

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES  
OF MAY 29, 2024, WORK SESSION  
Open Portion**

**Be It Remembered** that the Crook County Board of Commissioners met in a regularly scheduled Work Session on May 29, 2024, at 9:00 a.m. in the Administration Conference room located at 203 NE Court Street, Prineville, Oregon 97754.

Board Members Present: Commissioner Susan Hermreck and Commissioner Brian Barney

Absentees: Commissioner Seth Crawford

Others Present in Person or Via Zoom: Legal Counsels Eric Blaine and John Eisler; Executive Administrative Assistant Sarah Puerner; Brad Haynes; Bill Elliott; Tim Deboodt; Cheryl Seely; Sarah Beeler; Aaron Boyce; Lisa Neuberger; Casey Daly; Will Van Vactor; Randy Davis; Kelly Coffelt; Kari Hathorn; Courtney Voss; Jamie Berger; Christina Haron; Shelby Fisher; Stephanie Wilson; Sandy Kerbow; Dock Kerbow; Breyanna Cupp; Stephanie O'Neal; Stephen Chellis; Stephanie West; Linda Pepper; Jason Elliott; Monty Kurtz; Keith Leitz; Sam Peterson, Alex Solterbeck; Andrew Rasmussen; Brody Barker; Louis Seals; and members of the public.

**WORK SESSION**

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

**Public Comment:** None

**Discussion item #1:** Extension of MOU with Forest Service for free Wilderness Passes:

**Requester:** Sarah Beeler

**Details:** Library Director Sarah Beeler attended the Work Session to discuss extending the MOU with the Forest Service, which provides free wilderness passes. The extension, beginning June 15th, will grant library cardholders continued free access for another year. This item will be placed on the consent agenda for final approval on June 5th.

**Discussion item #2:** Reappointment of Steve Beeler to Flat Rock Road District

**Requester:** Sarah Beeler

**Details:** Library Director Sarah Beeler attended the Work Session to request that the Board of Commissioners reappoint Steve Beeler to another term on the Flat Rock Road District. An Order will be prepared, and the item will be placed on the consent agenda for final approval on June 5th.

**Discussion item #3:** Crook County Measure 57 Funding Agreement Contract:

**Requester:** Aaron Boyce

**Details:** Community Corrections Officer Aaron Boyce attended the Work Session to discuss the Measure 57 funding agreement, an intergovernmental agreement between the Oregon Department of Corrections and Crook County for community corrections

funding. This is a recurring long-term grant, which has already been included in the Crook County Community Corrections budget. The contract has been reviewed by County Counsel, and the funding, totaling \$170,816, will be used for electronic monitoring. This item will be placed on the consent agenda for final approval on June 5th.

**Discussion item #4: Cooperative Procurement for Chip Seal Oil from Albina Asphalt:**

**Requester:** John Eisler

**Details:** Assistant County Counsel John Eisler and Road Superintendent Brad Haynes attended the Work Session to discuss the cooperative procurement chip seal agreement. Under ORS 279A.215, public agencies can contract directly with third parties based on a contract established by another public agency, provided certain standards are met. The attached contract with Albina Asphalt, established by Deschutes County through a competitive procurement process, meets those standards. Crook County's purchase order has been advertised in the local paper for the required seven days, allowing for public comment and competing quotes from other vendors. The cost of the chip seal oil is \$524,160 (\$630/ton), with delivery at \$24,960 (\$30/ton), for a total of \$549,160. This item will be placed on the consent agenda for final approval on June 5th.

**Discussion item #5: Amendment to Crush Contract**

**Requester:** Brad Haynes

**Details:** Road Superintendent Brad Haynes attended the Work Session to discuss an amendment to the Crush Contract. The amendment involves extending the contract's timeline to July 31st, as Rickman Rock Crushing has encountered delays accessing the pit. The project is taking longer than anticipated, and the extension is requested to ensure extra safety and allow for sufficient time to complete the work. This item will be placed on the consent agenda for final approval on June 5th.

**Discussion item #6: Domestic Relations Mediator Contract:**

**Requester:** John Eisler

**Details:** Assistant County Counsel John Eisler attended the Work Session to discuss the domestic relations mediator contract. By statute, the County is required to contract with a mediator to provide services for certain domestic relations cases at the circuit court. Amendment 10 extends David Allen's contract as the County's mediator through the end of 2024. The contract will terminate at the end of the calendar year to allow the County to issue an RFP for this service in the fall. Mr. Allen's services are billed at \$500 per mediation, and the Oregon Judicial Department (OJD) provides annual funding to cover these costs. In previous years, the funding allocation didn't always match the County's expenditures, leading to occasional surpluses or deficits. This year, OJD implemented a statewide reporting process to better track each county's contractual obligations and financial status. After meeting with OJD, County staff have arranged for reimbursement of the current \$4,000 deficit and established a plan to avoid future deficits. This item will be placed on the consent agenda for final approval on June 5th.

**Discussion item #7: Discussion regarding salary for Interim County Manager:**

**Requester:** Susan Hermreck

**Details:** County Commissioner Susan Hermreck addressed the salary for the Interim County Manager position. The County has appointed Will Van Vactor as the new Interim Manager, and a discussion is needed regarding appropriate compensation for this role. According to the County's Employee Handbook, if an employee is temporarily assigned to a position with a higher pay grade for 30 days or more, they are entitled to be paid at the first step of the higher pay grade or receive a step increase. For this interim role, the additional pay per period for out-of-class assignment is \$1,030.51. This item will be placed on the consent agenda for final approval on June 5th.

**Discussion item #8: Approval from Community Fund for Fair Events & Activities:**

**Requester:** Susan Hermreck

**Details:** County Commissioner Susan Hermreck raised the topic of the various events the County has hosted at the fairgrounds with waived fees. The amount of \$23,428.00 should be available for such waivers. Any additional parties seeking fee waivers beyond what is already listed will need to give a presentation, which will be voted on by the Board of Commissioners. Fairgrounds Manager Casey Daly will collaborate with Interim County Manager Will Van Vactor to prepare the process for the upcoming presentation to the Board. This item will be placed on the consent agenda for final approval on June 5th.

**Discussion item #9: Republic Services Rate Increase Request to County:**

**Requester:** Jacquie Davis

**Details:** Finance Director Christina Haron attended the Work Session to present a rate increase request from Republic Services to the Board of Commissioners. The request involves raising service fees in Crook County. While this will not have a direct budget or fiscal impact on the County, it will affect residents by increasing their monthly curbside garbage and recycling fees. After reviewing the information and meeting with the City, the recommendation is an 8% fee increase. The City is also recommending a rate increase 2-3% lower than Republic Services' original request. Republic Services is still in the process of crediting customers and will provide additional information to the Board of Commissioners. This item will be placed on the agenda for discussion on June 5th.

**Discussion item #10: Approval of FAA Runway reconstruction grant application:**

**Requester:** Kelly Coffelt

**Details:** Airport Manager Kelly Coffelt attended the Work Session to seek approval to apply for an FAA Runway Construction Grant. The runway reconstruction project has been deemed eligible for FAA funding through the airport master plan and the airport capital improvement plan. The design, engineering, and bidding phases are complete, with construction scheduled to begin in fall 2024 and be completed by spring 2025. This application is for grant funding only, and a funding commitment will be made upon the award, expected around July/August. The proposed funding breakdown is as follows: FAA Grant - \$4,025,270, CORE State Grant - \$250,000, and Airport/County contribution - \$197,252. The necessary funds have been coordinated with the finance department and are included in the FY 2025-26 budget. This item will be placed on the consent agenda for final approval on June 5th.

**Discussion item #11: Conversation about Siemens Contract and Camera System in Jail:**

**Requester:** Bill Elliott

**Details:** Undersheriff Bill Elliott and Interim Facilities Director Brody Barker attended the Work Session to discuss the jail camera system's licensing issue. The Facilities Department recently received an email regarding the renewal of the video management system for the jail, informing us that the current video and software will become obsolete by 2026. At this point, the County has two options: migrate to a new system or invest in a complete replacement. The cost for a new system ranges from \$100,000 to \$500,000. The current system is functional until December 2024, but the video quality is poor, making it difficult to clearly capture certain situations. Reliable camera systems are critical, as case law emphasizes their importance in preserving evidence, particularly in incidents like medical emergencies and use of force. The estimated budget impact could be up to \$200,000. The team will continue to explore pricing options and reach out to other jails for recommendations on camera systems they are using.

**Discussion item #12: Sheriff's Office Update:**

**Requester:** Bill Elliott

**Details:** Undersheriff Bill Elliott attended the Work Session to provide the Sheriff's Office Monthly Update. He shared the April 2024 statistics compared to April 2023. Total calls for service during the month reached 1,268, marking a 24% increase from the previous year. There were 52 arrests in April, an increase of 22 from the prior year. In terms of jail activity, there were 103 total bookings for the month, representing a 7% decrease from March. Elliott noted that weather plays a role in these fluctuations, with crime rates typically rising as temperatures warm up.

**Discussion item #13: Community Development Monthly Update:**

**Requester:** Will Van Vactor

**Details:** Community Development Director Will Van Vactor and Building Official Randy Davis attended the Work Session to provide the monthly update on Community Development. The Building Department reported that they issued 195 permits for the month of April. Some of these permits were for 13 new residential dwelling permits, 46 commercial permits, 109 residential permits, and 27 residential structural (shops) permits. Activity is down compared to last year but that is allowing time for staff training and certifications. The Planning Department issued 32 permits in April (down from 38 last year). Activity remains slow, with a rescheduled hearing on a retail store in Juniper Canyon after receiving 100+ public comments. An aggregate pit application is under review, and long-range planning projects include TSP, safety action plans, and Title 17 and floodplain updates. Onsite Department reported they issued 23 permits in April, similar to last year's 21, showing stable activity. Code Compliance closed 11 cases and opened 7 in April, with progress on long-term cases.

**Discussion item #14: Recommendation to fill the alternate positions on the Abatement of Dangerous Building Appeals Board:**

**Requester:** Randy Davis

**Details:** Building Official Randy Davis attended the Work Session to recommend that

the Board of Commissioners appoint two alternate members to the Abatement of Dangerous Buildings Appeals Board. The County recently advertised for these positions and received applications. The purpose of the alternate positions is to ensure that when the Code Official issues a Notice and Order for an unsafe, unfit, unlawful, or dangerous building, any person directly affected by the decision has the right to appeal. The appeals board will hear such cases, and in the event of a conflict of interest with one of the three primary members, the alternates will step in to serve. Randy Davis recommends that Trent Evans and Jerad Cooper be appointed as alternates. An Order will be prepared, and this item will be placed on the consent agenda for final approval on June 5th.

#### Interim Manager Report:

Interim County Manager Will Van Vactor reported that the County has received the recruitment profile for the County Manager position, and the process is progressing as planned. Once the profile is finalized, it will be posted, and applications are expected to start coming in by July. Additionally, the compensation study has been approved, and the Finance Department is working to input the necessary data into the system. Some clarification is needed from the consultant to ensure proper implementation of the plan.

#### Commissioner Updates:

Commissioner Hermreck shared that she is looking forward to the upcoming listening session scheduled for tomorrow regarding the water concerns. In preparation, she will be meeting with Library Director Sarah Beeler at the Library tomorrow morning to discuss final details and ensure everything is set for the session. Commissioner Hermreck emphasized the importance of these sessions in gathering valuable feedback and hearing directly from residents.

At 10:08 a.m. the Board of Commissioners 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; ORS 192.660(2)(e) For the purpose of conducting deliberations with persons designated by the governing body to negotiate real property transactions.

### **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.

**MOTION** to direct staff to proceed as directed in Executive Session. Motion seconded. No discussion. Motion carried 2-0.

**MOTION** to delegate authority to Commissioner Barney to work with the County's Realtor of Record regarding the real property transaction as discussed in the Executive Session. Motion seconded. No discussion. Motion carried 2-0.

There being no further business before the Board of Commissioners, the meeting was **adjourned at 11:31 a.m.**

Respectfully submitted,

**Sarah Puerner / Breyanna Cupp**