

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES
OF MAY 1, 2024, REGULAR MEETING
Open Portion**

Be It Remembered that the Crook County Board of Commissioners met in a Regular Session meeting on May 1, 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 Susan Hermreck, and Commissioner Brian Barney

Absentees: None

Others Present in Person or Via Zoom: Legal Counsels Eric Blaine and John Eisler; Executive Administrative Assistant Sarah Puerner; Clerk Cheryl Seely; Administrative Assistant Breyanna Cupp; Road Superintendent Brad Haynes; Airport Manager Kelly Coffelt; Natural Resources Policy Coordinator Tim Deboodt; Finance Director Christina Haron; Landfill Manager Jacquie Davis; Office Manager Alex Solterbeck; Administrative Assistant Mona Glade; Assessor Jon Soliz; Fairgrounds Manager Casey Daly; Library Director Sarah Beeler; Chief Information Officer Stephen Chellis; District Attorney Kari Hathorn; Juvenile Director Erika Frickey; Health and Human Services Director Katie Plumb; Budget Analyst Jamie Berger; Systems Administrator Chelsea Watson; Undersheriff Bill Elliott; Chief Administrative Deputy Stephanie Wilson; Health Programs Facilitator Shelby Fisher; Contract County Administrator Andy Parks; Modernization Manager Stephanie O'Neal; Patient Accounts Technician Wendy McCoy; Health Programs Facilitator Alanna Spry; Business Analyst Micheala Edwards; Health Programs Facilitator Destiny Flock; Appraiser Jason Elliott; Appraiser Shaun Christofferson; Appraiser Stephanie West; Assessment Technician Linda Pepper; Assistant Building Official Terry Weitman; Operations Manager Katrina Weitman; Permit Technician Sherry Reinks; Onsite Coordinator Julie Lancaster; Rebecca Keegan; Katie McDonald; Robert George; Wanda Smith; Christina Hannigan; Vance Jacobson; Stephen Gilday Chaplain; Monty Kurtz; Mike Ervin; Steve Nagorski; and members of the public.

REGULAR SESSION

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

Public Comment: None

Consent Agenda:

1. Approve Minutes
2. Annual review of suggested updates to Crook County Fiscal Policies
3. Grant Agreement - Crook County Safe Streets for All Grant (USDOT)
4. Extension of Hangar Lease

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

Additions: Cheryl Seeley, County Clerk – Voter’s Pamphlet

County Clerk Cheryl Seely noticed that two measures were inadvertently omitted from the voter's pamphlet, despite being early submissions. Upon realizing the omission, the submitters contacted the Clerk via email. Although the Secretary of State does not issue supplemental pamphlets, our county has the option to produce its own corrective materials. While one company could not meet the printing deadline before the election, another provided a bid for the supplemental flyers at approximately \$4,600.00. While the county is not legally required to distribute these supplements, the election director suggested that we could alternatively post an official statement on the county's website. Moving forward, County Clerk Seely plans to utilize both social media and the county website to inform citizens about the missed measures.

Discussion item #5: Consider adopting compensation study report prepared by JB Reward Systems:

Requester: Andy Parks

Details: Contract County Administrator Andy Parks updated the Board of Commissioners on the comprehensive review and update of the County’s compensation schedule for unrepresented employees, conducted by Vance Jacobson. The revision includes career ladders and an implementation plan aiming for a start date of May 1, 2024. This adjustment is expected to cost the county about 2.0-3.0% of current salaries and includes a CPI adjustment set for July 1, 2024, all accounted for in the fiscal year 2025 budget. The new compensation schedule aims to elevate the County’s pay scale from the 35th-38th percentile to the 50th-55th percentile in the market. A meeting is recommended to allow department heads to provide input on the compensation changes and the reevaluation of some positions. Further, the Commissioners requested additional time to review the final document and discuss next steps in a subsequent session. Undersheriff Bill Elliott highlighted the need for further revisions, particularly for the title changes for the Sheriff’s Office, and reevaluation of salaries for front office staff, jail nurses, and the mental health coordinator.

Discussion item #6: Review Draft County letter, responding to Ochoco National Forest draft decision notice for Mill Creek Vegetation Management Plan:

Requester: Tim Deboodt

Details: Natural Resources Policy Coordinator Tim Deboodt attended the Regular Session to request approval for a draft objection letter regarding the Mill Creek Vegetation Management Plan. During the draft Environmental Assessment (EA) phase, Crook County submitted its comments. The Natural Resource Advisory Committee (NRAC) is currently working to finalize comments on the draft decision notice, which the County will review before the Forest Service's comment deadline on May 3, 2024.

MOTION to support the Ochoco National Forest draft decision notice for the Mill Creek Vegetation Management Plan. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #7: Purchase of snowplow/dump truck for airport operations:

Requester: Kelly Coffelt

Details: Airport Manager Kelly Coffelt attended the Regular Session to request authorization for the purchase of a snowplow/dump truck. The Airport is currently using a 44-year-old ODOT surplus truck, which now requires maintenance that far exceeds the truck's value. A suitable replacement, a used 2012 model, has been identified that meets the airport's requirements. The finance department has confirmed that funds are available for this purchase. The cost of the truck is approximately \$38,000 with an additional \$5,000 for shipping, totaling a budget not to exceed \$45,000. For comparison, similar trucks are priced between \$47,000 and \$94,900, plus shipping costs from the Midwest.

MOTION to allow the purchase of a snowplow/dump truck for the airport operations. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #8: Confirming reappointment of two wolf committee members:

Requester: Ellie Gage

Details: Commissioner Seth Crawford requested that the Board of Commissioners confirm the reappointment of two members to the Crook County Wolf Committee. The positions, currently held by Elaina Huffman and Libby Rodgers, expired in June 2023. The committee has recommended that both members be reappointed to continue their roles.

MOTION to approve Order 2024-24 for the reappointment of Libby Rogers and Elaina Huffman to the Wolf Committee. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #9: Approval of fee waiver cards for livestock producers disposing of carcasses at the County Landfill:

Requester: Ellie Gage

Details: Commissioner Seth Crawford presented on behalf of Ellie Gage proposing fee waiver cards for the disposal of animal carcasses. Removing carcasses from ranching areas is a widely recognized method across the West for reducing conflicts between livestock and large carnivores. By waiving the landfill fees, which currently stand at \$60 per ton, the proposal aims to support livestock producers in managing carcass disposal more effectively. The Board of Commissioners requested that the Wolf Committee develop a plan and set guidelines for these waiver cards, and to present their proposal at the next work session.

Discussion item #10: Consider recommendation of award of contract for 6,000 tons of chip seal rock to low bidder:

Requester: Eric Blaine

Details: Road Superintendent Brad Haynes attended the Regular Session to recommend a bidder for the chip sealing contract to the Board of Commissioners. Earlier in the year, the County sought bids for 6,000 tons of rock, sized between three-eighths of an inch and a quarter of an inch. Three bids were received. After thorough evaluation, the lowest bid from Pulguero Rock and Stone Company was found to meet all criteria as a "responsible bidder" according to Oregon public contracting law. Staff recommends that the BOC award the contract to Pulguero Rock and Stone as the lowest responsive, responsible bidder. Additionally, staff suggests that the BOC authorize the

signing of the contract outside of a regular Board meeting. Normally, the County prefers not to proceed in this manner; however, in this instance, the contract and its terms were explicitly included in the project solicitation, allowing full review by both bidders and the public.

MOTION to award the Road Department contract 2024-02 to Pulguero Rock and Stone Co LLC for the price of \$144,000 and to sign the contract out of court following the bid protest period. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #11: Public hearing, Ordinance 343, regarding County purchasing and procurement rules, and declaring an emergency. First reading:

Requester: Eric Blaine

Details: Eric Blaine, County Counsel, attended the Regular Session to discuss updates to the county's purchasing rules. During the last work session, the ordinance review took place, and the commissioners requested two specific revisions to the draft. The first revision concerns the inclusion of an emergency clause. The second revision pertains to Section 3.12.045, which addresses the approval of grants. The existing rule stipulates that only the county court has the authority to approve grants.

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

Public hearing opened. With no public input or comments received, the public hearing was closed.

This item will be placed on the May 15th agenda for the second reading. Any changes received between now and then will be addressed at that session.

Discussion item #12: 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 and Senior Planner Katie McDonald attended the Regular Session to discuss proposed amendments to Ordinance 344. The amendments include the introduction of the Farm Brewery Use under EFU Ordinance 1816, prompted by the new provisions of Senate Bill 287. They also covered updates to the template dwelling standards in the forest zone, which the state updated in 2019. The implementation has been gradual, with Crook County being the last to enforce these updates in November 2023. These changes are now being integrated into the county code to reflect the state's modifications; residents have already been notified as the changes took effect when passed by the state. Additionally, adjustments to the accessory dwelling unit (ADU) standards were discussed, reflecting state law that now permits ADUs in rural residential zones—a shift from the previous restriction to urban

growth boundaries and city limits. Katie also addressed the outdoor lighting ordinance, focusing on compliance with established standards.

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

Public hearing opened. With no public input or comments received, the public hearing was closed.

This item will be placed on the May 15th agenda for the second reading.

Administrator Report:

Andy Parks reported that Jamie Berger and Christina Haron recently met with the budget committee for an orientation session to answer questions and facilitate introductions. In other updates, Airport Manager Kelly Coffelt is seeking approval for a \$150,000 grant from the Oregon Department of Aviation's Pavement Maintenance Program (PMP). This program is funded by revenue from aviation fuel sales, creating a financial resource to support Oregon airports. The grant will help the county save on airport maintenance costs, particularly in areas like crack sealing and patching, which are covered under the program. By accepting the grant, the county commits to maintaining the airport for public use for the next 20 years.

MOTION to designate Kelly Coffelt as the County's representative to sign the agreement. Motion seconded. No discussion. Motion carried 3-0.

Commissioner Updates:

Commissioner Hermreck announced that the DEQ will be visiting on May 7th, and she has scheduled a zoom meeting with Zavi. The listening session remains set for May 30th. Will Van Vactor has requested that a calendar invite for the May 7th meeting be shared with him.

Commissioner Crawford brought up that the Senate recently passed legislation concerning wolf management across the lower 48 states. Adding to the discussion, Tim Deboodt expressed that while this development marks a significant step, there remain important concerns to address; it does not imply unrestricted management but rather highlights the need for continued, careful consideration in how wolf populations are handled.

Public Comment: None

County Counsel Eric Blaine raised concerns regarding an executive item scheduled on the agenda, specifically about whether to hold a public hearing or an executive session for the individual involved. After discussing the matter, Commissioner Hermreck, who had initially been advised by outside counsel to prepare a list of concerns for the executive session and place item 2b on the agenda, agreed with Mr. Blaine's recommendation. Mr. Blaine advised that the session should be postponed to provide

the individual with at least 24-hour notice to choose between a public or executive session. Consequently, Commissioner Hermreck concurred with removing item 2b from the agenda, and they decided to convene outside of the regular session to deliberate further on this issue.

At 11:47 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.

There being no further business before the Court, the meeting was **adjourned at 12:17 p.m.**

Respectfully submitted,

Sarah Puerner / Breyanna Cupp