

**CROOK COUNTY COURT MINUTES  
OF SEPTEMBER 13, 2023, WORK SESSION  
Open Portion**

**Be It Remembered** that the Crook County Court met in a regularly scheduled Work Session on September 13, 2023, at 9:00 a.m. in the Administration Conference room located at 203 NE Court Street, Prineville, Oregon 97754.

Court Members Present: Judge Seth Crawford, Commissioner Brian Barney, and Commissioner Jerry Brummer

Absentees: None

Others Present in Person or Via Zoom: Legal Counsels Eric Blaine and John Eisler; Administrative Executive Assistant Sarah Puerner; Sean Briscoe; Public Works Director Jeff Hurd; Natural Resources Policy Coordinator Tim Deboodt; Finance Director Christina Haron; Clerk Cheryl Seely; Contract County Administrator Andy Parks; Budget Analyst Jamie Berger; Andrew Spreadborough; Dawn Alexander; Phil Burgess; Assessor Jon Soliz; Facilities Director Nick Lilly; Health and Human Services Director Katie Plumb; Airport Manager Kelly Coffelt.

**WORK SESSION**

The meeting was **called to order at 9:00 a.m.**

**Public Comment:** None

**Discussion Item #1:** Update the County on Belknap Exhibit Center Project:

**Requester:** Phil Burgess, Crook County Historical Society

**Details:** Phil Burgess from the Crook County Historical Society attended the work session to update the Court on the Belknap Exhibit Center Project. This project represents an expansion of the Bowman Museum and features a design for a large, modern-looking building. A capital campaign was launched to fund this expansion, with a grand opening targeted for mid-January 2024. Additional enhancements include upgrading the gift shop and expanding the range of gifts and books available. The County Court advised the Historical Society to prepare a budget cost estimate sheet and collaborate with Facilities on the project.

**Discussion Item #2:** Request approval of amendment to Intergovernmental Agreement for "Central Oregon Regional Collaborative," an agreement between local governments to apply for CDBG \$:

**Requester:** Andrew Spreadborough, NeighborImpact

**Details:** Andrew Spreadborough from NeighborImpact attended the work session to seek approval for an amendment to the Intergovernmental Agreement for the Central Oregon Regional Collaborative. This agreement enables local governments to apply for Community Development Block Grant (CDBG) funding. The proposed amendment would shift the CDBG grant applicant jurisdiction from the City of Prineville to Deschutes County. Deschutes County has consented to apply for a 2023 CDBG allocation of \$400,000, which will be sub-granted to NeighborImpact. The funds are

intended for low to moderate income home repairs, including water and septic issues, roofing, foundation repairs, and routine maintenance. There would be no cost to the County for this change. This item is scheduled to be included on the consent agenda for September 20th.

**Discussion Item #3: 2023-2025 IGA for the Financing of Local Public Health Services in Crook County Agreement #180007-1 Awards tobacco prevention funds:**

**Requester:** Katie Plumb

**Details:** Health and Human Services Director Katie Plumb attended the work session to discuss the 2023-2025 Intergovernmental Agreement for financing Local Public Health Services. The primary modification to the agreement is an increase in funding for tobacco prevention and education. This adjustment is one of several routine amendments that update program-level funding following the legislative session and approval of individual program budgets and plans by the Oregon Health Authority. The total tobacco prevention award for FY24 is \$222,439.86, which is \$560.14 less than initially projected. This discrepancy is not expected to have a significant impact. This item is scheduled to be included on the consent agenda for September 20th.

**Discussion Item #4: Award contract to Greenbar Excavation for the Library Patio Renovation Project:**

**Requester:** Nick Lilly

**Details:** Facilities Director Nick Lilly attended the work session to propose awarding a contract for the Library Patio Renovation Project to Greenbar Excavation, which submitted the lowest bid of \$43,787. Facilities received two complete proposals and one partial proposal for this project. An additional \$2,791 in contingency funding has been requested, bringing the total to \$46,578 to ensure comprehensive coverage of the project needs. The renovation will update the Broughton Room patio area, focusing on addressing tree roots that have disrupted the subgrade and site assemblies, creating unsafe conditions and damaging the existing valve box containing the backflow prevention device. The project scope also includes replacing the tree and implementing preventive measures to mitigate future root intrusion. This upgrade will be funded through the Capital Projects fund. This item is scheduled to be included on the consent agenda for September 20th.

**Discussion Item #5: Renew Software Subscription and Annual Technical Support Agreement with Siemens:**

**Requester:** Nick Lilly

**Details:** Facilities Director Nick Lilly attended the work session to discuss renewing the software subscription and annual technical support agreement with Siemens. This agreement includes updates to the Desigo BMS software to facilitate its migration to a cloud-based server and provides for quarterly maintenance visits to ensure that critical devices are properly calibrated and functioning as intended. Currently, the jail is operating with an outdated version of the software, and there is a need to tune the control loop calibrations to maintain the performance of mechanical equipment effectively. The total cost for one year of service and software updates is \$35,748.00.

**Administrator Report:**

- Library Director Sarah Beeler is seeking a large donation to help offset costs for the Library project.
- Public Works Director Jeff Hurd spoke with a Jefferson County Commissioner regarding the issues Jefferson County is having with ODOT and the Hwy heading north. Mr. Hurd is going to gather information and statistics regarding traffic issues within Crook County for an upcoming discussion regarding Hwy 126.
- Currently without a staff member in Veterans Services. Need to recruit staff for clerical support and front desk administrative duties.
- Need to pay the final membership dues for Eastern Oregon Counties Association.
- Court members have received the final budget book.
- The Justice Center turning into a nice facility. This will be a major upgrade for Central Oregon and Crook County.
- Public meetings scheduled next week regarding governance.
- Interviewing currently for the CIO position.
- Public Works Director Jeff Hurd will be resigning by the end of next week. The County will need to recruit for this position.

#### Court Member Updates:

Commissioner Brummer will be taking a vacation from October 5<sup>th</sup> – 16<sup>th</sup>.  
Commissioner Barney will be attending upcoming Court meetings remotely due to upcoming time needed to be spent for planting/harvesting.

At 10:36 a.m. the Court read into Executive Session under the following statute(s): ORS 192.660(2)(h) Consulting with Counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed; ORS 192.660(2)(e) For the purpose of conducting deliberations with persons designated by the governing body to negotiate real property transactions.

### **EXECUTIVE SESSION**

At the conclusion of the Executive Session, the County Court convened back into Open Session, inviting members of the public into the meeting room.

**MOTION** to direct staff to correspond with counter parties as discussed in the Executive Session. Motion seconded. No discussion. Motion carried 3-0.

**MOTION** to authorize county personnel to purchase at auction a real property hangar as discussed in the Executive Session. Motion seconded. No discussion. Motion carried 3-0.

**MOTION** to authorize the Finance Director to draft a check for the down payment if the County's bid is successful plus as may be necessary a separate check for the buyer's premium. Motion seconded. No discussion. Motion carried 3-0.

**MOTION** was amended to include that the check in question would be the earnest money check. Motion seconded. No discussion. Motion carried 3-0.

**MOTION** to authorize the County's relator of record to go to the owners of the hangar and see if the County can purchase it outright as discussed in the Executive Session. Motion seconded. No discussion. Motion carried 3-0.

There being no further business before the Court, the meeting was **adjourned at 12:04 p.m.**

Respectfully submitted,

**Sarah Puerner**