same Weekly Business Session.

B. Order No. 2016-____; In the Matter of the Sale of County Land Remaining Unsold Following Sheriff's Auction of June 15, 2000; and Quitclaim Deed to Buyer

Wally Hicks advised this item was removed from the Agenda.

C. Sheriff's Sale of County Real Properties – Bidding Rules

Wally Hicks discussed whether County employees could bid on properties in the upcoming Sheriff's Sale. He explained that certain employees are statutorily excluded from bidding depending on their level of involvement with the sale. Wally recommended an employee that is interested in bidding on a property must contact Mike Watson, Real Property Specialist, 48 hours in advance to determine if they are eligible to bid. The Board agreed to include this in the auction rules and directed Legal Counsel to send out a countywide e-mail informing employees of the bidding rules.

3. DEPARTMENT REPORTS & BUSINESS UPDATES

A. Assessor's Office

1) Resolution No. 2016-xxx; In the Matter of Amending the Assessment and Taxation Grant (Parton)

Chris Parton, Chief Deputy Assessor, explained the Department of Revenue reorganized this year and has new ways of doing things and based on those changes the CAFFA Grant will be \$10,000 less than expected. He said the rules require the Grant to be amended before June 1, 2016. *Staff was directed to place the item on the Consent Calendar on next week's Weekly Business Session Agenda.*

B. Public Health

1) Amendment No. 3 to Lease Agreement for Office Space between Public Health and Health Care Coalition of Southern Oregon (HCCSO) (Robinson)

Diane Hoover, Public Health Director, explained this is the third amendment to the Lease Agreement for space to house two people from the Health Care Coalition of Southern Oregon. *Staff was directed to place the item on the Consent Calendar on next week's Weekly Business Session Agenda.*

C. Forestry

- 1) **Timber Sale Contract with Murphy Company: Hayes Hill 2016T-1 (Streeter)**
- 2) **Timber Sale Contract with Murphy Company: Mungers Flat 2016T-2 (Streeter)**
- 3) **Timber Sale Contract with Murphy Company: Upper Hog Creek 2016T-4 (Streeter)**
- 4) **Timber Sale Contract with Murphy Company: Wolf Creek Park 2016T-5 (Streeter)**
- 5) **Timber Sale Contract with Murphy Company: Waterbrook 2016T-6 (Streeter)**
- 6) **Timber Sale Contract with Murphy Company: Colby Gulch 2016T-8 (Streeter)**

David Streeter, Forestry Program Manager, reported these are six of the timber sales from the April 15, 2016 auction and prices came in as expected. The average price was \$280 per 1000 bf. David explained the usual payment method is 25% the first year, 25% the second year, and 50% the third year but because there were no timber sales last year he requested a 50/25/25% for this sale; next year it will return to the 25/25/50%. *Staff was directed to place the item under Administrative Actions on next week's Weekly Business Session Agenda.*

D. Department Updates

1) Parks

Sarah Wright, Parks Program Manager, gave the following update the Board on department activities:

- George Armstrong resigned as Senior Park Ranger and Josh Sabota, Park Ranger was promoted to the position. May need additional summer help.
- Budget is operating in the black. Starting to reinvest in the Parks, and annual park sale passes are up.
- Lake Selmac grant is moving forward and Four Way Foundation looks optimistic. Will be presenting Grant for Whitehorse Park to the State the first week in June. Rogue River Cleanup pulled out 130 tires, ten yards of trash and two yards of metal.
- Working with Commissioner Hare regarding designation of "park zones". Citations are changing to Notice of Violation explaining citation to follow which saves the Rangers time in writing the citations.
- Galice restrooms moving forward in two – three months. Waiting on BLM to do site visit in early June. Commissioner Walker said she would contact Allen Bollschweiler, BLM Field Manager.

4. FINANCE REPORT & BUSINESS UPDATE

Arthur O'Hare, Finance Director, mentioned the 2016-17 Budget was approved by the Budget Committee on May 17, 2016 and will be placed on the May 25, 2016 Weekly Business Session agenda for a public hearing and adoption. If the Board chooses to defer approval following the public hearing, adoption can be rescheduled for June 1, 2016.

Arthur O'Hare reported he would bring the budget adjustments for 2015-2016 to the May 26, 2016 Administrative Workshop which is a cleanup of the current year that does not require publication or a public hearing since all adjustments are under the limits of a Supplemental Budget.

Commissioner Hare shared his concerns with Public Works maintaining their funding levels and felt it was more fragile than he previously understood. He suggested looking ahead at budget projections without SRS Timber Funds to determine which roads will go back to non-maintained county roads. Arthur said if Public Works continues to buy down reserves, they would only be able to sustain that for two years.

Sandy Novak, Assistant Finance Director, gave an update on the Electronic Timesheets project. She explained each department is very complex and has had discussions with each department asking what is important to them. She advised this new system would allow Finance to do analysis instead of payroll data entry. Training sessions have been scheduled and testing will begin in June and going live July 1, 2016.

Commissioner Hare asked Arthur if there was going to be a policy review update before July 1, 2016. Arthur said he was working on it.

5. **BOARD 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.”)*

A. Approval of Final Plat Map of Savage Street Subdivision off of 10th Street

Commissioner Hare made a motion to approve the Final Plat Map of Savage Street Subdivision off 10th Street, seconded by Commissioner Heck. Upon roll call vote, motion passed 3-0; Commissioner Hare – yes, Commissioner Heck – yes, and Commissioner Walker – yes.

B. Order No. 2016-017; In the Matter of Appointing the Community Development Director to Serve as the County Planning Director

Commissioner Walker explained the Board changed the Job Description and all state statutes and ORS’ refer to the Planning Director’s authority so that language needs to be included in the Job Description. *Staff was directed to place the item on the Consent Calendar on next week’s Weekly Business Session Agenda.*

C. Distribution of Marijuana Tax Revenue

Commissioner Heck said he would remind Local Public Safety Coordination Committee that the Board needs a recommendation on how to distribute the funding and at what percentage.

D. HB 3400 – 3 Cent Tax

Commissioner Walker advised she talked with Wally Hicks regarding how marijuana retail outlets should report sales and she suggested outlets submit to the County the same form they submit to the State. She also advised Wally is going to check into having a marijuana registry similar to a business registry. Commissioner Heck discussed the need to promote the industry.

E. Matters from Commissioners

Nothing reported.

F. Liaison Update

Commissioner Hare mentioned he would like an update from James Black, Interim Planning Director, after the June 6, 2016 Planning Commission Hearing regarding growing marijuana in industrial zones and also suggested looking at residential setbacks. Commissioner Walker said she will be attending the hearing.

Commissioner Hare said Public Works is looking at doing significant upgrades to the Azalea Road and Robertson Bridge Road intersection and the State is paying for the majority of the project.

Commissioner Hare discussed the need to establish a City/County Economic Development Committee to be in place to review the Economic Development Strategic Plan and suggested appointments could be made mid-June. Commissioner Walker asked Commissioner Hare to forward his suggestions for committee members and said she has a teleconference today with ECONorthwest. Commissioner Heck suggested notifying the Community Development Director that this committee is in the works.

Commissioner Hare suggested creating a Public Relations Committee made up of private sector members and County employees to help promote the County and said he would put together the committee.