

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES
OF MAY 15, 2024, REGULAR MEETING
Open Portion**

Be It Remembered that the Crook County Board of Commissioners met in a Regular Session on May 15, 2024, at 9:00 a.m. in the County meeting room located at 320 NE Court Street, Prineville, Oregon 97754.

Board Members Present: Commissioner Seth Crawford, Commissioner Brian Barney, and Commissioner Susan Hermreck

Absentees: None

Others Present in Person or Via Zoom: Legal Counsels Eric Blaine and John Eisler; Executive Administrative Assistant Sarah Puerner; Breyanna Cupp, Tim Deboodt; Casey Daly; Christina Haron; Brad Haynes; Alex Solterbeck; Michaela Edwards; Will Van Vactor; Katie Plumb; Aaron Boyce; Andy Parks; Jon Soliz; Stephanie West; Bill Elliott; Alanna Spry; Jamie Berger; Lisa Neuberger; Stephen Chellis; Jason Elliott; Stephanie O'Neal; Jacob Smith; Shaun Christofferson; Cheryl Seely; Stephanie Wilson; Kira Marchant; Garth Finley; Wanda Smith; Rebecca Keegan; Andrew Rasmussen; Jacquie Davis; John Gautney; Katie Slattery; Kim Bales; Kim Fox; Steve Nagorski; Chaplain Steve Gilday; Deanna Smith; Mekia Ogborn; and members of the public.

REGULAR SESSION

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

Public Comment:

Steve Nagorski highlighted the County's excellent facilities, noting recent improvements such as the Museum extension and the new Courthouse. However, he expressed concern that the animal shelter is operating out of a dilapidated temporary building and requested that the Board of Commissioners consider funding additional dog kennels at the humane society to support the organization. Steve has personally funded two kennels, but there is a need for approximately 24 more. He also invited the Commissioners to tour the facility to see the current conditions and better understand the needs of the humane society.

Consent Agenda:

1. Military Airspace Consultant Contract with Ann Beier

MOTION to pass the consent agenda as presented. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #2: Ochoco Pointe Phase 5 Final Plat:

Requester: Kira Marchant

Details: AKS Project Coordinator, Kira Marchant, attended the Regular Session to seek approval and obtain the Commissioners' signatures on the Ochoco Pointe Phase 5 Final Plat Map. The map has already been reviewed and signed by the surveyor, and the construction of streets and infrastructure is nearly complete. Phase 5 consists of 28 lots

designated for future single-family homes, with additional phases planned for development in the future. This particular session focuses on finalizing Phase 5.

MOTION to sign the plat map for Ochoco Pointe Phase 5. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #3: 2024 In-House Asphalt Purchase:

Requester: Brad Haynes

Details: Road Superintendent Brad Haynes attended the Regular Session to request approval from the Board of Commissioners for the purchase of 1,500 tons of asphalt materials. These materials are necessary to patch and overlay various sections of Reservoir Road, from Millican Highway to Highway 27. The road is scheduled for chip sealing this fiscal year, requiring several dig outs and patch backs beforehand. All work will be carried out by the Road Department staff. The total cost for the asphalt materials is \$85,500.

MOTION to approve the 2024 In-House Asphalt Paving purchase of 1500 tons with Tri-County Paving. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #4: Annual renewal of DebtBook software:

Requester: Christina Haron

Details: Finance Director Christina Haron attended the Regular Session to request approval for the renewal of the DebtBook software. DebtBook is essential for the County's management of leases, subscriptions, and debt, helping ensure compliance with GASB 87 and GASB 96. This year's renewal includes a \$2,000 increase over last year's pricing, which was already accounted for in the Finance Department's budget. The total annual renewal cost is \$13,000.

MOTION to approve the DebtBook software in the amount of \$13,000. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #5: Consider approving the Compensation Study Final Report:

Requester: Andy Parks

Details: Contract County Administrator Andy Parks attended the Regular Session to request that the Board of Commissioners approve the Compensation Study Final Report, including the revised Appendix D as presented during the May 8, 2024, work session, prepared by JB Rewards. The recommendations include adopting the JOBMEAS™ system, approving the updated job classifications and listing (amended Appendix D), adopting the recommended salary structure, and implementing the plan. Additionally, the request includes approval to modify the Sheriff's Office salary structure to a 9-step scale, maintaining the same minimum, maximum, and midpoint amounts as the current 13-step scale. Lastly, Mr. Parks proposed reviewing the salary structure if the gap between sergeant and lieutenant positions narrows to eighteen percent or less.

MOTION to adopt the salary structure with the Crook County Sheriff's Office to be adjusted to 9 steps, adopt the implementation plan, adopt the JOBMEAS™ system, to review the plan if the ranges between the Sergeant and Lieutenant decrease to 18% or

less, and all to be effective June 1st with the addition of the classification listing. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #6: Discussion regarding salary for prospective Facilities Director:

Requester: Susan Hermreck

Details: This item was removed from the agenda and will be discussed at another time.

Discussion item #7: Public hearing, Ordinance 343, regarding County purchasing and procurement rules, and declaring an emergency. Second reading:

Requester: Eric Blaine

Details: County Counsel Eric Blaine attended the Regular Session to propose updates to the County's procurement rules and declare an emergency. The current procurement rules have remained largely unchanged for many years, despite recent updates at both the State and local levels regarding how the County acquires goods and services. The proposed revisions aim to improve departmental efficiency while maintaining transparency and accountability in the use of taxpayer funds. These changes were developed through a collaborative process involving all County department heads, allowing them to review, contribute, and refine the proposed updates together.

MOTION to read by title only. Motion seconded. No discussion. Motion carried 3-0.

Commissioner Crawford read by title only. County Counsel Eric Blaine provided a brief overview of the revisions to the purchasing and procurement rules, focusing specifically on updates to language sections.

The Public Hearing was opened. With no comments received, the Public Hearing was closed.

MOTION to approve Ordinance 343. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #8: Public Hearing for Text Amendment 217-24-000016-PLNG and draft Ordinance 344 to bring zoning ordinances into compliance with current State statutes and regulations, provide clear and objective criteria within the zoning ordinance to provide for greater understanding of requirements, allow for local flexibility in interpreting code language, edit code language that is incorrect, and remove references to outdated or removed sections:

Requester: Will Van Vactor

Details: Community Development Director Will Van Vactor attended the Regular Session to discuss Ordinance 344, which proposes several updates. These include adding farm breweries to the Farm Use Table with associated use types, review procedures, and criteria; aligning with state statute requirements for Forest Template Dwellings and ADU parking requirements; and revising the regulations for Accessory Dwelling Units in certain rural residential zones, including review procedures and applicable criteria. The ordinance also introduces standards for outdoor lighting to reduce light pollution and promote dark skies, reinstates the Juniper Acres Purpose

Statement—an established County policy that was unintentionally changed in a previous update—and updates the process for Transmission Towers.

MOTION to read by title only. Motion seconded. No discussion. Motion carried 3-0.

Commissioner Crawford read by title only.

Community Development Director Will Van Vactor read out loud the updated formatting and heading changes from the first hearing. In addition, Mr. Van Vactor provided a staff report on the proposed changes.

The Public Hearing was opened.

Jacob Smith, a Crook County resident born in Prineville, shared his experience with code enforcement and expressed his satisfaction with the recent code amendments, particularly the outdoor lighting ordinance. However, he noted that the wording in Section 18.126.06, subsection A1, could be clearer. Smith suggested implementing a sunset clause instead of relying on a grandfather rule, as it would provide a more balanced approach, allowing residents a set period to comply with the new regulations and address any issues.

With no other comments received, the Public Hearing was closed.

MOTION to approve Ordinance 344, an Ordinance amending Title 18 of the Crook County Code adopting additional procedural clarity, streamlining application processes and expanding options for local residents and declaring an emergency. Motion seconded. No discussion. Motion carried 3-0.

Administrator Report: None

Commissioner Updates:

Commissioner Crawford reported that Commissioner Hermreck had a productive meeting with representatives from the DEQ, and he followed up with the project lead, who informed him that they are currently awaiting state funding. Additionally, there may be potential federal funding within the next year to year and a half. Commissioner Crawford expressed concern over this delay and suggested sending a letter to the Governor to emphasize that this timeline is unacceptable. Vicki Breese Iverson also intends to push back on this issue at her level.

MOTION to delegate Commissioner Crawford to prepare a letter on behalf of the Board of Commissioners. Motion seconded. No discussion. Motion carried 3-0.

Public Comment: None

At 10:14 a.m. the Board of Commissioners convened 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.

EXECUTIVE SESSION

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

MOTION to direct staff to proceed as discussed in Executive Session. Motion seconded. No discussion. Motion carried 3-0.

MOTION to authorize Commissioner Barney to sign the mediation agreement. Motion seconded. No discussion. Motion carried 3-0.

MOTION to authorize Commissioner Barney to act on behalf of Crook County under the parameters discussed in Executive Session. Motion seconded. No discussion. Motion carried 3-0.

MOTION to approve the professional services contract with Andy Parks and GEL Oregon Inc. Motion seconded. No discussion. Motion carried 3-0.

MOTION to appoint Will Van Vactor as Interim County Manager. Motion seconded. No discussion. Motion carried 3-0.

There being no further business before the Board of Commissioners, the meeting was **adjourned at 12:05 p.m.**

Respectfully submitted,

Sarah Puerner / Breyanna Cupp