

COLUMBIA COUNTY BOARD OF COMMISSIONERS  
BOARD MEETING

WORK SESSION MINUTES

September 13, 2011

The Columbia County Board of Commissioners met in a scheduled work session at 10:00 a.m. with Commissioner Anthony Hyde, Commissioner Earl Fisher and Commissioner Heimuller.

Commissioner Hyde called the meeting to order.

HALLOWEEN TOWN EVENT:

Cynthia Zemaitis has received a request for Amber Dennis, with the St. Helens Tourism Committee, to reserve the Courthouse Plaza for the entire month of October 2011 for the Halloween Towne Gathering with exclusive use. Amber is also seeking a standing agreement to reserve the plaza every year for the month of October for the same event. Cynthia then received a request from Dorene Kirkingburg, with the downtown merchants committee, to use the plaza on October 29<sup>th</sup>. It appears there are some issues between the two groups and Cynthia is seeking direction from the Board on how to proceed. The Board felt that the Tourism Committee is free to use and decorate the plaza for the month of October, but not for exclusive use. As for a standing agreement for future years, they should come before the Board to make that request. Commissioner Fisher would suggest those discussions take place after the first of the year. *After discussion, Commissioner Fisher moved and Commissioner Heimuller seconded to allow the St. Helens Tourism Committee to use and decorate the Courthouse Plaza for the month of October 2011, but not exclusive use. The motion carried unanimously.*

INTENT TO AWARD - LIGHTING UPGRADES:

Todd Dugdale reviewed the bids received for the lighting upgrades with Hydro-Temp being the responsible low bidder. Todd noted that Hydro-Temp is also the contractor for the HVAC upgrades. It is recommended that the county issue an intent to award the contract to Hydro-Temp. After discussion, *Commissioner Fisher moved and Commissioner Heimuller seconded to authorize staff to issue a formal notice of Intent to Award the lighting contract to Hydro-Temp, Inc. The motion carried unanimously.*

JERRY KEENON'S RETIREMENT:

Nathan Woodward, Surveyor's Office, wanted to talk with the Board about Jerry

Keenon's retirement get together. It was decided that Commissioner Hyde would get a plaque and Nathan would send around a card and get invitations out for a gathering on Wednesday, 9/28/11 at 1:00 p.m.

#### PORTLAND GENERAL ELECTRIC - SIP:

Sue Martin, County Assessor, was present to discuss the PGE SIP application. Commissioner Heimuller felt Sue should be included in these conversations to and to discuss how the property is being assessment and tax rates established. The discussion was informational and no decisions were necessary at this time.

#### JUVENILE DIRECTOR POSITION:

Jean Ripa and Stan Mendenhall were present for discussion on the Juvenile Director position. Jean presented her memo to the Board and a draft job description for an Interim Juvenile Program Supervisor. As the Board is aware, Stan is leaving his position on 9/30/11 and there will be a need for some supervision of the department until any reorganization decisions are made. Jean would recommend that the Board not appoint an Interim Director, given the possibility that the position may be eliminated in the near future. As noted in her memo, she would instead recommend the appointment of an Interim Juvenile Program Supervisor.

Commissioner Heimuller questions the need to create a new position when the expectation is basically the same duties of the current Director. Jean explained how appointing an interim director could have negative effects in the future with possibly eliminating the position and concerns with the competitive hiring process.

Commissioner Hyde doesn't agree with the competitive hiring concerns. He recently sat in on the interview process for the ODOT Region 2 Director position. One finalist was the interim director and they did not get the job.

Stan is somewhat upset about this issue because, if the Board approves the program supervisor position, it would appear that the Board has already made a decision on the future of the Juvenile department. Commissioner Hyde would agree and is supportive of moving forward with the director position and appointing Stacia Tyacke. Commissioner Heimuller stated that Stacia needs to be aware that if the Juvenile department is kept separate and there is a need for a permanent director, it will be a full competitive hiring process.

After discussion, the Board agreed with appointing Stacia Tyacke as the Interim Juvenile Director. Jean will prepare a Personnel Action for Board approval.

#### REPORT ON EVALUATION PROCESS:

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Jean Ripa talked with department heads about this years evaluation process and a couple of things came up. They would suggest extending the time slots from 20 minutes to 30 minutes and the "exceed peers" line be eliminated. The process of having three separate comments from the Board works well and is appreciated by the department heads. All in all, the process worked well.

SURVEYOR'S OFFICE:

County Surveyor Jerry Keenon is retiring effective September 30<sup>th</sup>. The question now is should this office remain a stand alone department or should it be incorporated into another department, i.e. Public Works, Assessor, etc. This was looked at some years ago and the only real difference would be the pay for a Deputy Surveyor versus a County Surveyor. She presented the Board with a list of three options the Board could consider, with her recommendation being to appoint Nathan as the Interim Surveyor. At this time, the Board would prefer to appoint Nathan as the

Interim Surveyor and then take some time to look at the future of the department.

With that, *Commissioner Heimuller moved and Commissioner Fisher seconded to appoint Nathan Woodward as Interim County Surveyor, effective October 1, 2011 and assign pay at Salary Range E05, Step 6. The motion carried unanimously.*

APPOINTMENT OF JUSTICE COURT JUDGE PROTEM:

The Board received a letter from Justice Court Judge Wally Thompson recommending that they appoint his court clerk Julie Metz as the Judge ProTem for the Justice Court. Julie has been training for this position for some time with the Judge and he is confident in her abilities. Commissioner Heimuller spoke with Wally about this and, although there were some concerns about Julie's qualifications, he would not make this recommendation if he was not sure she could perform the duties. After some comments from County Counsel, the Board directed Sarah to prepare a Board Order appointing Julie Metz as Justice Court Judge Protem.

APPOINTMENT TO FAIR BOARD:

Commissioner Heimuller reviewed the application of Kyle Stroda, whom he has personally known for years, and would recommend his appointment to the Fair Board.

*With that, Commissioner Fisher moved and Commissioner Heimuller seconded to appoint Kyle Stroda to the Columbia County Fair Board. The motion carried*



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Anthony Hyde, Chair

By: \_\_\_\_\_

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Earl Fisher, Commissioner

Recording Secretary:

By: \_\_\_\_\_

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Henry Heimuller, Commissioner

By: \_\_\_\_\_  
Jan Greenhalgh, Board Secretary