

**CROOK COUNTY COURT MINUTES
OF DECEMBER 13, 2023, WORK SESSION
Open Portion**

Be It Remembered that the Crook County Court met in a regularly scheduled Work Session on December 13, 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 and Commissioner Brian Barney

Absentees: None

Others Present in Person or Via Zoom: Legal Counsels Eric Blaine and John Eisler; Administrative Executive Assistant Sarah Puerner; Office Manager Alex Solterbeck; Human Resources Director Kim Barber; Finance Director Christina Haron; Community Development Director Will Van Vactor; Building Official Randy Davis; Clerk Cheryl Seely; Contract County Administrator Andy Parks; Assessor Jon Soliz; Library Director Sarah Beeler; Extension Manager Kim Herber; Operations Manager Katrina Weitman; Landfill Manager Jacquie Davis; Chief Information Officer Stephen Chellis; Natural Resources Policy Coordinator Tim Deboodt; Facilities Director Nick Lilly; Levi Roberts; Systems Administrator Chelsea Watson; Mike Warren; Mike Ervin; Monty Kurtz; and members of the public.

WORK SESSION

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

Public Comment:

Monty Kurtz noted that the Court made a decision on the vacant Commissioner position and was disappointed in the process to not include the public. Additionally, Mr. Kurtz mentioned that he was disappointed the Court appointed someone who has not attended a work or regular session this past year.

Discussion Item #1: Community Development Monthly Update - October:

Requester: Will Van Vactor / Randy Davis

Details: Community Development Director Will Van Vactor attended the work session to provide the Court with an update on community development from the month of October. Mr. Van Vactor provided a brief overview and noted that these stats are very similar to the numbers for November.

Discussion Item #2: Community Development Monthly Update - November:

Requester: Will Van Vactor / Randy Davis

Details: Community Development Director Will Van Vactor attended the work session to provide the Court with an update on Community Development from the month of November. For the Building Department, residential projects have slowed down significantly. Commercial projects, including solar permits and projects like Abby's, are still busy and sustaining activity. Permit numbers are down from last year, but inspection numbers remain steady at about 1,000 per month. There is a new hangar being built near the airport. There are currently open positions, and efforts are

underway to recruit and plan for future projects. A larger multi-house project is anticipated. The Planning Department noted that 2023 has been a slow year for land use permits. October and November saw an increase in land use applications compared to earlier in the year. Summer was slow, but fall showed improvement, though numbers are still below last year's and not near the levels of 2019. The Onsite Department had a few more permits issued this year compared to last year, but the increase is not significant. Louis is working on code compliance cases with a couple of hearings coming up. Overall activity is slow, with similar trends in other counties, predicting a potential turnaround in summer 2024. By 2025, the State will mandate digital submission for all processes. Preparations are underway to accommodate this change while still allowing physical submissions for those who prefer it.

Discussion Item #3: Community Development Strategic Plan:

Requester: Will Van Vactor

Details: Community Development Director Will Van Vactor attended the work session to discuss the Community Development Strategic Plan with the Court. Throughout 2023, the Community Development Department prepared this strategic plan. The plan outlines the Department's core mission, identifies goals and objectives for a five-year planning period based on an analysis of the Department's strategic posture, and lists key performance indicators to track the Department's performance. This item will be placed on the consent agenda for final approval on December 19th.

Discussion Item #4: Vehicle Purchase:

Requester: Will Van Vactor

Details: Community Development Director Will Van Vactor attended the work session to discuss a vehicle purchase with the Court. The discussion focused on options for replacing inspection vehicles. Last year, the department attempted to purchase three vehicles from Kendall. Despite having a signed purchase order, the vehicles were never delivered, causing the department to fall behind in its vehicle replacement and maintenance schedule. To rectify this, Director Will Van Vactor requested approval to purchase four vehicles to realign with the planned replacement schedule.

MOTION to accept the price quote from Gary Gruner Chevrolet and to authorize staff members to process the purchase order as discussed today. Motion seconded. No discussion. Motion carried 2-0.

Discussion Item #5: Review of updated IGA for ePermit System:

Requester: Will Van Vactor

Details: Community Development Director Will Van Vactor attended the work session to review the updated Intergovernmental Agreement (IGA) for the ePermit System with the Court. The Department of Consumer and Business Services (DCBS) has updated their ePermit System and Service Agreement for consistency and general maintenance. The Community Development Department uses this system to receive permits, track records, and send correspondence to the public. This item will be placed on the consent agenda for final approval on December 19th.

Discussion Item #6: Consider approval of Amendment # 2 to Indefeasible Right To Use (IRU) agreement with PrineTime Internet Solutions, LLC, for County facilities fiber connections:

Requester: Nick Lilly

Details: Facilities Director Nick Lilly attended the work session to discuss the approval of Amendment #2 to the Indefeasible Right to Use (IRU) agreement with PrineTime Internet Solutions. The County seeks to add fiber capacity to connect the Justice Center with various County offices. PrineTime Internet Solutions agreed to provide the fiber under a modification of the existing IRU agreement rather than adopting a new one. This amendment would commit both parties for the next 20 years, with a completion date set for March 1, 2024. This item will be placed on the consent agenda for final approval on December 19th.

Discussion Item #7: Justice Center was awarded Pacific Power E-Mobility Grant:

Requester: Nick Lilly

Details: Facilities Director Nick Lilly attended the work session to discuss the Pacific Power E-Mobility Grant with the Court. This grant program provides funding for devices, breakers, conductors and installation for four dual head EV charging stations that the project had previously installed underground infrastructure to support. This program requires that the operator maintain ChargePoint Assure for a minimum of five years, only 1st year of annual service agreement is covered by the contractor so the remaining four years will be incorporated into the facility operational budget. This item will be placed on the consent agenda for final approval for December 19th.

Discussion Item #8: Goods and Services Contract TEC Equipment:

Requester: Rebecca Keegan

Details: Rebecca Keegan attended the work session to discuss a goods and services contract with TEC Equipment with the Court. This contract is for the purchase and delivery of two Swenson SP sanders. Ms. Keegan will gather additional information for the Court and present this item for discussion at the Regular Session on December 19th.

Discussion Item #9: Human Resources Roadmap:

Requester: Andy Parks

Details: Contract County Administrator Andy Parks attended the work session to discuss the Human Resources Roadmap with the Court. The County currently has a pending Request for Quotes for a Human Resource Information System (HRIS). Before proceeding, it is essential to complete an assessment of the Human Resources operations. This assessment will help prioritize which aspects of the HRIS to implement first and identify opportunities for process improvement. This item will be on the consent agenda for final approval on December 19th.

Discussion Item #10: Commission Position #1 Vacancy:

Requester: Andy Parks

Details: Contract County Administrator Andy Parks attended the work session to discuss the vacant Commissioner Position #1. The County Court received eight applications for this position, and interviews were conducted on December 7, 2023. The last regularly scheduled meeting in 2023 to appoint a commissioner for the remainder

of the term, which extends through 2024, is on December 19, 2023. The Court has selected Susan Hermreck as the candidate for the position. All candidates have been notified, and the information has been posted on the County website. The plan is to swear in Susan Hermreck at the start of the meeting on December 19th.

Administrator Report:

Andy Parks noted that he was following up on previous matters and there was no action made at the last meeting regarding the Krider property, so we are now ready to move forward.

MOTION to approve the letter of intent and to authorize Judge Crawford to sign on behalf of Crook County. Motion seconded. No discussion. Motion carried 2-0.

Court Member Updates: None

At 9:45 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.

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 to the counter parties as discussed. Motion seconded. No discussion. Motion carried 2-0.

There being no further business before the Court, the meeting was **adjourned at 9:50 a.m.**

Respectfully submitted,

Sarah Puerner