

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

November 1, 2017

The Columbia County Board of Commissioners met in scheduled session with Commissioner Henry Heimuller, Commissioner Margaret Magruder and Commissioner Alex Tardif.

Commissioner Heimuller called the meeting to order.

PUBLIC HEALTH PROPOSALS:

Sarah Hanson, County Counsel, met with the Board to discuss the results of the RFP for Public Health and Environmental Health Services. The Board discussed the two proposals received. It was suggested that the incoming Administrator be contacted for input as to options. The Board will follow up with Jean Ripa.

LEASE WITH CITY OF COLUMBIA CITY FOR JUSTICE COURT SPACE:

This matter was carried over to the November 8, 2017 staff meeting.

REQUEST TO HIRE (1) ASSISTANT COUNTY COUNSEL POSITION:

Sarah Hanson, County Counsel, met with the Board to discuss her request to add an Assistant County Counsel position in her office. Sarah provided the Board with a personnel cost form for the new position, showing that no additional funding would be required to hire in this fiscal year, and went over the budget options for future years. Sarah distributed a list of the counties and attorney staffing levels for each. Sarah explained that, for a county our size, there is a trend to having three FTE attorneys. The Board asked Sarah to return November 29 with input from County staff, and a complete analysis of cost/benefit ratio.

PROPOSED CHANGES TO COUNTY PARK FEES & RULES:

Casey Garrett met with the Board to review proposed changes to County Parks' rules, regulations and fees, to take effect January 1, 2018. The Board was in favor of all of the recommendations provided, except for one that included an exclusion mechanism to temporarily ban admittance, or revoke off-leash privileges for dogs that are not in compliance with Park rules. After discussion, the Board directed County Counsel to proceed with drafting an order that included the recommended changes, for the upcoming 2018 Columbia County Park Rules, Regulations and Park Fees.

Commissioner Tardif took exception to the rule of "Marijuana is Prohibited in County Parks" in that if we are going to allow alcohol, and cigarettes both legal with State Law Regulations, then we should NOT single out and exclude an activity that is legal and state regulated. He felt singling it out creates more of an issue than just leaving the phrase out.

FACILITIES SERVICES STAFFING RECRUITMENT:

While present, Casey requested authorization to hire a full time Facilities Tech I employee to replace Jeff Smith who is retiring at the end of November, 2017. Casey requested filling this position immediately to allow time for training before Jeff retires.

After discussion, ***Commissioner Heimuller moved and Commissioner Tardif seconded to authorize Casey Garrett to fill the Facilities Tech I position immediately. The motion carried unanimously.***

DEPARTMENT HEAD EVALUATION PROCESS:

Jean Ripa reviewed her memo regarding the evaluation process for the Board's exempt staff. After discussion, there was Board consensus to use the process previously established.

EXECUTIVE SESSION UNDER ORS 192.660(2)(a):

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

TRAINING FOR EVERBRIDGE NOTIFICATION SYSTEM:

Steve Pegram, EOC Director, presented a powerpoint presentation on the Everbridge Notification system, to notify County employees during times of emergencies or Courthouse closures. Steve explained how to access the program for their use during these times. He will send an email to each Board member to set up their individual login passwords and give that information to Jan. She will create wallet size laminated cards for each Commissioner. No action was needed.

FIELD WORKER SAFETY PROPOSALS:

Jean Ripa, Josh Luttrell and Steve Pegram were present for discussion. Jean reviewed her memo to the Board which described the process by which this four person sub-committee (which includes Erin O'Connell) has been working on issues related to the safety of workers who go into the field. This does not include members of the Sheriff's Office, as they have well established policies and procedures regarding officer safety. The group discussed the proposed Communication Policy, the Check In/Out Procedure and the Daily and Monthly Vehicle Inspection forms. Commissioner Heimuller requested that the group consider an accountability loop which would let the Commissioners address any instance where departments might not be following these policies once adopted. The group will come back with a proposal to that regard.

FOREST TRUST LANDS COMMITTEE - AOC:

By consensus, the Board approved Commissioner Margaret Magruder to serve as the Columbia County representative on the Forest Trust Lands AOC Committee. Jan will

notify Gil Rydell at AOC with this information.

CHAPMAN LANDING:

Commissioner Heimuller received a call from Mike Sykes, Scappoose City Manager, asking if the Board has made any decision on Chapman Landing. Commissioner Magruder noted that Sarah Hanson is working on a resolution to create the CZ Trail Advisory Committee, to begin in January 2018. Lengthy discussion was held on options for the disposition of the Chapman Landing property. Commissioner Heimuller is not comfortable with just turning the property over to the city, but would be interested in a partnership, because everyone wants to see this area developed. By consensus, Commissioner Magruder will make contact with Mike Sykes to meet with him on this issue.

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

Dated at St. Helens, Oregon this 1st day of November, 2017.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: _____
Henry Heimuller, Chair

By: _____
Margaret Magruder, Commissioner

By: _____
Jan Greenhalgh
Board Office Administrator

By: _____
Alex Tardif, Commissioner