

**Crook County Court
Work Session
November 20, 2018**

Crook County Court held a Work Session on November 20, 2018 at 9:00 a.m. in the Legal Conference room located at 203 NE Court Street, Prineville, Oregon. In attendance; Commissioner Jerry Brummer; Commissioner Brian Barney; Legal Counsels; Court Secretary Colleen Ferguson; Roadmaster Bob O'Neal; County Clerk Cheryl Seely. Judge Crawford was absent.

Commissioner Brummer opened the Work Session.

ADDITION:

Letter of Support regarding unmanned aircraft facility commitment.

Discussion held regarding the unmanned aircraft operation currently operated out of Warm Springs. There is a desire to move the operation to Crook County. The large former Schwab hanger would be available, and County could consider donating. Discussion held regarding the operation, intent to consider research but having Crook County be the center for the drones to be used in case of disaster. A letter of support has been requested for relocating the program from Warm Springs to Crook County.

Participants: County Court, Legal Counsels Debbie Palmer, Finance; CFO Jeff Caldwell

MOTION:

Commissioner Barney moved and Commissioner Brummer seconded to approve the letter of support for the Central Oregon USA Emergency Center. Vote was 2-0, motion carried.

Vote Tabulation System

Clerk Cheryl Seely reported on the recent election and the problem this year with the tabulator operations and consideration of purchasing a new machine. Ms. Seely explained the process updated the Court on maintenance and age of the machine (purchased in 2006 or 2007), plus the upgrades. The new system being considered is Clear Ballot, a smaller machine with its own server and external hard drive that will scan any ballot. The operation of the system was explained with updates 2x per year. Explanation of the quote was provided, life expectancy, and the ability to piggyback off Multnomah County for the purchase. Cost new is approximately \$75,000. Copy of the contract will be coming for legal review. Discussion held on funding options and capital appropriations.

Participants: County Clerk, Legal, Court; CFO Jeff Caldwell

Monthly Fund Balance Update

CFO Jeff Caldwell presented updates on fund balances and the activity of October. Some accounts have been closed; others opened. Bond payments and airport hangar rental revenue was presented along with debt service and asset reserves. Additional information on Airport and supplemental budget will be held next week. Supplemental on December 5, and Public Hearing on Airport on December 19. Helibase funding was discussed. Preparation for auditors on December 3, 4 and 5 is being completed. The fraud prevention questionnaire has been sent out, and responses are coming in from Department Heads. This information will be out to Commissioners on May 17th.

Community Development Director Ann Beier discussed with the Court and CFO the proposed modular unit to be placed to house additional employees with expenses to come from Community Development's budget. Commissioner Barney has spoken with the City of Prineville regarding placement and a permit for location of the modular next to the Courthouse. City said nothing was needed. Ms. Beier wants it in writing that no permit is required. Quotes for the modular were discussed and installation upon delivery. Discussion on the costs for this project due to need of space.

Additional Presentation/Discussion by Ann Beier:

Jefferson County Mass Gatherings presentation was discussed. Great presentation attended by Ms. Beier. Photos of the Eclipse mass gatherings were viewed and discussed.

Ms. Beier was appointed Vice President of the County Planning Directors.

Discussion held regarding the extension of the Hidden Canyon matter.

The Garcia case will be coming back to the County regarding a non-farm parcel

Counsel Wilson presented information from an email received regarding a structure to be placed on staging area property. Discussion regarding the temporary structure, cargo containers, truss roof, and land use staging units. Some job shacks will need power. The structure permits and sunset date for use will need to be discussed and ground rules must be established right away. The lease agreement must be amended for structures. Timeframe for response and rules for procedure were discussed.

Participants: CFO Caldwell; Counsel Wilson; County Court; Planning Director Ann Beier.

Treasurer's Position - Official Bond

Assistant Counsel Eric Blaine presented information regarding \$180.00 invoice received for a bond that former Treasurer Kathy Gray maintained as County Treasurer. Question is if Debbie Palmer and Jeff Caldwell need to be bonded. The bond is not currently listed as a requirement and Mr. Blaine does not believe the sister jurisdictions are bonding their employees. Premium is small and covers \$200.00 to \$50,000. The Court members are good to go without the bond. Counsel will allow existing bond to expire and not establish with new employees.

Participants: County Counsel; Court

Reacquisition of McGee Property (Tax Foreclosure)

Counsel Wilson presented information regarding a tax foreclosed property located at 795 Fairview that was deeded to the County and had not been through an auction. County needs to check on insurance and City has a compliance case on this property at this time. Discussion held on condition of the home and property, utility billings, costs involved and revenue for a sale, and the legality of a sale since the property was deeded directly to the County and did not go through the auction process. Quotes will be requested and accepted for cleaning up the property. Plan to clean up property for compliance, and then move forward with the approved process.

Participants: Counsel; Court

Update regarding Justice Court

Discussion regarding the possibility of creating a Justice Court in Crook County the Justice Courts that are currently operating in Oregon was held. County Counsel will provide reports for the Court members to review. Commissioner Barney tabled this matter to a future meeting when Judge Crawford is available to participate.

Participants: Counsel; Court

Christmas Eve/New Year's Eve possible early out

Discussion was held regarding scheduled time off and difference in schedules with some employees working four 10-hour days, specifically the employees of the Road Department and Landfill. Discrepancies were discussed. Information will be gathered, and the matter will be discussed next week. Information will be out to employees by the 1st of December.

There being no executive session scheduled, at this time Commissioner Brummer adjourned the Work Session at 11:00 a.m.

Respectfully submitted,

Colleen Ferguson, Crook County Court Secretary.