

Columbia County Board of Commissioners
November 12, 2025, Board Meeting
Hybrid from the
John Gumm Building and Civic Center
St. Helens, OR. 97051.

Present: Commissioner Kellie Jo Smith, Commissioner Margaret Magruder, Commissioner Casey Garrett, Sarah Hanson, County Counsel, Jacyn Normine, Board Office Administrator.

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Commissioner Smith called this meeting to order at 10:00 am and led the Pledge of Allegiance.

APPROVE AGENDA

Commissioner Garrett moved to amend the agenda as presented. Commissioner Magruder seconded. The motion carried unanimously. **Vote:** KJS/MM/CG all in favor. Approved.

VISITOR COMMENTS - 3 MINUTE LIMIT

No comment

PUBLIC HEARING

1. In the Matter of Amending the Columbia County Food, Pool, and Lodging Licenses and Services.
 - a. Sarah Hanson, County Counsel, introduced the hearing.
 - b. Jaime Aanensen, Public Health Director, presented the staff report.
 - c. Commissioner Smith opened the hearing for comment. No comment was made.
 - d. Commissioner Smith closed the hearing.
 - e. Sarah Hanson read the Ordinance by title only.
 - f. Commissioner Magruder moved to approve the 2025-6 Ordinance in the Matter of Amending the Columbia County Food, Pool, and Lodging Licenses and Services. Commissioner Garrett seconded. The motion carried unanimously. **Vote:** KJS/MM/CG all in favor. Approved.

CONSENT AGENDA

Commissioner Smith read the consent agenda in full. Commissioner Garrett moved, and Commissioner Magruder seconded to approve the consent agenda as presented. The motion carried unanimously.

Vote: KJS/MM/CG in favor. Approved.

- A. Approve the Board Meeting Minutes for October 22, October 29, and November 5, 2025.
- B. Approve the Board Work Session Meeting Minutes for October 22 and October 29, 2025.
- C. Approve Select to Pay for November 5 and November 6, 2025.

AGREEMENTS/CONTRACTS/AMENDMENTS

Commissioner Smith read the Agreements, Contracts, and Amendments in full. Commissioner Garrett moved, and Commissioner Magruder seconded to approve the Agreements, Contracts, and Amendments as presented.

- A. Approve C94-2023-1, Amendment 1 to Personal Services Contract with Ogletree Deakins.
- B. Approve C82-2025-4, Amendment 4 to the Intergovernmental Agreement with the Oregon Health Authority for the Financing of Public Health Services and Authorize the Chair to Sign.

Vote: KJS/MM/CG in favor. Approved.

DISCUSSION ITEMS

1. Dawn Hunt, Chief Legal Secretary, and Heather Viereck, Legal Secretary, are requesting approval for the revised Legal Secretary Job Description and request to open a recruitment for a Legal Secretary Position.
 - a. Commissioner Magruder moved to approve the Legal Secretary Job Description. Commissioner Garrett seconded. The motion carried unanimously.
Vote: KJS/MM/CG in favor. Approved.
 - b. Commissioner Magruder moved to approve the recruitment for the Legal Secretary Job. Commissioner Garrett seconded. The motion carried unanimously.
Vote: KJS/MM/CG in favor. Approved.
2. Grant DeJongh, Assistant Public Works Director, requests to open a recruitment for the vacant Mechanic Position.
 - a. Commissioner Garrett moved to approve the recruitment of a Mechanic Position. Commissioner Magruder seconded. The motion carried unanimously.
Vote: KJS/MM/CG in favor. Approved.

COMMISSIONER MAGRUDER COMMENTS

Commissioner Magruder would like to ask the Board to sign a letter of support for the Pomona Grange. After discussion, Commissioner Garrett moved to approve the Letter of Support for the Pomona Grange. Commissioner Smith seconded. The motion carried unanimously. **Vote:** KJS/MM/CG in favor. Approved.

Next week is the AOC annual conference in Eugene. It will be very interesting, and we will learn a lot.

COMMISSIONER GARRETT COMMENTS

Loving the weather. We are having and looking forward to this evening's City County Dinner in Rainier. Thank you, Rainier, for hosting!

COMMISSIONER SMITH COMMENTS

Yesterday I spent a lovely afternoon at McCormick Park for Veterans Day. Thank you to the General Services Facilities department for setting up the lights for the Operation Green Light.

RECESS till 11:30 AM.

EXECUTIVE SESSION

The Board recessed the regular scheduled meeting to enter an executive session, Pursuant to ORS 192.660(2)(d), to conduct deliberations with persons you have designated to carry on labor negotiations. Carrie Garcia, HR Director.

Coming out of the executive session with no action taken.

ADJOURN

With nothing further to come before this Board, the meeting adjourned at 10:46 AM.

The recording of this meeting is posted at www.columbiacountyor.gov/meetings

The next regular scheduled meeting is on November 26, 2025.

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BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: _____
Kellie Jo Smith, Chair

By: _____
Casey Garrett, Commissioner

By: _____
Jacyn Normine, Board Office Administrator

By: _____
Margaret Magruder, Commissioner