

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES  
OF JULY 31, 2024, WORK SESSION  
Open Portion**

**Be It Remembered** that the Crook County Board of Commissioners met in a regularly scheduled Work Session on July 31, 2024, at 9:00 a.m. in the Administration Conference room located at 203 NE Court Street, Prineville, Oregon 97754.

Board Members Present: Commissioner Seth Crawford, Commissioner Brian Barney, and Commissioner Susan Hermreck

Absentees: None

Others Present in Person or Via Zoom: Legal Counsels Eric Blaine and John Eisler; Executive Administrative Assistant Sarah Puerner; Interim County Manager Will Van Vactor; Administrative Assistant Breyanna Cupp; Legal Assistant Alex Solterbeck; Facilities Director James Preuss; Road Superintendent Brad Haynes; Airport Manager Kelly Coffelt; Undersheriff Bill Elliott; Finance Director Christina Haron; Sarah Beeler; Jacquie Davis; Randy Davis; Katrina Weitman; Katie Plumb; Jon Soliz; Jamie Berger; Lisa Neuberger; Stephanie O’Neal; Kim Fox; Mike Ervin; Justin Alderman; Dock Kerbow; Jo McCabe; Linda Pepper; and members of the public.

**WORK SESSION**

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

**Public Comment:** None

**Discussion item #1:** Request for approval to apply for annual Ready to Read Grant:

**Requester:** Sarah Beeler

**Details:** Library Director Sarah Beeler attended the Work Session to seek approval from the Board of Commissioners to apply for the annual Ready to Read Grant in the amount of \$10,186. These funds are used to support early literacy programs for children ages 0-14 and to provide summer reading activities for Crook County youth. This item will be placed on the consent agenda for final approval on August 7th.

**Discussion item #2:** 2024 In-House Asphalt Purchase:

**Requester:** Brad Haynes

**Details:** Road Superintendent Brad Haynes presented quotes for an in-house asphalt project on SE Davis Loop, covering 2.2 miles from SE Juniper Canyon to Cayuse St. This section, plagued by potholes and deteriorating pavement, requires significant maintenance, prompting the need for an asphalt overlay. About 3,600 tons of asphalt concrete are needed for the project, with the work to be completed by County Road staff. Three local vendors submitted quotes: Knife River: \$232,200; High Desert Aggregate and Paving: \$226,800; Tri County Paving LLC: \$212,400. The project also includes paving the cattleguard approach on Johnson Creek Rd. The work, scheduled between August 5 and August 22, will be done using a rented paver from Pape Machinery. Tri County Paving LLC provided the lowest quote at \$212,400.

**MOTION** to approve the purchase of asphalt from Tri-County Paving. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #3: Letter to State Representatives Regarding State Border Relocation Negotiations:**

**Requester:** John Eisler

**Details:** Assistant County Counsel John Eisler attended the Work Session to present a draft letter to the Board of Commissioners, intended for State Representatives, regarding State Border Relocation Negotiations. On the May ballot, Crook County placed Ballot Measure 7-86, a non-binding advisory question asking voters if County leadership should inform state representatives that voters preferred the continuation of border relocation negotiations. The measure passed with over 53% support. The draft letter to Senator Findley and Representative Breese Iverson conveys the outcome of the vote and the wishes of Crook County voters. This item will be placed on the consent agenda for final approval on August 7th.

**Discussion item #4: Crook County Solid Waste Application for a Disposal Fee Credit:**

**Requester:** Sarah Puerner

**Details:** Executive Administrative Assistant and Communications Officer Sarah Puerner attended the Work Session to present a request for the Crook County Solid Waste disposal fee credit. Each year, Crook County invites eligible nonprofit organizations focused on recycling and reusing consumer goods to apply for this credit. In June, three applications were received, and an additional application was submitted in July. The discussion focused on the 4th application, from Redemption House Ministries, which requested \$2,800. In past years, Crook County has allocated \$1,500 per nonprofit. This item will be placed on the consent agenda for final approval on August 7th.

**Discussion item #5: Vacation/PTO Accrual for Employees with more than 16+ Years of Service:**

**Requester:** Will Van Vactor

**Details:** Interim County Manager Will Van Vactor attended the Work Session to provide an update on Vacation and PTO Accrual adjustments for employees with 16 or more years of service. Earlier in 2024, the Board approved PTO accrual changes for certain employees with lateral experience, but no adjustments were made for long-term employees. To show appreciation for their commitment, the memorandum proposes additional PTO accruals or a one-time payout for this group. Qualifying employees will have three options: (1) receive additional PTO hours (within the maximum vacation/PTO limits), (2) receive a lump sum payment, or (3) a combination of both options. If all employees opt for the lump sum payment, the total cost to the County would be approximately \$78,000. This item will be placed on the consent agenda for final approval on August 7th.

**Discussion item #6: Compensation Review Committee Process and Procedure**

**Requester:** Will Van Vactor

**Details:** Interim County Manager Will Van Vactor attended the Work Session to discuss the establishment of a Compensation Review Committee. As of June 1st, Crook

County implemented a new salary schedule. To ensure any future adjustments are made consistently and fairly, Will proposed a formal process for the committee to review all requested changes to the salary schedule. While changes could potentially increase personnel costs, having a structured process in place will help ensure that adjustments align with the County's original intent in adopting the salary schedule. This item will be placed on the consent agenda for final approval on August 7th.

**Discussion item #7: Community Development Monthly Update:**

**Requester:** Will Van Vactor

**Details:** Building Official Randy Davis and Operations Manager Katrina Weitman attended the Work Session to provide an update on community development. Although permit activity has slowed, there are still 1,200 open and active permits. Construction on the new carwash is progressing, and the daycare facility in town has been granted a temporary occupancy permit for 49 people while they address a few minor issues, with a full occupancy of 89 once resolved. The demand for daycare in Crook County remains high. The Building Department has met its 5-year goal of having all staff 100% certified for residential work. While planning numbers are comparable to last year, they are currently lower than expected. The Dollar General permit was denied, and no appeal has been filed. Permit Tech training on the onsite process is underway to ensure well-rounded staff development. The department is maintaining a 92% turnaround rate for inspections within one business day.

**Interim Manager Report:**

Will Van Vactor received a letter from FEMA regarding changes related to floodplain management and the impact of the killer whale's species status, which could affect Crook County. He emphasized the importance of addressing this and plans to review the webinar starting today for further information. Additionally, Will contacted the Governor's office about wildfires and the process of declaring fires as an emergency. He is staying in touch with Andy Pearson to ensure the County is prepared to take necessary steps if needed.

**Commissioner Updates:**

**Commissioner Crawford** shared that he and Commissioner Hermreck had an excellent tour of the Port of Morrow, where they learned about the wide range of services and goods provided there. Commissioner Hermreck highlighted some key points, noting that one of the most interesting aspects was the addition of a 20,000-square-foot expansion to their museum. The Port also offers workforce housing and a childcare center. Additionally, Amazon is contributing a large 3D printer to support children's education in robotics, drones, and more.

**Commissioner Hermreck** highlighted the food insecurity program led by Shawna from OSU, noting its efficiency. She also mentioned that FEMA has provided \$70,000 in funding to Deschutes, Jefferson, and Crook counties to assist with housing, food, and utility needs. Additionally, Undersheriff Bill Elliott requested that one of the Commissioners attend an emergency meeting at 10 a.m., called by the State Fire Marshall, to discuss structure protection in Paulina. Commissioner Hermreck confirmed she will attend the meeting.

At 9:32 a.m. the Board of Commissioners read into Executive Session under the following statute(s): ORS 192.660(2)(e) For the purpose of conducting deliberations with persons designated by the governing body to negotiate real property transactions; and 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.

Commissioner Hermreck had to leave during Executive Session in order to make the meeting with the State Fire Marshall to discuss structure protection in Paulina.

**MOTION** to gather the information and correspond with the counter parties 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 9:54 a.m.**

Respectfully submitted,

**Sarah Puerner / Breyanna Cupp**