

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES
OF OCTOBER 9, 2024, WORK SESSION
Open Portion**

Be It Remembered that the Crook County Board of Commissioners met in a regularly scheduled Work Session on October 9, 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; Executive Assistant Breyanna Cupp; Legal Assistant Alex Solterbeck; Road Superintendent Brad Haynes; Airport Manager Kelly Coffelt; Finance Director Christina Haron; Undersheriff Bill Elliott; Library Director Sarah Beeler; Fairgrounds Manager Casey Daly; Health and Human Services Director Katie Plumb; Sheriff Gautney; Assessor Jon Soliz; Clerk Cheryl Seely; Administrative Division Manager Stephanie Wilson; Health Programs Facilitator Shelby Fisher; Modernization Manager Stephanie O'Neal; Assessment Technician Elsie Ray; Appraiser Stephanie West; Assessment Technician Linda Pepper; Madi Cunningham; Derek Hofbauer; Dock Kerbow; Garth Finley; and members of the public.

WORK SESSION

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

Public Comment: None

Discussion item #1: Review of Accomplishments from Heart of Oregon Corps:

Requester: Madi Cunningham

Details: Madi Cunningham, Manager of Heart of Oregon Corps, attended the Work Session to highlight this summer's achievements. The Corps focused on Recreation, Fire Fuels, and Habitat Restoration projects. Throughout the summer, the program included special events like college day, career day, and awards day. Sixteen Crook County youth participated, working four to nine-hour days and earning \$15.00 per hour, with total earnings amounting to \$55,342.50 for the season. Their efforts included treating 26 acres for noxious weeds, completing 26 miles of road work, conducting fire prevention at Jefferson and Crook CFs, engaging in 31 days of aquatic work, 18 days of range work, 7 days of wildlife work, and 4 days of OHV trail maintenance. These accomplishments were shared with the Central Oregon Youth Conservation Corps and were supported by a Crook County grant awarded in March.

Discussion item #2: Seeking Approval of Revised Crook County Statewide Transportation Improvement Fund (STIF) Advisory Committee Roster:

Requester: Derek Hofbauer

Details: Derek Hofbauer, Outreach and Engagement Administrator for COIC, attended the Work Session to request approval of the STIF Plan, which COIC administers on behalf of Crook County. He provided an overview of the STIF funding application process and outlined the necessary steps for County Commissioners' approval. As the Qualified Entity, Crook County receives STIF funds from ODOT, which are then allocated to COIC/Cascades East Transit for operating transit services within the county. The projected budget for the Crook County STIF Formula Fund for the 2025-2027 biennium is \$1,750,935. Approval of the STIF Plan by the Crook County Commissioners is required before submission to ODOT by January 16, 2024. The Crook County STIF Advisory Committee will meet on October 23 to prioritize transit projects for the Commissioners' consideration. Derek is coordinating with the Band of Brothers on veterans funding for a vehicle and recommends submitting the application by Monday, given the minimal reporting requirements, which COIC supports. Derek will assist with the reporting process and plans to return in November to present an action item for the advisory committee's review.

Discussion item #3: OHA 2023-2025 Intergovernmental Agreement Amendment 12:

Requester: Katie Plumb

Details: Katie Plumb, Director of Health and Human Services, attended the Work Session to discuss an amendment to an Intergovernmental Agreement (IGA). This amendment marks the third in a series of contract updates for Fiscal Year 25, which represents the latter half of the biennium for this agreement. The finalized program awards included in this amendment are as anticipated, with the exception of PE43, as detailed in the note regarding budget and fiscal impacts. Originally, Immunization Services under PE43 were budgeted to receive \$10,000 in grant funds for FY25. However, following Amendment 12, the award for PE43 has increased to \$61,426. This item will be placed on the consent agenda for October 16th for final approval.

Discussion item #4: Seeking permission to apply for Environmental and Climate Justice Community Change Grant for \$19+ million dollars:

Requester: Sarah Beeler

Details: Library Director Sarah Beeler attended the Work Session to request permission to apply for an EPA climate justice grant, with the application period closing on November 21, 2024. If successful, the grant will fund the construction of a new barndominium-style structure that will serve as a Resiliency Hub, Community Hall, and Library of Things. The planned structure will feature an ADA-accessible trail encircling the property and a designated play area for children with intellectual and developmental disabilities. Additional grant funds will be allocated for developing a community water system and trails for hiking, biking, and horseback riding. The grant application will also include budgeting for indirect costs such as project management and accounting support. A grant writer may be contracted at a rate of \$45 per hour to assist with the application process.

Discussion item #5: Request for Closure of County Counsel Physical Office on Nov. 21 and 22:

Requester: Eric Blaine

Details: County Counsel Eric Blaine attended the Work Session to request permission to close the office during the Oregon County Counsels Association conference, coinciding with the last two days of the Association of Oregon Counties meeting on November 21 and 22. Traditionally, while two members attended, one remained in the office. This year, Mr. Blaine proposes that all staff attend, as they can access necessary files remotely through file management software. The remote-working policy already successfully supports staff working from home part-time, and the office can provide remote assistance in emergencies. No additional funds are needed for attendance, as the department budget covers the costs. Mr. Blaine noted that the office would resume normal operations the following Monday.

Discussion item #6: Consider Appointments to Boards and Committees:

Requester: Sarah Puerner

Details: Executive Assistant and Communications Officer Sarah Puerner attended the Work Session to address the current vacancies on various boards and committees. The County has actively advertised these openings and received notable interest. For the Vector Control Board, three applications were submitted by former committee members—Jeff Benkosky, Ken Fahlgren, and Tom Green—all seeking reappointment. An Order will be created and this item will be placed on the consent agenda for final approval for October 16th.

Discussion item #7: Consideration of options regarding prosecution of dog-as-a-public nuisance code violations:

Requester: Eric Blaine

Details: County Counsel Eric Blaine attended the Work Session to review the enforcement of the County's animal control ordinance regarding dog-as-a-public nuisance violations. He presented a memo that detailed the application of the ordinance since the summer of 2023 and explored potential modifications to the current practices. Each proposed option was accompanied by a discussion of its disadvantages, noting that the most significant fiscal impact would be the opportunity cost affecting other County functions. Commissioner Hermreck has requested a separate meeting with the involved parties to further discuss these options outside of the Work Session.

Interim Manager Report:

Will Van Vactor highlighted the effectiveness of Crook County's leave donation policy, emphasizing the remarkable generosity of county employees who have donated leave to support their colleagues. He extended special thanks to Kathy Puckett, Eric Blaine, and Amy Albert for their contributions to managing this program. Additionally, Mr. Van Vactor offered his congratulations to the Finance Department for receiving the Distinguished Budget Award from the Government Finance Officers Association, acknowledging the significant effort required to meet the association's high standards for this honor.

Commissioner Updates:

The Board of Commissioners received requests for two letters of support. Kelsey Lucas, the EDCO Crook County Director, requested the first letter in support of the Economic

Development Plan. The second letter, requested by Mandi Puckett, the HDCA Community Relations Director, is to support the Educational Campus HUB.

MOTION to sign the letter of support for Economic Development Plan and the letter of support for the Educational Campus HUB at the conclusion of the meeting today. Motion seconded. No discussion. Motion carried 3-0.

Commissioner Crawford reported that during the Queen's coronation event, a fee of \$1,300 was charged for the use of the outdoor arena at the Fairgrounds. He highlighted the significance of this event as a partnership opportunity and praised the Queen's role as a prominent ambassador for Crook County. To support such valuable community engagement, Commissioner Crawford proposed that the fee charged to the Queen be covered by the community fund.

MOTION to pay the \$1,300.00 fee out of the community fund. Motion seconded. No discussion. Motion carried 3-0.

At 10:00 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)(f) To consider information or records that are exempt by law from public inspection; and 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 correspond with the counter party as discussed in the Executive Session. Motion seconded. No discussion. Motion carried 3-0.

MOTION for staff to proceed as directed in the Executive Session. Motion seconded. No discussion. Motion carried 3-0.

MOTION to approve and sign the letter to DEQ after County Counsel presents the final draft to Commissioners outside of court. Motion seconded. No discussion. Motion carried 3-0.

There being no further business before the Board of Commissioners, the meeting was **adjourned at 11:28 a.m.**

Respectfully submitted,

Sarah Puerner / Breyanna Cupp