

CROOK COUNTY WORK SESSION

**Administration Conference Room
203 NE Court Street, Prineville, OR**

Tuesday December 13, 2022 at 9 a.m.

**Members of the public and media are welcome to attend in person with social distancing or via WebEx 1-408-418-9388; Access Code: 2557 624 5694
Meeting Password: 37qgD2rbpy2**

	Requester	Discussion Matter	Packet Docs
1		Public Comment	
2	Sandor Cohen	Museum Advisory Board Recommendations	✓
3	Stephanie Wilson	Grade Increase	✓
4	Will Van Vactor	Community Development Updates	✓

	Requester	Executive Discussion Matter	Packet Docs
Exec #1		ORS 192.660(2)(f) For the purpose of considering information or records that are exempt by law from public inspection.	✓

Items placed on the Work Session agenda are intended for discussion only, without making decisions or finalizing documents unless an emergency exists.

*The Court may add additional items arising too late to be part of this Agenda. Agenda items may be rearranged to make the best use of time.
*The meeting location is accessible to persons with disabilities. If additional accommodations are required, please submit your request 48 hours prior to the meeting by contacting County Administration at 541-447-6555.

Requests to be placed on the Work Session agenda are due by 5 p.m. the Thursday before the Work Session

December 13, 2022 Work Session Agenda

AGENDA ITEM REQUEST



Date:

December 5, 2022

Meeting date desired:

December 13, 2022

Subject:

Nominations for the Museum Advisory Board (3) for 2023 - 2026.

Background and policy implications:

There are three openings on the Court-appointed Museum Advisory Board. Three individuals will be recommended to fill the vacancies. +

Budget/fiscal impacts:

No budget impact.

Requested by:

Sandor Cohen, Executive Director of Bowman Museum,
sandor.cohen@co.crook.or.us, (541) 233-7000

Presenters:

Sandor Cohen

Legal review (only if requested):

N/A

Elected official sponsor (if applicable):

N/A

**GENERAL APPLICATION TO SERVE ON A CROOK COUNTY
COURT-APPOINTED BOARD OR COMMITTEE**

Position applied for: Museum Advisory Board
 Name: Dorothy Gowen
 Address: 291 NW Saddle Ridge Loop
Prineville ORf 97754
 Phone Number: 541-416-0863 or 541-771-8903
 Email: dotecooper@gmail.com

Please list any relevant experience you may have that would make you effective in the position:

business owner for 30 years

Why do you wish to serve in this position?

I have an interest in seeing the museum and its program succeeding. I believe it is a wonderful ac

A letter of interest maybe submitted in lieu of this form.



**GENERAL APPLICATION TO SERVE ON A CROOK COUNTY
COURT-APPOINTED BOARD OR COMMITTEE**

Position applied for: Museum Advisory Board
 Name: Cindy Larson
 Address: 1805 SE Texas Cir
Prineville, OR 97754
 Phone Number: 541-233-6440
 Email: Cindy.Prineville@gmail.com

Please list any relevant experience you may have that would make you effective in the position:

- I worked my career as a corporate accountant. This included actively involved in the budget process; developing, reviewing and explaining variances.
- I have a Bachelor of Science degree in accounting.
- Since 2016 I have volunteered at the museum, so I have an awareness of this museum's operation.

Why do you wish to serve in this position?

I want to continue to support interest in the history of Central Oregon.

A letter of interest may be submitted in lieu of this form.

**GENERAL APPLICATION TO SERVE ON A CROOK COUNTY
COURT-APPOINTED BOARD OR COMMITTEE**

Position applied for: Museum Advisory Board
Name: Mike Wright
Address: 1267 N.E. Ochoco Ave.
Prineville Or 97754
Phone Number: 541-440-1177
Email: mwright1212@yahoo.com

Please list any relevant experience you may have that would make you effective in the position:

*Worked with budgets through
the Fire Dept.*

*Worked with costs for parts
at my jobs.*

Why do you wish to serve in this position?

*Would like to continue helping
the C.L.H.S.*

A letter of interest may be submitted in lieu of this form.

AGENDA ITEM REQUEST

**Date:**

12/01/2022

Meeting date desired:

12/06/2022

Subject:

Grade increase

Background and policy implications:

Grade increase for records position; increase due to position liability combines with employee chosen has high level of experience. Workload increase because

Budget/fiscal impacts:

Nominal - actuals being calculated by finance currently and will be ready for presentation.

Requested by:

Stephanie Wilson, Crook County Sheriff's Office, Administrative Division Manager

Presenters:

Stephanie Wilson

Legal review (only if requested):

Need to discuss further – The desire is for department heads to be proactive with legal, financial, HR, etc., should legal review/initials be standard operating procedure? Should review/initials expand to finance, HR, IT, facilities, if applicable?

Elected official sponsor (if applicable):

If the item request is submitted after the due date/time, an elected official sponsor is needed.



Crook County
Human Resources
 267 NE 2nd St, Ste 101
 Prineville, OR 97754
 541-416-3800

PERSONNEL ACTION FORM

EMPLOYEE INFORMATION			
Employee Name: (Last, First Name MI): Pfaff, Jennifer	Employment Type: Full Time (30+ Hrs.) <input checked="" type="checkbox"/> Part Time (<30 Hrs.) <input type="checkbox"/> On-Call <input type="checkbox"/>	Employment Status: Probationary <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Regular <input type="checkbox"/> Elected Official <input type="checkbox"/>	Employment Action: New Hire <input type="checkbox"/> Transfer <input type="checkbox"/> Promotion <input checked="" type="checkbox"/> Annual Increase <input type="checkbox"/> Increase Outside of Annual <input type="checkbox"/> Probationary Review <input type="checkbox"/> Termination <input type="checkbox"/> Refill: <input type="checkbox"/> YES <input type="checkbox"/> NO
Effective Date: 11/28/2022		New Position <input type="checkbox"/> Budgeted/Vacant Position <input checked="" type="checkbox"/>	Replacement Position <input type="checkbox"/> Replaces:
Position #:		Reason: Accepted Records position	
DETAIL	FROM (present status)	TO (new status)	
FTE: (e.g. 1.0, .80)			
Hours Per Day/Scheduled Days:			
Dept./Office:	251-5051-510-01-11	251-5001-510-01-15	
Position - Job Title:	Corrections Deputy	Records (Tech Deputy)	
Salary Grade/Step:	17/2	14/6	
Monthly & Annual Salary (Exempt): OR Hourly Rate (Non-Exempt):	\$4,810.62/\$27.75hr	\$4,525.32/\$26.11hr	
Certification Pay/Per Pay Period:			
License Required: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		Union Member: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Comments/Notes: **Salary to be reviewed in 6 months			
Human Resources Signature _____ Date _____		Finance Signature _____ Date _____	
Department Head Signature _____ Date 11/28/2022		Employee Signature (if applicable) _____ Date _____	
County Court Signatures Required For: Department Head <input type="checkbox"/> New Position <input type="checkbox"/> Termination/Demotion <input type="checkbox"/> Increase (2 steps or greater) <input type="checkbox"/>			
County Judge _____ Date _____		County Commissioner _____ Date _____	
County Commissioner _____ Date _____			



Community Development Department

Mailing: 300 NE Third St. RM 12, Prineville, OR 97754 ☐ Phone: 541-447-3211

MEMO

TO: Crook County Court

FROM: Will Van Vactor, Director
Randy Davis, Building Official

DATE: December 7, 2022

SUBJECT: Community Development Activity Update

Below is a summary of building, planning and onsite activity for the last month.

Building:

Permits issued summary (November):

Permit Type	Number of Permits
New Residential Dwellings (Site Built or Manufactured)	10
Commercial (plumbing, electrical, structural, etc.)	39
Residential Permits (plumbing, electrical, mechanical etc.)	79
Residential Structural (shops, etc.)	19
Other (e.g. demo)	1
TOTAL	148

Current year compared to prior year:

Time Frame	Permits
November 2022	148
November 2021	219
YTD 2022	2,387
YTD Comparison 2021	2,523

Active Permits:

Permit Type	Amount Still Active as of end of November
Dwellings (Site Built or Manufactured)	303
Other Residential Permits	982
Commercial Permits	368

Daily Inspections:

Inspection Type	Amount this month
Residential	1,045
Commercial	288
All	1,333

Larger Projects Under Construction:

CCO3 Data Center
CCO5&6 Data Center
Apple Data Center
Shell Occupancy of Portions of Prineville Campus
Extraction Facility at Prineville Campus
3 Commercial Structures at Tom McCall Industrial Park
PRN1 Retro Fit
Apple Data Center Phase 2 (other half of the building)
Wilco Building at Ochoco Lumber Site
Mid Oregon Credit Union Tenant Improvement
Justice Center

Larger Projects Under Review or Incoming:

7,500 sq' office/warehouse for Rosendin Electric.
NW Murphy lane. 1- 68 unit 13,600 sq' and 1 -30 unit 7,500 sq' building.
Spencer Ct. – 10,125 sq' building.
Apple Revisions
Walgreens
10,311 sq' remodel, IBEW Local 280 training facility.

Code Compliance:

Year	Total Cases Initiated	% Change from Previous Year
2020	52	
2021	90	73%
YTD 2022	134	48%

Compliance Statistics				
Year	Septic	Waste	Building	Land Use
2020	7%	20%	23%	50%
2021	11%	19%	31%	39%
YTD 2022	14%	11%	35%	40%

Planning:

Applications received (November):

Application Type	# of Applications (November 2022)	YTD
Appeals	0	4
Variance	1	8
Site Plan Review	11	257
Land Partition	0	19
Combine/Un-Combine Lots	0	3
Road Approach	0	56
Boundary Line Adjustment	1	7
Destination Resort	0	1
Conditional Use	0	19
Miscellaneous	2	30
Road Name/Rename	0	3
Extension	1	3
Amendment	1	3
TOTAL	17	413

Current year compared to prior year:

Time Frame	Permits
November 2022	17
November 2021	29
YTD 2022	413
YTD Comparison 2021	610

Notable Land Use Applications:

Request	Status
Solar (TSR North)	Appeal continued to January 2023.
Solar Modification (Empire)	Awaiting Ordinance 2 nd reading
Pulguero Rock and Stone CO LLC Conditional Use and Comp Plan Amendment	Awaiting Ordinance 2 nd reading

Notable City Applications:

Request	Status
Industrial Development near airport (Tax Lot 151502DA00701)	Industrial Building for Rosendin Electric warehouse and offices.
Buildings for Walgreens & Auto Zone – 174 NE Saint Charles Way	In review with City Planning Department.
Apple Data Centers – 3	In review

On-Site:

Applications (November 2022):

Application Type	Number of Applications
Residential Authorization	4
Commercial Authorization	2
Construction Permit (Residential)	5
Construction Permit (Commercial)	0
Repair (Major) - Residential	0
Repair (Minor) - Residential	0
Repair (Major) - Commercial	0
Residential Site Evaluation	0
Commercial Site Evaluation	0
Alteration (Minor) – Residential	1
Alteration (Major) – Residential	0
TOTAL	12

Current year compared to prior year:

Time Frame	Permits
November 2022	12
November 2021	22
YTD 2022	272
YTD Comparison 2021	409