

Approved September 16, 2015

BE IT REMEMBERED THAT the Crook County Court held a Regular meeting on July 15, 2015 beginning at 9:00 a.m. in the County meeting room located at 320 NE Court Street. In attendance were: County Judge Mike McCabe; County Commissioner Ken Fahlgren; County Commissioner Seth Crawford; County Counsel Jeff Wilson; Assistant County Counsel Eric Blaine and County Court Secretary Colleen Ferguson.

Members of the public signing the attendance log were: Jane and Gordon Aggers, Prineville; Jerry and Darlene Harpster, Prineville; County Interim HR Director Kathy Snyder; County Treasurer, Kathy Gray; Jenna App, CASA of Central Oregon, Bill Mintiens, Jakie Spring Media, Brenda Comini, Human Services; Daina Vitolins, District Attorney, Ann Beier, Assistant Planning Director and Bill Zelenka, County Planning Director.

The media received public notice of the meeting.

Judge McCabe called the meeting to order. The pledge of allegiance was repeated.

Consent Agenda

1. **Approve Minutes of May 6, 2015**
2. **Approve Order 2015-44, Appropriation Transfer, DA Office**
3. **Approve Saving Grace Lease Extension and Amendment**
4. **Approve 5th Amendment to Services Agreement between Crook County and LCSNW**

The Court reviewed the Consent Agenda. There were no additions or changes.

Motion

Commissioner Fahlgren moved to approve the Consent Agenda as presented. Commissioner Crawford seconded the motion. The vote was 3-0, motion carried.

CASA Presentation, Jenna App Director CASA (Court Appointed Special Advocate)

New CASA Executive Director Jenna App provided the CASA presentation. At this time, there are 14 CASA advocates in the County. They are working with 38 children. There are 42 children in foster care at this time, so this results in some children being without an advocate. Ms. App discussed the need to develop the program of involving additional interested volunteers, receiving funds from the Ford Family Foundation Fund and improving the process of providing training to local residents. Ms. App discussed the numbers of advocates and children involved in Jefferson County and Deschutes County and spoke of the intense commitment by the volunteers that can run up to five years. The volunteers agree to stay through to the end with each case assigned to them. Two fundraiser events that were successful were discussed, and she also provided information on the fluctuating number of Board member and the need for one more. The Board meets on the second Wednesday of each month in Bend at noon.

Ms. App discussed the experience and training of the current CASA volunteers, and discussed with Daina Vitolins, District Attorney, the importance for the children that the CASA volunteers play when going through the Court system.

The Court thanked Ms. App for the updated information.

**Discussion with Interim Human Resources (HR) Director regarding an employee matter
Community Development**

County Interim HR Director Kathy Snyder presented information regarding the wage difference between inspectors Dan Lewis, electrical and Rick Aaron, plumbing, and the history behind the issue. The requests involving this have been brought up three times. She presented information regarding the wages, the topping out in their wage category, the requested leveling of the wages and how it would create good morale in the department and be beneficial to the County.

Ms. Snyder requested the change retro to May 1, 2015. Anne Beier, Assistant Planning Director, was in agreement due to Mr. Aaron's experience and possible retirement ahead of time that would prove detrimental to the Community Development operation if this salary matter is not resolved.

Motion

Commissioner Crawford moved to approve the change in wage for Rick Aaron. Commissioner Fahlgren seconded the motion. The vote was 3-0, motion carried.

Consider one new position to serve in County Admin., Community Development and County Counsel/ Ann Beier/ Kathy Snyder

Ms. Snyder presented information regarding a proposed new part-time position in the Administration office that was included in the budget at \$12.00 per hour. The amount put into the Administration budget is \$14,200. Community Development is also short a part-time worker due to the retirement of an employee. Discussion has been held between Community Development and the Administration Office with the final decision to hire one full-time person at the beginning wage of \$11.50 per hour plus full benefits. This employee's position would be a shared position between the two offices, with Administration paying \$14,200 toward the position and Community Development covering the rest of the salary costs. With this position, employees of the Legal Office and Community Development will not be pulled out when coverage is needed in for the one position in the Administration office and there will be additional front desk and phone coverage for the Community Development Office. Discussion with the Treasurer Kathy Gray was held regarding the funding for the position.

Motion

Commissioner Crawford moved to approve the new full-time plus full benefits position to be shared between the Administration Office, Legal and Community Development. Commissioner Fahlgren seconded the motion. The vote was 3-0, motion carried.

Order 2015-43, Road Department transfers, long term planning/ Kathy Gray, Bob O'Neil

Bob O'Neal, Roadmaster and Treasurer Kathy Gray discussed a Road Department transfer of funds and long term planning for a second dump truck. There was equipment funding included in the presented budget, but it was missed in the final budgeting, an oversight.

Motion

Commissioner Fahlgren moved to approve Order 2015-43, transferring funds for the Road Department purchasing of second dump truck and long term planning for funding of equipment. Commissioner Crawford seconded the motion. The vote was 3-0, motion carried.

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Awards of Hackelman Pit and Juniper Canyon Leveling Projects/ Road Department/ Bob O’Neal

Roadmaster Bob O’Neal presented information regarding the Hackleman Pit RFP and recommended the award go to the lowest bidder, 4R Equipment for \$117,000.

Motion

Commissioner Fahlgren moved to approve the award of the Hackleman Pit job to the lowest bidder 4R Equipment for \$117,000. Commissioner Crawford seconded the motion. The vote was 3-0, motion carried.

Roadmaster Bob O’Neal provided information regarding the Juniper Canyon RFP for leveling and recommended the award go to the lowest bidder Knife River for \$304,480.

Motion

Commissioner Crawford moved to approve the award of the Juniper Canyon leveling project to the lowest bidder Knife River for \$304,480. Commissioner Fahlgren seconded the motion. The vote was 3-0, motion carried.

Quarterly Economic Development of Central Oregon (EDCO) update, Caroline Ervin

Caroline Ervin, Prineville EDCO , presented a quarterly update. At this time there are eleven projects planned that would create 381 jobs in Prineville. Ms. Ervin said that at this time EDCO is working with COCC to provide training for locals for employers looking for certain skills. Ms. Ervin discussed the loss and addition of Board members. Commissioner Fahlgren asked about Woodgrain Millwork and where they are with employing additional people. At this time, 56 people are employed at Woodgrain Millwork. The Court and Ms. Ervin discussed EDCO’s current activities.

Discuss RV Park Sewer Upgrade RFP/ Jeff Wilson

County Counsel Jeff Wilson discussed the RV Park Sewer Upgrade. No bids were received for the March RFP. The Court then directed changing to informal quotes and three quotes were received. SMAF bid the lowest at \$50,428. Mr. Wilson recommended the award to SMAF waiving minor informalities in the bid. The Court and Counsel discussed the project progressing well without the losing any of the use of the RV Park. Roadmaster Bob O’Neal asked if any help was needed from the Road Department. The Court thanked him for the offer, but the project is being completed by contracted companies.

Motion

Commissioner Fahlgren moved to accept the bid of \$50,428 from SMAF to do the work on the RV Park Sewer Upgrade waiving the informalities in the bid. Commissioner Crawford seconded the motion. The vote was 3-0, motion carried.

Approve County Foreclosed Properties, Limited Agency Agreement and four Listing / Agreements between Crook County and Crook County Properties LLC.

Crook County Properties presented listing agreements for four additional properties with Mike Warren. Commissioner Fahlgren discussed the foreclosed property on Ewen Street and the listing price. The house is a two bedroom, one bath home. Jane Aggers asked where the funds go when foreclosed

properties are sold. Judge McCabe explained that funds from the sale of foreclosed property are put into the County Land Acquisition Fund. All three Court members must approve and sign to use the funding from that account.

Motion

Commissioner Fahlgren moved to add four properties to the listing agreement with Crook County Properties. Commissioner Crawford seconded the motion. The vote was 3-0, motion carried.

Removed Right of Way (ROW) Request/ Greg Kelso

There being no further business requiring action in Open Session at this time, Judge McCabe adjourned the Court out of Open Session and into Executive Session under ORS 192.660(2)(h), To consult with counsel concerning legal rights and duties of a public body with regard to current litigation or litigation likely to be filed., ORS 192.660(2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions and ORS 192.660(2)(f) For the purpose of considering information or records that are exempt by law from public inspection

EXECUTIVE SESSION

Judge McCabe convened to Court into Executive Session under ORS 192.660(2)(h), To consult with counsel concerning legal rights and duties of a public body with regard to current litigation or litigation likely to be filed., ORS 192.660(2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions and ORS 192.660(2)(f) For the purpose of considering information or records that are exempt by law from public inspection

Following discussion on each of these matters called under the appropriate ORS, Judge McCabe adjourned the Court out of Executive Session under ORS 192.660(2)(h), To consult with counsel concerning legal rights and duties of a public body with regard to current litigation or litigation likely to be filed., ORS 192.660(2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions and ORS 192.660(2)(f) For the purpose of considering information or records that are exempt by law from public inspection and back into Open Session.

OPEN SESSION

After adjourning the Court out of Executive Session under ORS 192.660(2)(h), To consult with counsel concerning legal rights and duties of a public body with regard to current litigation or litigation likely to be filed., ORS 192.660(2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions and ORS 192.660(2)(f) For the purpose of considering information or records that are exempt by law from public inspection, Judge McCabe convened to Court into Executive Session and invited any public waiting back into the meeting room.

There were no decisions or motions made regarding the items discussed in the Executive Session.

ADDITION

Commissioner Fahlgren discussed the insurance coverage of County-owned items. A number of items have been found to be valued at less than the current deductible. If the County raises its deductible from \$500.00 to \$1,000.00, the County would save \$15,000.00 per year.

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Commissioner Crawford made a motion to change the comprehensive and collision insurance deductible from \$500.00 to \$1,000.00. Commissioner Fahlgren seconded. The vote was 3-0, motion carried.

EXECUTIVE SESSION

ORS 192.660(2)(i) Performance Review

Judge McCabe adjourned the Court out of Open Session and into Executive Session under ORS 192.660(2)(i), Performance Reviews. Steve Dougill's performance review was rescheduled to a future meeting date due to a conflict in schedules.

Judge McCabe convened the Court into Executive Session under ORS 192.660(2)(i), performance review for Brenda Comini, Director, Human Resources . Following the performance review by the three members of the County Court, Judge McCabe adjourned the Court out of Executive Session under ORS 192.660(2)(i) Performance Review, and back into Open Session.

OPEN SESSION

Judge McCabe adjourned the Court out of Executive Session under ORS 192.660(2)(i) Performance Review for Brenda Comini, and convened back into Open Session. All members of the public in waiting were invited back into the room.

Motion

Motion was made and seconded to approve the one percent merit raise for Brenda Comini. The vote was 3-0, motion carried.

There being no further business requiring action at this time before the Court, Judge McCabe adjourned the Crook County Court meeting.

Respectfully Submitted,

Colleen Ferguson

Colleen Ferguson,
Crook County Court
Executive Administrative Assistant

Minutes written from recording and hand notes of Regina Paul, Legal Assistant.