

**CROOK COUNTY COURT MINUTES
OF MAY 10, 2023 WORK SESSION
Open Portion**

Be It Remembered that the Crook County Court met in a regularly scheduled Work Session on May 10, 2023, 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 Jerry Brummer and Commissioner Brian Barney

Absentees: None

Others Present in Person or Via Zoom: Legal Counsels Eric Blaine and John Eisler; Administration Executive Assistant Sarah Puerner; Director Kim Barber; Fairgrounds Manager Casey Daly; Manager Kim Herber; Facilities Director Joe Viola; Director Will VanVactor; Manager Brent Bybee; Health and Human Services Director Katie Plumb; Commander Bill Elliott; Sheriff John Gautney; Andy Parks; Assessor Jon Soliz; Building Official Randy Davis; Terry Weitman; Director Sarah Beeler; Budget Analyst Jamie Berger; Jacquie Davis; Erica Lindberg and Michael Robinson.

WORK SESSION

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

Agenda item #1, Public Comment: None

Agenda item #2, Discussion with Friends of the Crook County Fairgrounds regarding the old H barn:

Requester: Dennis Hilderbrand

Details: This item was removed from the agenda. It will be presented at a later time.

Agenda item #3, Discuss Bids for Courthouse Electrical Service Upgrade:

Requester: Joe Viola

Details: Facilities Director Joe Viola attended the work session to discuss bids for the Courthouse Electrical Service Upgrade. The Facilities Department received two proposals and the low bidder was Aspen Ridge Electric, Inc. at \$45,750. This scope of work will provide needed safety measures and future electrical upgrade potential for the Courthouse. This upgrade will be funded through the Capital Projects Fund. This item will be placed on the consent agenda for May 17th.

Agenda item #4, Advantage Dental MOU Amendment Requiring Certified Interpreters:

Requester: Katie Plumb

Details: Health and Human Services Director Katie Plumb attended the work session to present an Advantage Dental MOU amendment requiring certified interpreters. Ms. Plumb stated that Amendment 7 specifies that interpreters be certified and/or qualified in accordance with current law. This item will be placed on the consent agenda for May 17th.

Agenda item #5, Discussion regarding proposed fee changes for Community Development:

Requester: Will VanVactor

Details: Director Will VanVactor attended the work session to discuss proposed fee changes for Community Development. Mr. VanVactor stated that the Community Development Department is a fee dependent department, and this is related to annual fee changes on permits and applications. The fees need to reflect the cost of operating the Building, Planning, On-Site and Compliance programs and to ensure financial stability.

Agenda item #6, Internal Services Changes to Extension Services District – Building ownership change:

Requester: Andy Parks

Details: Andy Parks attended the work session to discuss internal services changes to Extension Services District. The County implemented internal service charges for facilities, administration, legal, human resources, finance and information technology in fiscal year 2020. The charges to the Extension District have not been consistently charged and the district has negotiated amendments to a memorandum of understanding with the County related to facility charges. Internal charges have been reviewed and alternatives discussed with Kim Herber, District Office Manager. This item will be brought to Court for action at a regular session.

Agenda item #7, Space Needs Assessment – Draft Findings:

Requester: Andy Parks

Details: Andy Parks attended the work session to discuss the initial findings of the Space Needs Assessment. Several departments will be relocating from the Courthouse to the Justice Center and the County Court authorized a high-level review of space needs for eleven of the departments. The next step is to gain consensus on what the County would like to do with respect to the Courthouse renovation and additional building(s) including location.

Agenda item #8, Requested rate increase – Republic Services:

Requester: Andy Parks/Jacquie Davis

Details: Republic Services, which is a waste disposal company whose services include non-hazardous solid waste collection, waste transfer, waste disposal, recycling, and energy services, holds a franchise agreement with the County. Republic is requesting a ten percent rate increase. The requested increase is greater than the last reported change in the CPI of five percent.

Agenda item #9, Discussion regarding County ERP:

Requester: Christina Haron

Details: Assistant Finance Director Christina Haron attended the work session to discuss the County ERP. A request for quotes was issued in April 2023, with quotes due May 4, 2023. The two quotes received thus far are less than the allocated ARPA funding of \$300,000. This item will be added to an upcoming Court session for further consideration.

Agenda item #10, Change order related to building under contract:

Requester: Casey Daly

Details: Fairgrounds Manager Casey Daly attended the work session to discuss a change order related to building under contract. In January, the Court approved and awarded an expansion project for the rabbit barn. After discussions with the Community Development department and the Fire Department, sprinklers will need to be added to the project for the expansion. This addition will nearly double the projected cost.

Agenda item #11, TSP Update:

Requester: Will VanVactor

Details: Director Will VanVactor attended the work session to present the Court with a TSP update. Mr. VanVactor recently received a scope of work from the subcontractor for the City and this will be brought to Court and utilized as a basic scope of work moving forward. An Order will need to be created making it clear that this is a personal services contract and can proceed without an RFP. One of the main focuses will be safety access on 126 in Powell Butte.

Agenda item #12, Prineville Lake Acres Unit I Road District Board Appointment:

Requester: Andy Parks

Details: The County received an application for the Prineville Lake Acres Unit I Road District. This is a special district within the County with 3 members on the board. This item will be added to the consent agenda for May 17th.

There being no further business before the Court, the meeting was **adjourned at 10:45 a.m.**

Respectfully submitted,

Sarah Puerner