

**CROOK COUNTY COURT MINUTES  
OF JANUARY 10, 2024, WORK SESSION  
Open Portion**

**Be It Remembered** that the Crook County Court met in a regularly scheduled Work Session on January 10, 2024, 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 Susan Hermreck, and Commissioner Brian Barney

Absentees: None

Others Present in Person or Via Zoom: Legal Counsels Eric Blaine and John Eisler; Executive Administrative Assistant Sarah Puerner; Finance Director Christina Haron; Fairgrounds Manager Casey Daly; Clerk Cheryl Seely; Airport Manager Kelly Coffelt; Landfill Manager Jacquie Davis; Sheriff John Gautney; HR Director Kim Barber; Library Director Sarah Beeler; Facilities Director Nick Lilly; Onsite Supervisor Julie Lancaster; Extension Manager Kim Herber; Health and Human Services Director Katie Plumb; Budget Analyst Jamie Berger; Community Development Director Will Van Vactor; Under Sheriff Bill Elliott; Appraiser Jason Elliott; Associate Planner Hannah Elliott; Permit Technician Sherry Reinks; Natural Resources Policy Coordinator Tim Deboodt; Assessment Technician Linda Pepper; Office Manager Alexandria Solterbeck; Chief Information Officer Stephen Chellis; Office Assistant Rebecca Keegan; Administrative Assistant Mona Glade; Contract County Administrator Andy Parks; Consultant Vance Jacobson; Mike Warren; Mike Ervin; Monty Kurtz; and members of the public.

**WORK SESSION**

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

**Public Comment:**

Monty Kurtz thanked the Court for getting the change of governance issue back on the agenda. He also wanted to know if the Court will ask for public input on the work being done on Hwy 126 from Prineville to the Powell Butte post office. Andy Parks answered that ODOT is currently responsible for the traffic on the highway from Powell Butte to Prineville. Mr. Parks also added that the Transportation Safety Planning (TSP) will be updated within a few weeks.

**Discussion item #1:** Compensation schedule report from Vance Jacobson, consultant:

**Requester:** Andy Parks

**Details:** Andy Parks attended the Work Session to present to the Court, Consultant Vance Jacobson, who provided a presentation on the compensation schedule report via zoom. The objective of the plan is to align positions, update and build a master salary schedule, and ensure the schedule blends with the compensation to provide a total package to existing and new or potential employees. Mr. Jacobson will be at the next work session to give an in-person update.

**Discussion item #2: Work Session format discussion:**

**Requester:** Andy Parks

**Details:** Andy Parks attended the Work Session to discuss with the Court the current work session format. Mr. Parks wanted to check-in regarding the changes made in April 2023 to the work session format. Effective with contracting County Administrator services in April 2023, the Court reduced the number of work session meetings from weekly to twice monthly. The meetings have served primarily as an opportunity to review items with the Court prior to action at regular Court meetings. Occasionally, issues are presented as updates, not requiring action.

**Discussion item #3: Replacement IGA for management/operations at the Airport:**

**Requester:** Andy Parks

**Details:** Andy Parks attended the Work Session to present to the Court a replacement IGA for the Airport. For more than a decade, Crook County and the City of Prineville have operated under an IGA wherein the city performed the majority of administrative functions at the Airport. This IGA draft would replace the existing IGA and transfer duties such as legal and financial services, inspections, and maintenance and improvements to the County. The new IGA will also retire the existing Airport Fund. There will be an update in the next couple of weeks on the IGA with the city. Legal Counsel John Eisler added that the current IGA expired at the end of 2023 and that the County needs to get something new in place.

**Discussion item #4: Transfer of Ownership/Bill of Sale:**

**Requester:** Casey Daly

**Details:** Fairgrounds Manager Casey Daly attended the Work Session to present to the Court a transfer of ownership of an electric tractor which was acquired through the Pacific Program Grant. The technology grant was initially slated to show the technology of electric tractors, which are suitable for the basic needs of the Fairgrounds and would be displayed at appropriate events. Mr. Daly's request is to move this tractor to the county for ownership. The tractor is valued at \$70,000 and this item will be on the consent agenda for January 17<sup>th</sup> for final approval.

**Discussion item #5: Library Staff Training Day, October 14, 2024:**

**Requester:** Sarah Beeler

**Details:** Library Director Sarah Beeler attended the Work Session to request to close the Crook County Library on October 14, 2024, for a staff training day. This day is also Columbus Day, and a lot of other businesses are closed and therefore a good day for the Library to close for training. This provides an opportunity to plan programs, regroup, and recharge staff. Judge Crawford added that the Library does this every year and is a great asset.

**Discussion item #6: Policy Adoption- Suspicious Packages on County Property,**

**Employee Protocol:**

**Requester:** Nick Lilly

**Details:** Facilities Director and Safety Committee Chair Nick Lilly attended the Work Session to present to the Court a policy adoption. Recently, the Crook County Clerk has shared some occurrences from other municipalities where suspicious packages have

arrived with emphasis on potential election interference. The safety committee finds it necessary to provide a procedure to assist County employees in proper protocol for handling this type of situation. These potential occurrences are not specific to the mail; however, they often arrive in the form of postal deliveries. The policy has been prepared by the County's Emergency Response Team in collaboration with the safety committee for County Court review, approval, and adoption as an addition to the current policies.

**Discussion item #7: Draft Budget Calendar:**

**Requester:** Andy Parks

**Details:** Andy Parks attended the Work Session to present to the Court a draft budget calendar. The County Court annually adopts a budget and to facilitate the process, the Court adopts a budget calendar to help guide the budget development process. The draft budget calendar presents the key elements of the process, participants, and upcoming dates.

**Discussion item #8: Discuss next steps for County governance structure:**

**Requester:** Andy Parks

**Details:** Andy Parks attended the Work Session to discuss with the Court next steps for County governance structure. The County Court suspended discussions regarding a potential change in government structure following the resignation of Commissioner Brummer, pending the appointment of a new commissioner. A decision was desired prior to the filing deadline for candidates to the two open positions as of the end of 2024; County Judge and Commissioner position #1. Three public meetings introduced the issue and solicited public input in September 2023. An employee straw-poll was conducted in October 2023. The last day for non-partisan candidates to file declaration of candidacy is March 12, 2024, and the last day to file a notice of measure election and any required explanatory statement is March 21, 2024. To inform candidates prior to the filing deadline, or to place a measure before voters, the Court will need to act no later than its March 6, 2024, meeting.

**Administrator Report:**

- Community Development – Will Van Vactor updated the Court on the conversation with Jackie Davis and John Eisler about the proposal for property for the Trap Club regarding target shooting. The closeness of the Landfill to the Airport is an issue for DEQ. The Grizzly Mountain Long Rifle Club might be a good location but may have some land use hurdles to work through as access is harder for this particular site. At this point the recommendation is for the Trap Club to look at private property options.
- Landfill – Andy Parks received an email from Jackie Davis regarding a piece of equipment that needs to be rebuilt and the cost is \$48,600. This price point is only to rebuild. A whole new piece of equipment is valued at \$680K and was budgeted in the 2025FY. Mr. Parks is requesting a motion to authorize the expenditure due to the timeline for the rebuild.

**MOTION** to approve the quote provided by Peterson CAT in the amount of \$48,591.84. Motion seconded. No discussion. Motion carried 3-0.

- Solid Waste Management Plan Update – The kickoff meeting is January 30<sup>th</sup> and Judge Crawford will be attending. During the event, there will be discussions about values, scope of work, and a tour of the facilities. The event will possibly be publicly advertised depending on the outcome if all the Commissioners want to attend.

- IGA between the State and County pertaining to ARPA dollars - The planning and design is about \$170,000 and the County received a new draft from the State. This draft would extend the agreement until December 1, 2024. There are no substantive changes to the agreement, but the County does want to avoid being in breach of contract. This item can be put on the agenda for the next Regular session for approval.

**MOTION** to approve the draft IGA extending the agreement until December 1, 2024. Motion seconded. No discussion. Motion carried 3-0.

- Lateral Employee Vacation Accrual Rate Policy – This was discussed at the end of October and was included with the updates to the employee handbook. This document is now ready to be implemented and Kathy Pucket will start recording these adjustments. 70% of the County’s workforce will be impacted by this and this would be effective January 1, 2024, with a few exceptions due to commitments made prior with employee offer letters.

**MOTION** to approve the lateral employee vacation accrual rate policy as presented. Motion seconded. No discussion. Motion carried 3-0.

- Oregon Forest Restoration Collaborative (OFRC) – Janet Hutchison sent over an email asking which Commissioner would be appointed to the OFRC committee. Jerry Brummer was previously on the committee. Ms. Hutchison asked if Susan Hermreck would be interested in this committee.

**MOTION** to appoint Commissioner Hermreck to the Oregon Forest Restoration Collaborative (OFRC). Motion seconded. No discussion. Motion carried 3-0.

Court Member Updates: None

At 11:23 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; ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection.

### **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 prepare the correspondence 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 1:16 p.m.**

Respectfully submitted,

**Sarah Puerner / Breyanna Cupp**