

**County Administration Workshop: July 7, 2016**

**9:00 a.m. – Board Conference Room**

Attending: Commissioners Keith Heck and Simon G. Hare (Cherryl Walker was unavailable); Terri Wharton, Recorder

Vice Chair Keith Heck called the meeting to order at 9:00 a.m.

**1. ASSESSOR**

**A. Discussion regarding SB 1513 (Roach)**

Connie Roach, Assessor, discussed SB 1513 which allows a property tax exemption to the surviving spouse of police officers, firefighters, and reserve officers that are killed in the line of duty. She advised it allows up to \$250,000 of assessed value but the veteran exemption only allows for \$24,190 this year and has a 3% increase annually built in. Commissioner Hare recommended the tax exemption mirror the veteran's exemption and the Board agreed. *The Board directed Legal Counsel to prepare a Resolution and bring it back to the Board for approval.*

Commissioner mentioned to Wally Hicks that he wanted to participate in the finalization of the codification project.

**2. DEPARTMENT BUSINESS**

**A. Public Works**

**1) Contract between Public Works and Copeland Paving for the West Harbeck Sidewalk Improvements – 2016 Project No. 342010 (DeJanvier)**

Chuck DeJanvier, County Engineer, explained this was a joint project with the Grants Pass School District to complete sidewalks around South Middle School and that Copeland Paving was the low bidder at \$153,497. *Staff was directed to place the item on the Consent Calendar on next week's Weekly Business Session Agenda.*

**3. QUARTERLY UPDATES**

**A. Human Resources**

JJ Scofield, Human Resources Director, gave an update on department activities (**Exhibit 1 – Human Resources Quarterly Update**).

**B. Fairgrounds**

Peggy Anderson, Fairgrounds Manager, distributed **Exhibit 2 – Board of Commissioners Meeting Notes – July 7, 2016** and discussed it with the Board.

**4. FINANCE REPORT and BUSINESS UPDATE**

Arthur O'Hare, Finance Director, advised he would be bringing a proposal to the Board regarding a loan from Property Reserve for a new Fairgrounds sign. The Board suggested Peggy Anderson, Fairgrounds Manager, look for a sponsorship for the sign.

Arthur also reported the Finance Department was finalizing last year's budget and moving forward with this year's budget, the Timeclock + program is moving forward, and he is working on the transfer of the McKenzie Trust.

**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 Summerfield Estates Phase 3 off of Redwood Highway**

Commissioner Hare made a motion to approve Final Plat Map of Summerfield Estates Phase 3 off of Redwood Highway, seconded by Commissioner Heck. Upon roll call vote, motion passed 2-0; Hare – yes and Commissioner Heck – yes.

**B. Matters from Commissioners**

Commissioner Hare discussed Glenn Wicks’ request for reimbursement for costs he incurred through his engineer for a decision made by Rob Brandes, Public Works Director. *Staff was directed to schedule a General Discussion with Glenn Wicks and Rob Brandes.*

Commissioner Hare said he endorsed the idea of the Marijuana Town Halls after the fact and would like an update from Commissioner Walker. He felt the Board should prepare a draft ordinance and send it to the voters.

Commissioner Heck shared an e-mail from David Brock Smith regarding the missing plane and passengers and suggested putting it on the County’s Facebook page.

Commissioner Heck mentioned two Economic Development concerns Commissioner Walker discussed at the June 30, 2016 County Administrative Workshop regarding reimbursement to businesses during road closures and the hiring of a Public Relations person. Commissioner Hare explained that the County could reimburse businesses impacted by a road closure using Economic Development dollars based on an application but he does not endorse that idea. He advised the Board granted him the authority to investigate a Public Relations solution for the County. He explained the ad hoc committee will meet this afternoon and will provide a recommendation to the Board.

**C. Liaison Update**

Nothing reported.

**D. Miscellaneous Items**

Nothing reported.

Meeting adjourned at 11:03 a.m.

**EXHIBITS:**

**Exhibit 1 – Human Resources Update**

**Exhibit 2 – Board of Commissioners Meeting Notes – July 7, 2016**

EXHIBIT 1  
ADMIN  
7/7/16

Quarterly Update topics to cover:

1. Evacuation Policy/drill
  - a. Bomb threat evacuation went well with a few exceptions
  - b. Will complete policy implementation in Sept after courthouse safety committee meeting
  - c. Risk alert issues will be addressed there as well
2. Admin policy review: have to you in the next week or so
3. OEBS updates
  - a. RFP: will take 100 hrs to complete
  - b. Admin Fee \$100/opt out
  - c. Bronze plan usage ACA protection
4. DOL overtime rule: projected start date Dec
5. Min Wage Update: will not affect us this year. Minimally next year
6. ADA/FMLA EEOC update:
  - a. FMLA: now we can't just require full release from doc before allowing back. It is potentially violation of ADA
  - b. Post incident drug testing: can't institute standardized post incident drug testing, must have some reason to suspect: otherwise it prevents people from reporting
7. Timekeeper +: all training sessions complete. HR/Finance will conduct weekly training to ensure all depts. know how to compete payroll
8. Completed enrollment for this years WC/Liability insurance renewal: potential issue with Hardwood Plus property



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EXHIBIT 2  
ADMIN  
7/7/16

ARENA & CHAIRS BLDG. FLORAL BUILDING & PATIO ON FOR RENT - HORSE ARENA & BOARDING - GRANTS PASS JUMPER RACE TRACK

## Board of Commissioners Meeting Notes- July 7, 2016

### **Fair/Fairgrounds:**

#### **Horse Racing:**

Last weekend of Horse Racing this weekend. The reports I have received is that they have had record breaking days all season, and weather is a huge driver to their success. All in all, we are keeping information for next year for contract negotiations.

#### **BMX:**

I visited with Jodi on Tuesday and they have a board meeting tonight (July 6) to sign contract. I visited with Mike Watson today to reconfirm what I learned from Jodi yesterday.

#### **Fair:**

Sponsorships: Have secured several new sponsors this year and increased others. Last year's sponsorship dollars were approximately \$18,000 cash and this year for 2016 fair is approximately \$36,375 Outside vendor spaces are almost full and we currently have the inside about 2/3 full.

#### **Grants:**

**Play Area:** Mary Groves continue to work on grants. Currently received 2 grants for a small set of grants for enough to cover a small child's play area. Grants written for 1 toddler tractor and one pony from rotary for about \$1,400 and asked Arthur Dubs foundation for \$700 plus for one more spring pony. We have heard back from Rotary for \$1,200 and Arthur Dubs funded the full request for \$700.00

**Floral Building:** Repairs have been on-going to the Floral Building this past month. The inside wall have been sealed and painted, the 230 chairs and chair racks have been ordered and will be delivered by July 12, new sinks and faucets have been installed.

**Commercial Building:** The façade has been removed from the Commercial Building and Ryan and Mike Hagen will be reviewing project for the front to be replaced.

#### **Electronic Message Center:**

After discussion with the Fair Board, Liaison Commissioner and The Director of Finance, the Josephine County Fairgrounds has requested \$49,500 of Property Reserve Funds to help with the purchase the Electronic Message Center located on the Fairgrounds. The Loan Funds will be used to remove the existing sign and install a new double sided "Watch Fire Electronic Message Center.

Funding for Project:

Request: Pacific Power Foundation: \$10,000

Building Fund \$49,500 (to be repaid) amortization schedule at 1% interest for a payment of \$536.74 over an 8 year time frame (if needed)

Economic Development Funds \$20,000, as well as a request from supporters: 4-H, Posse and Winter Growers Market for a total of \$7,000. The other option is when we send our Community request letter to earmark it for the Electronic Message Center. The Electronic Message Center will be income producing for special events.



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AMT'S & CRAFTS BLDG. FLOWER BUILDING & PAVILION FOR RENT - HORSE ARENA & BOARDING - GRANTS PASS JUMPER RACE TRACK

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**Grounds:**

Busy every weekend. Very helpful for BOM to take over our Lawn Mowing services, Josephine County Soil and Water District Master Plan is almost done and I meet with them this afternoon. Oath-keepers came on May and painted another horse racing barn and will be painting the inside of the Pavilion hopefully for fair as we have the paint and are ready to go. Serve Grants Pass was on the grounds June 25<sup>th</sup>, we had approximately 35-40 volunteers from 8:30-2:30. They made a huge dent in some less than desirable jobs like cutting out blackberries, clean yard around Host House, completely cleaned behind shop. Rabbit Barn, painted all white bottoms of telephone poles on Midway, white curbing at office and worked on flower beds, power washed buildings and several food booths.

**Financial:**

We ended in June 30 with a positive balance!

Peggy D Anderson, Josephine County Fair/Fairgrounds Manager