

BEFORE THE DOUGLAS COUNTY BOARD OF COMMISSIONERS  
CHAIR: Tom Kress    Commissioner Chris Boice    Commissioner Tom Kress  
Douglas County Courthouse, Room 216, Roseburg, Oregon  
**BUSINESS MEETING SUMMARY – January 11, 2023 – 9:00 a.m.**

**1. PLEDGE OF ALLEGIANCE**

**2. CONSENT AGENDA** - All items listed are considered routine and will be enacted by one motion.

- **Clerk's Office** – Fourth (4<sup>th</sup>) Extension to Contract #31495 with Bullfrog Enterprises for maintenance of Neopost Letter Opener, new term expiring 03/23/2024.
  - **Information Technology Dept.** – Budget Adjustment Request – Transfer of \$500,000 for the Cybersecurity Project. This will allow for the continued replacement of outdated and unsupported infrastructure/hardware that is required to provide a stable and secure environment for our public safety systems. This also includes funding for upgrading legacy software that is no longer supported.
  - **Land Department** – Deed Correction for Parcels #15 to reflect corrected descriptions of the real property conveyed on the Bargain and Sale Deed recorded under #2022-017704 on 11/23/2022.
  - **Park's Department** – Second (2<sup>nd</sup>) Extension to Contract #30001325 for LTM, Inc, dba Knife River Materials, to perform paving work at Amacher Park, new term expiring 05/21/2023.
  - **Planning Department – Emergency Medical Services Committee (EMSC)** – Due to the resignation of Richard Holland, it is recommended that Jessica Hanson be appointed to fill the financial position, term expiring 11/30/2025.
  - **Public Works Contract** – First (1<sup>st</sup>) Extension to Contract #30001052 between Douglas County and Roseburg Urban Sanitary Authority for Emergency Disposal Leachate Treatment, new term expiring 12/31/2023.
- Commissioner Kress motioned to approve the Consent Agenda. Commissioner Boice seconded. Motion carried unanimously.

**3. Citizen's Questions/Comments on Agenda Items Only\***

None.

**4. LAND DEPARTMENT – Bargain & Sale Deed (Tony Page)**

Douglas County is donating a previously tax foreclosed property (R70309) to the City of Reedsport per ORS 271.330. This is a 0.20-acre property located at 174 N 18<sup>th</sup> St., Reedsport. Commissioner Freeman motioned to approve the Bargain & Sale Deed. Commissioner Boice seconded. Motion carried unanimously.

**5. MANAGEMENT AND FINANCE DEPARTMENT – Order Authorizing Purchase (Dan Wilson)**

Order authorizing purchase of one (1) 2022 Ford F250 extra cab DSL 4x4 vehicle from Lithia Ford and Lincoln in Roseburg, Oregon for the cost of \$58,988.96. Douglas County is authorized to purchase from Quote – Douglas 3688. Based on the bids received, Fleet has determined this order is best value for the County. Commissioner Boice motioned to approve the Order Authorizing Purchase. Commissioner Freeman seconded. Motion carried unanimously.

**6. PARKS DEPARTMENT – Modification of Lease (Mark Wall)**

First (1<sup>st</sup>) modification to the Commercial Retail Building Lease between Douglas County (Lessor) and Fritz Bailey (Lessee), for the Retail Building located at Umpqua Dunes Campground, Winchester Bay. Lease is modified to allow for the monthly proration of rent based on the date the Certificate of Occupancy is issued. Commissioner Boice motioned to approve the Modification of Lease. Commissioner Freeman seconded. Motion carried unanimously.

**7. PARKS DEPARTMENT – Permit of Entry (Mark Wall)**

Permit of Entry to Mildred Kanipe Park Settlement School for Z Terrell & Son, LLC to provide electrical repairs/renovations to the English Schoolhouse. Friends of Kanipe will provide 100% of the funding required for this renovation. Commissioner Freeman motioned to approve the Permit of Entry. Commissioner Boice seconded. Motion carried unanimously.

**8. PARKS DEPARTMENT – Order Authorizing Purchase(s) (Mark Wall)**

Order authorizing purchase of two (2) 2023 F250 Ex-Cab 6.8 gas 4x4 truck with 8' bed, 164" WB per Order #0901. Cost for each vehicle will be \$52,312.50 for a total purchase price of \$104,625. Commissioner Boice motioned to approve the Order Authorizing Purchases. Commissioner Kress seconded. Motion carried unanimously.

**9. PLANNING DEPARTMENT – Public Hearing for Annexation of Property (Joshua Shaklee)**

Hearing for Annexation of property and "Order Incorporating Territory" to the Calapooia Rural Fire District (Chief Petitioner: JURAN).

Commissioner Kress opened a Public Hearing.

Having no comments, Commissioner Kress closed the Public Hearing.

Commissioner Freeman motioned to approve the Annexation of Property and "Order Incorporating Territory". Commissioner Boice seconded. Motion carried unanimously.

**10. PUBLIC WORKS DEPARTMENT – Agreement (Scott Adams)**

Flexible Services Agreement with Green Area Water & Sanitary Authority to share resources for various maintenance activities as needed. The initial term of this agreement shall be five years effective upon the date agreement is signed by all parties. Commissioner Boice motioned to approve the Agreement. Commissioner Freeman seconded. Motion carried unanimously.

**11. PUBLIC WORKS DEPARTMENT – Order Authorizing Purchase (Scott Adams)**

Order authorizing purchase of one (1) 2023 Ford F250 4dr 4x4 vehicle from Lithia Ford & Lincoln, Roseburg, Oregon for the cost of \$56,791.73. Douglas County is authorized to purchase from Quote – Douglas 0901. Based on the bids received, Fleet has determined this order is best value for the County. Commissioner Freeman motioned to approve the Order Authorizing Purchase. Commissioner Boice seconded. Motion carried unanimously.

**12. PUBLIC WORKS DEPARTMENT – Purchase of Real Property (Scott Adams)**

Purchase Agreement and Orders Accepting Warranty Deed, Permanent Slope & Utility Easement, and Temporary Easement from Michael A. Martin and Traci J. Martin as Tenants by the Entirety for the reconstruction of Willis Creek Rd., County Rd #43 as part of the Rice Creek Bridge Replacement Project. Purchase price is \$23,100. Commissioner Boice motioned to approve the Purchase of Real Property. Commissioner Freeman seconded. Motion carried unanimously.

**13. PUBLIC WORKS DEPARTMENT – Purchase of Real Property (Scott Adams)**

Purchase Agreement and Orders Accepting Warranty Deed, Permanent Slope & Utility Easement, and Temporary Easement from Michael C. Kendoll as Trustee of the Michael Craig Kendoll 2021 Trust dated 1/20/2021 for the reconstruction of Willis Creek Rd., County Rd #43 as part of the Rice Creek Bridge Replacement Project. Purchase price is \$4,600. Commissioner Freeman motioned to approve the Purchase of Real Property. Commissioner Boice seconded. Motion carried unanimously.

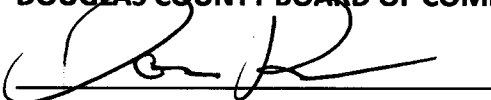
**14. COMMISSIONER COMMENTS**

Commissioner Freeman discussed the reason for cell phone use during meetings. He explained that when the commissioners are looking at their phones that they are looking at the Board Packet of Information.

Commissioner Boice - none

Commissioner Kress - none

**DOUGLAS COUNTY BOARD OF COMMISSIONERS**



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Commissioner Tom Kress

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Jennifer Miller, Recorder