

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

June 28, 2017

The Columbia County Board of Commissioners met in scheduled session with Commissioner Henry Heimuller and Commissioner Alex Tardif, along with Jan Greenhalgh, Board Office Administrator. Commissioner Magruder was not present.

Commissioner Heimuller called the meeting to order.

**ST. HELENS URBAN RENEWAL AGENCY:**

John Walsh, City of St. Helens, came before the Board to present information on the St. Helens Urban Renewal Plan, the project list, overview of the process, plan overview and the next steps. John also went over the URA goals, potential boundary, compliance and project categories. Should the County wish to make any comments and/or suggestions, those will need to be submitted to the City of St. Helens by July 10, 2017.

**TITLE III FUNDING PROPOSAL:**

Discussion was held on the Title III project proposal that was received from the Parks Department. Sarah has reviewed the proposal and the described requirements and does not agree that it meets the criteria for Title III funding. Commissioner Heimuller believes the rules are vague, however there is proposed legislation that, if approved, would give the county more flexibility on uses for Title III funding. That should take place in September. After discussion, there was Board consensus to not approve the project at this time and revisit it in September.

**CASH HANDLING POLICY FOR BOC OFFICE:**

Jan Greenhalgh presented the Board with the completed Cash Handling Policy for the Board office. The Board has reviewed the policy and, with that, ***Commissioner Tardif moved and Commissioner Heimuller seconded to approve the Board of Commissioners Office - Cash Handling Policy. The motion carried unanimously.***

**EXECUTIVE SESSION UNDER ORS 192.660(2)(h) - Litigation:**

The Board recessed the regular session to go into Executive Session as allowed under ORS 192.660(2)(h). Upon coming out of Executive Session, no action was taken by the Board.

**DISCUSSION ON AUGUST SHERIFF SALE:**

Steve Planchon provided the Board with an updated packet that included a briefing document, work plan, property list, bid item maps, proposed sale terms and conditions and the draft Sheriff's Notice. As proposed, the sale will occur on Wednesday, August 16 and will include 16 parcels with minimum bids totaling \$1.5 million. Staff explained that the Board Order for the Sheriff Sale will be added to the 7.12.17 consent agenda.

**DPSST ASSOCIATED INCENTIVE PAY:**

Sheriff Dickerson discussed the issue of the relative pay level of his command staff (Lieutenant and Captain) in comparison with the Sergeants' positions as they were transferring from represented to non-represented. While the short salary survey conducted by Jean Ripa showed the Lieutenant and Captain to be slightly under market, the preference would be to wait to make any adjustments to the actual salary ranges until after the compensation study planned to begin in late 2018. In the meantime, allowing pay for DPSST certifications of types valuable to the Sheriff's Office will provide some pay equity among the supervisory positions.

***After discussion, Commissioner Tardif moved and Commissioner Heimuller seconded to approve incentive pay for the position of Lieutenant and Captain in the Sheriff's Office as follows:***

- 2.5% of base pay for DPSST Advanced certification in the field in which the officer is currently working***
- 2.5% of base pay for DPSST Supervisory certification OR***
- 5.0% of base pay for DPSST Executive or Middle Management Certification***

***The motion carried unanimously with the provision that this incentive pay would be re-evaluated during the compensation study.***

Jean Ripa then requested that the Board approve compensation in the amount of \$25 per day for on call pay for non-represented supervisors in the Sheriff's Office, as the current compensation provided for on call pay in the Personnel Rules does not fit how the Sheriff actually assigns on call duty. After discussion, ***Commissioner Tardif moved and Commissioner Heimuller seconded to approve the payment of \$25 per day for assigned on call duty to non-represented employees in the Sheriff's Office, effective July 1, 2017. The motion carried unanimously.***

**COUNTY LOGO:**

While present, Karen talked about consistency and use of the current county logo. She presented a brief potential plan on an upgrade to the county logo, or new branding efforts, or a complete transformation. Due to the time and cost involved, it was decided to continue using the current county logo with an agreement on consistency of use, the design of which was approved.

**ALL STAFF MEETING IN AUGUST:**

Karen Kane met with the Board to confirm the time and the budget for the county's first all staff meeting on August 15, 2017. It was agreed that the county would provide lunch for all employees, setting an \$8 limit per employee. They talked about the potential agenda for the meeting, to include discussion on the mission statement, budget, and the strategic plan.

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With nothing further coming before the Board, the meeting was adjourned.

Dated at St. Helens, Oregon this 28<sup>th</sup> day of June, 2017.

BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

By: \_\_\_\_\_  
Henry Heimuller, Chair

By: Not Present  
Margaret Magruder, Commissioner

By: \_\_\_\_\_  
Jan Greenhalgh  
Board Office Administrator

By: \_\_\_\_\_  
Alex Tardif, Commissioner