

CROOK COUNTY WORK SESSION

Administration Conference Room
203 NE Court Street, Prineville, OR

Tuesday **January 12, 2021** at 9a.m.

Members of the public and media are welcome to attend in person with social distancing
or via Webex 1-408-418-9388; Access Code: 623 057 025
Meeting Password: zRNvGMYM286

Discussion Items

	<i>Requester's Name</i>	<i>Matter</i>	<i>Docs?</i> ✓
1	Muriel	COVID-19 Update (if any)	N
2	Bob O'Neal	Road Department – Budget & Actuals Presentation	N
3	Bob O'Neal	Letter of Intent for ODOT regarding Millican Rd	Y
4	Community Development	Fee Update	N
5	April Witteveen	Library Recruitments	Y

Executive Discussion Items

	<i>Requester's Name</i>	<i>Matter</i>	<i>Docs?</i> ✓
Exec #1		NONE SCHEDULED	

Items placed on the Work Session agenda are intended for discussion only, without making decisions or finalizing documents unless an emergency exists.

**The Court may add additional items arising too late to be part of this Agenda. Agenda items may be rearranged to make the best use of time.*

**The meeting location is accessible to persons with disabilities. If additional accommodations are required, please submit your request 48 hours prior to the meeting by contacting County Administration at 541-447-6555.*

*Requests to be placed on the Work Session agenda are
due at **5 p.m. on Thursday** before the Work Session*

January 12, 2021 Work Session Agenda Items



DRAFT LETTER OF INTENT
George Millican Road Support of Freight Industry
January 2021

This Letter of Intent (LOI) reinforces the standing commitment of Deschutes County, Crook County, and the Oregon Department of Transportation’s Region 4 (we the “Partners”) for George Millican Road (GMR) to fully support the Trucking Freight Industry.

The 15-mile southern section of GMR was constructed in 2005, creating a direct connection between US Highway 20 near Millican in Deschutes County and OR 126 at the City of Prineville in Crook County, for the primary purpose of serving freight trucking.

In 2016 we the Partners, along with the Federal Highway Administration, invested ~\$7,500,000 in pavement reconstruction for the northern section of GMR in Crook County, with the primary purpose of serving freight trucking.

GMR is an important freight route within Central Oregon's transportation system, accommodating freight movement and providing a well-used route for over dimension freight movement away from urban areas and away from unaccommodating rural routes in both Deschutes and Crook. This function provides a significant benefit for all three of us the Partners. See enclosed two Agreements representing this benefit.

In order to extend this commitment into the foreseeable future, our intent is to complete within the calendar year 2021 a Memorandum of Understanding (MOU) or similar document among us the Parties, reinforcing the long-term functionality, and continuing current operations and decision-making expectations, permitting, etc., of:

1. As an important regional freight route, especially for oversize loads.
2. In doing our best to sustain the route's existing condition and *vehicle carrying capacity*.
3. With solid communication among ourselves and all affected stakeholders if there is a potential need for reduction to the *vehicle carrying capacity* or temporary work zone restrictions.

DRAFT

4. Endeavor to continue providing snow/ice removal at the current level of service.
5. Working through and addressing the attached email list of GMR freight trucking usage needs, with Oregon Trucking Association Government Affairs Advisor Mark Gibson and other stakeholders as needed.

Our intention is to immediately begin the work of drafting the MOU document, as facilitated by the ODOT Region 4 Manager Gary Farnsworth. This will include, through good faith and collaborative discussions, our involving all affected internal and external stakeholders among our organizations, as appropriate. We will provide regular status updates to the acknowledged freight industry representatives as we make progress.

Deschutes County

By _____
Name, Title

Date _____

Department of Transportation Region 4

By _____
Gary Farnsworth, Region 4 Manager

Date _____

Deschutes County

By _____
Name, Title

Date _____

Crook County

Seth Crawford, Judge

Jerry Brummer, Commissioner

Brian Barney, Commissioner

Date: _____

Memo



To: County Court
From: Library Director April Witteveen
Date: January 5, 2021
Re: Library Hiring

Library management team would like to begin the recruitment process for two open positions: One 1.0 FTE Teen Services Specialist and one .5 FTE library page. These positions had been filled prior to July 2020, when various movements in staff resulted in the openings. As such, these positions are included in the library's 2020/2021 FY budget.

While the library is currently in a curbside/virtual services model we are still busy providing services to our community- and the community is responding! December's statistics show some interesting trends; while checkouts are down, our check ins did not markedly decrease, and we pulled significantly more holds for CCL patrons which is a very exciting measurement.

These two latter functions, marked with asterisks, are jobs performed by our library pages in addition to shelving materials that are returned. Due to being down one position, staff in higher classifications are being called on to keep up with checking in materials as well as pulling holds and shelving items. This takes time and attention away from other duties in their job descriptions.

	November (building open)	December (curbside/virtual services only)
Checkouts	5176	3222 (38% decrease)
**Check ins	4357	4045 (7% decrease)
**Paging list/holds pulled (# pulled for CCL patrons)	2,847 (270 for CCL)	2,862 (336 for CCL, 24% increase)

Heather Jones, Assistant Director of Library Services and former teen librarian is currently working double duty across these two positions. Allowing her to fully focus on her management role is crucial to the overall success of the library's strategic plan. Without her complete focus, these are a few areas we will fall behind:

- **Publicity and marketing:** this a SMART goal for Heather this year. We know we can better market our services and reach new audiences with increased attention in this area
- **Electronic resources:** the library is ready to evaluate and move forward with new ideas related to the electronic services we can offer our patrons. Investigating and evaluation e-resources is another SMART goal for Heather.
- **Vendor evaluation:** are we working with the best vendors for our money? Heather needs time to devote to this investigation.
- **Staff support for the public services team:** challenging for Heather to fully lead her team when she is also working to keep our teen program afloat

Without a dedicated Teen Services Specialist, we are unable to work strategically in the following areas:

- **Programming:** the pandemic has called librarians to learn more about virtual programming. Heather has done admirably providing a baseline of service for teens during our Winter Reading Program but is not able to expand our teen programming as we begin to plan for summer.
- **Outreach:** most significantly, Heather has not been able to offer outreach to teens and the adults in their lives at the same level as a full-time teen librarian could do. The library wants to reach new audiences and bring our services outside the walls of the library- this is what a full attention to outreach could do.

- Customer service: while the library is short-staffed, the public services team isn't able to focus on work such as programming, collection development, professional development, and other areas of specialized services. This is very evident in the case of our teen program, which does rely on specific knowledge and a passion for serving the age group.

I hope this memo provides insight into what the library could achieve with a complete staff; our pandemic experience has shown that having all hands on deck is crucial, and being just one year into our strategic plan there are so many opportunities for us to explore. I am happy to address any other questions or concerns related to our hopeful future recruitment.

Respectfully,

April Witteveen