

**CROOK COUNTY COURT MINUTES
OF JANUARY 31, 2024, WORK SESSION
Open Portion**

Be It Remembered that the Crook County Court met in a regularly scheduled Work Session on January 31, 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; Sheriff John Gautney; Office Manager Alexandria Solterbeck; Chief Information Officer Stephen Chellis; Under Sheriff Bill Elliott; Building Official Randy Davis; Human Resources Director Kim Barber; Chief Administrative Deputy Stephanie Wilson; Office Assistant Rebecca Keegan; Road Superintendent Brad Haynes; Library Director Sarah Beeler; Clerk Cheryl Seely; Extension Manager Kim Herber; Landfill Manager Jacquie Davis; Fairgrounds Manager Casey Daly; Assessor Jon Soliz; Assessment Technician Linda Pepper; Health and Human Services Director Katie Plumb; Appraiser Jason Elliott; Senior Appraiser Karen Bushnell; Natural Resources Policy Coordinator Tim Deboodt; Payroll / Benefits Administrator Kathy Puckett; Administrative Assistant Mona Glade; Mike Ervin; Monty Kurtz; Mike Warren; Anna Kaminski; Steve Waring; Steve Forrester; Josh Smith; and members of the public.

WORK SESSION

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

Public Comment: None

Discussion item #1: Extend Builders Risk Policy at Justice Center project to completion date, late June 2024:

Requester: Nick Lilly

Details: Contract County Administrator Andy Parks attended the Work Session to present the builders risk policy for the Justice Center Project. This is a mandatory builder's risk policy to protect the asset that is currently under construction through the contractor's final completion date of June 19th. The current policy is set to expire on February 9th. The policy extension is dated to be valid through July 9, 2024. Credit will be issued back to the County for the prorated value of any remaining coverage not utilized at the completion of construction. The Capital Projects' \$392,000 budget will be utilized for this expense. The upfront cost is \$26,264.00 with a minimum commitment of \$22,775.00.

MOTION to pass the Builders risk policy for \$26,264.00. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #2: Draft letter for Commissioners - Measure 110:

Requester: Kari Hathorn

Details: Crook County Sheriff John Gautney attended the Work Session to present a drug law reform letter to the Court for signatures to express desire for an outlined/framework for Measure 110. The proposal on the reform is not something the District Attorney and the Sheriff agree with. It is imperative that the Measure 110 Reform encompasses provisions for treatment options, funding for community corrections, mandatory treatment, and diversion of conditional discharge. Sheriff Gautney is asking that the Court sign a letter of support to the legislature, and it would be best if the letter went out by email due to the timeframe in which the legislative session begins.

MOTION to sign the letter and send via email and physical mail to the appropriate addresses. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #3: EMPG Grant Acceptance:

Requester: Andy Pearson

Details: Crook County Sheriff John Gautney attended the Work Session to present to the Court a grant that helps fund a portion of the Emergency Management function for Crook County. This is a recurring grant that the County applies for annually. EMPG is a state grant for the amount of \$66,296.00 and the County would agree to matching funds, which have been budgeted. This grant is used primarily for salary offset and has been reviewed by legal counsel. The grant is due today 1/31/24.

MOTION to approve the Emergency Management Performance Grant #97.042 and to be sent off to ODM for full execution. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #4: Nutanix DR Renewal:

Requester: Stephen Chellis

Details: Chief Information Officer Stephen Chellis attended the Work Session to discuss with the Court the Nutanix Cloud Disaster Recovery platform renewal. The annual renewal fees are \$40,108.20, and this is already allocated in the current budget. This item will move to consent agenda for final approve on February 7th.

Discussion item #5: Community Development Monthly Update:

Requester: Will Van Vactor

Details: Building Official Randy Davis attended the Work Session to provide the Court with a comprehensive update on Community Development, focusing on permit and application activities. While residential activity remains sluggish at around 50%, commercial projects are robust. Currently, the Fire Department is conducting suppression acceptance testing on a building, with one half ready and the other awaiting completion. Inspections are averaging between 800 - 1000 per month, with commercial projects driving these numbers due to their scale of larger projects. Progress at the Justice Center is notable and promising. Additionally, there's a prospect of an apartment complex along the Madras highway, although plans have yet to be finalized,

and bids are presently under review. The growing community is witnessing an increase in contractors, job opportunities, and bidding activities, reflecting overall growth trends.

Discussion item #6: Discuss intergovernmental agreement with Central Oregon Ready, Responsive, Resilient ("CORE3") Project:

Requester: Brian Barney

Details: Commissioner Barney introduced an intergovernmental agreement (IGA) regarding the Central Oregon Ready, Responsive, Resilient ("CORE3") Project. Crook County is a signed party to a Memorandum of Understanding (MOU) established in 2022, aimed at fostering collaborative efforts to facilitate the development and construction of a regional emergency services training and coordination center. The proposed IGA replaces the existing MOU and provides a more detailed framework outlining the terms and conditions governing the completion of the Project by the involved parties. Deschutes County has offered to donate the property for the facility. Under the terms of the agreement, Crook County's financial contributions to the facility would exempt it from usage fees, ensuring cost-free access. Currently, Crook County is not obligated to make any financial contributions to the project.

MOTION to sign the IGA with Central Oregon Ready, Responsive, Resilient ("CORE3") Project with the payment of \$3684.45. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #7: Discuss wildlife damage management services:

Requester: Susan Hermreck

Details: Commissioner Hermreck initiated a conversation concerning wildlife damage management services. In April 2021, the County engaged in a personal services agreement with Belozer Outdoor Enterprises, LLC, and extending it until June 30, 2025, to provide wildlife damage management services. Under this agreement, Jon Belozer holds a valid ODFW Black Bear and/or Cougar Agent Appointment Agreement. The annual contract entails a fee of \$54,000.00. Despite ongoing payments to Jon as per the contract, Wildlife Services continues to explore grants and alternative options to alleviate costs.

Discussion item #8: Public comment opportunities and options at County Court meetings:

Requester: Susan Hermreck

Details: Commissioner Hermreck brought up the topic of public comment procedures during County Court meetings. Currently, these meetings offer opportunities for public comments at the start of the session and during any scheduled public hearings. At the most recent regular meeting, a citizen proposed the idea of allowing public comments at the conclusion of the meetings as well. There are three proposed options for public comments: maintaining the current method, adding a comment session at the end of the meeting, and/or implementing a system that allows comments on non-agenda items at the beginning of the meeting, followed by comments on agenda items after staff reports for each specific item.

Discussion item #9: Holiday Schedule 2024:

Requester: Andy Parks

Details: Contract County Administrator Andy Parks brought forth a discussion to the Court concerning the 2024 Holiday Schedule. Of particular concern is Christmas Eve, which has been a recurring issue in previous years and requires attention for the upcoming year. The issue revolves around the possibility of having a half-day on Christmas Eve. This matter is raised annually, especially due to certain departments being mandated by ORS rules to remain open to the public, unless the day is initially recognized as a County holiday. Further deliberation on this topic will take place with Department Heads during tomorrow's Department Head meeting.

Discussion item #10: Discuss roles and responsibilities of Court members and County Administrator:

Requester: Andy Parks

Details: Contract County Administrator Andy Parks presented to the Court the discussion on the next steps in the governance of the County. It was agreed to review and discuss the roles of the commissioners, judge, and administrator at the next work session. 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. Additionally, to affect a smooth transition to an appointed County Administrator, a timely decision is needed. Outside counsel has advised the Court they may make various decisions administratively, such as changing from a County Court to a Board of Commissioners or refer the matter to voters. Court members will review the materials and provide feedback at an upcoming work session.

Administrator Report:

- Andy Parks held a meeting with Jacquie Davis and Aaron Reinhart from the Landfill to discuss a comprehensive plan to present to the Court outlining future directions with the Landfill. The City of Prineville is expected to include Jacquie Davis in the Solid Waste Advisory Committee. Initial discussions are underway for an IGA on solid waste management, with a deadline to present the IGA to the City by the regular session on March 20, 2023.
- The Accrued Leave Policy has undergone recent review to align accrued time with years of experience. This policy adjustment accommodates 74% of employees based on their tenure. During the upcoming department head meeting, discussions will focus on employees who have been with the County for over 10 years and are affected by this change. Efforts are being made to find suitable accommodations for these individuals. This process aims to improve retention among long-term employees.
- Road Department-Road Employee Contract negotiations, contract expires June 30, 2024. Will schedule a meeting soon with Human Resources, Legal, Road, and outside counsel to initiate the negotiation process.
- COIC has a board seat that is currently vacant. The COIC board seat that is vacant will be assigned to Commissioner Susan Hermreck.

MOTION to designate Commissioner Hermreck to serve on the COIC Board as discussed in today's meeting. Motion seconded. No discussion. Motion carried 3-0.

- HRIS System- This is a big project and staff are currently involved in the process. The plan is to move forward with seeking outside project management help for additional work. Have sent information to 10 different vendors and have received responses from 5 of them. Will talk about this again as things move along in the process.

Court Member Updates:

- Judge Crawford- flags for memorial for 9/11 for the people that lost their lives. The event is happening at the courthouse and will be a 24-hour event. Received a call from Susy from COCC and needing someone to be on the building committee. Will be in Salem for opening AOC meeting.

Public Comment:

Mike Ervin feels that there needs to be a decision from the Court for which job description this will be for. With the change of governance adjustment, the County does not have the ability or time to educate people on the change or allow people to vote. Mr. Ervin asked about the wolf committee meetings and what is currently happening in the meetings. Susan and Bill commented on the status of meetings and that there were two different meetings.

At 11:25 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 the counter party as discussed in the Executive Session. Motion seconded. No discussion. Motion carried 3-0.

MOTION to authorize County's realtor of record to prepare a listing agreement 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 1:20 p.m.**

Respectfully submitted,

Sarah Puerner / Breyanna Cupp