

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES
OF JANUARY 29, 2025, WORK SESSION
Open Portion**

Be It Remembered that the Crook County Board of Commissioners met in a regularly scheduled Work Session on January 29, 2025, at 9:00 a.m. in the Administration Conference room located at 203 NE Court Street, Prineville, Oregon 97754.

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

Absentees: None

Others Present in Person or Via Zoom: Legal Counsels Eric Blaine and John Eisler; Executive Administrative Assistant Sarah Puerner; County Manager Will Van Vactor; Executive Assistant Breyanna Cupp; Finance Director Christina Haron; Administrative Assistant Mona Glade; Airport Manager Kelly Coffelt; Museum Director Sean Briscoe; Building Official Randy Davis; Assessor Jon Soliz; Fairgrounds Manager Casey Daly; Health and Human Services Director Katie Plumb; Lieutenant Aaron Boyce; Assessment Technician Elsie Ray; Legal Assistant Alex Solterbeck; Natural Resources Manager Tim Deboodt; Assessment Technician Linda Pepper; Appraiser Stephanie West; Library Director Sarah Beeler; Phil Burgess; Mike Ervin; 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 Financial Support for the Belknap Exhibit Center:

Requester: Phil Burgess

Details: Crook County Historical Society Treasurer Phil Burgess attended the Work Session to discuss financial support from Crook County. On September 13, 2023, representatives from the Historical Society met with the County Commissioners to request funding for the operation of the Belknap Exhibit Center. After their initial proposal, the Commissioners asked for a detailed breakdown of the center's monthly operational expenses. Having operated for ten months, the Historical Society returned to present this information and to continue discussions about obtaining financial support. The monthly operational costs amount to \$760, which include cleaning, electricity, Wi-Fi, and utilities, with an estimated total monthly cost of \$810 and an annual cost of \$9,720. Commissioner Barney recognized Sean Briscoe's role as Museum Director and asked him to collaborate with the Legal team and County Manager to review the Historical Society's funding request. The Finance Department will also be involved in the review process, with a follow-up planned.

Discussion item #2: Signature on Amendment to Crook County Drug Court Grant:

Requester: Aaron Boyce

Details: Lieutenant Aaron Boyce from Community Corrections attended the Work Session to request approval for an amendment to the Crook County Drug Court grant.

This amendment would provide additional funding, made available mid-year by the State CJC, enhancing the Crook County Drug Court program's budget. The extra funds are designated for the salary of a Parole and Probation Deputy. This item will be added to the consent agenda on February 5th for final approval.

Discussion item #3: OHA 2023-2025 Intergovernmental Agreement Amendment 16:

Requester: Katie Plumb

Details: Health and Human Services Director Katie Plumb attended the Work Session to discuss Amendment 16 to the OHA-LPHA contract (180007). This amendment provides year-end adjustments for fiscal year 24 (FY24) and updated funding allocations for fiscal year 25 (FY25). Attachment A adjusts the final FY24 expenses to close out the contract, while various program elements (PE01-12, & PE50) carry over unspent funds into FY25. However, PE46-05 had \$429.87 unspent that will not carry over. This amendment also addresses reallocated funds from FY24 to FY25, particularly in tobacco prevention due to staffing shortages. This item will be placed on the consent agenda for final approval on February 5th.

Discussion item #4: Approval & Signature Request: Contract Award Notice for 2KG Contractors – Airport Hangar Project:

Requester: Kelly Coffelt

Details: Airport Manager Kelly Coffelt attended the Work Session to seek approval and signature for a contract award notice to 2KG Contractors. The Airport has been awarded an FAA grant to finance the engineering, design, and construction of a 10-unit aircraft storage building to generate revenue. Following a competitive bidding process, 2KG submitted the lowest responsive bid of \$1,217,320.00 for the new Aviation T-hangar project. This approval is contingent on the FAA's funding offer. The project, which aligns with the Airport's capital budget resources, has been discussed previously with the Board of Commissioners and the Finance Director. The contract must be signed before the upcoming Regular Session on February 5th.

Discussion item #5: FAA Grant Offer for 10-unit Hangar Storage Building Project:

Requester: Kelly Coffelt

Details: Airport Manager Kelly Coffelt attended the Work Session to discuss the FAA grant offer for a 10-unit hangar storage building project. The Airport has been selected to receive an FAA grant for the engineering, design, and construction of a 10-unit aircraft storage building for airport revenue generation. This specific grant is for a total of \$585,000. A second FAA grant that is scheduled in support of this project will become available in the fall of 2025 in the approximate amount of \$150,000. Assistant County Counsel John Eisler recommended signing this offer today.

MOTION to sign the FAA AIG Grant agreement dated January 24, 2025, for the Hangar project and to be signed by Commissioner Barney and Assistant County Counsel John Eisler out of court. Motion seconded by Commissioner Hermreck. No discussion. Commissioner Crawford votes Aye, Commissioner Barney votes Aye, Commissioner Hermreck votes Aye. Motion carried 3-0.

Discussion item #6: Community Development Monthly Update:

Requester: Katrina Weitman

Details: Community Development Director John Eisler and Building Official Randy Davis provided a monthly update during the Work Session. The department issued 129 permits in December, with a total of 2031 permits year-to-date, slightly below the 2065 permits issued by the same time in 2023. Currently, 188 houses are under construction and undergoing inspections. Noteworthy projects include the completion of a car wash, the commencement of a deep sewer project for apartments along Madras Highway, and significant activity at New Sun, which will soon seek approval for a conditional use permit previously escalated to the court of appeals. On the planning side, permit numbers were up for December but down for the year. Notably, discussions on a new Department of Defense (DOD) grant will soon lead to a proposal for a military overlay zone, potentially altering zoning laws and the commercial renewable energies facilities code. This could also prompt changes to the comprehensive plan regarding renewable energy. Additionally, an upcoming urban growth boundary (UGB) expansion is being considered, with the City of Prineville looking to incorporate land, including Stafford pay. The city has also added two sworn code compliance officers.

Manager Report:

Will Van Vactor was notified that federal funding has been temporarily suspended, with a judicial hold in place until February 3rd. We are closely monitoring this situation. In response, NACo is hosting weekly webinars to keep track of policy changes from the current administration, which are crucial for County and Department Heads who manage federal funding. Breyanna Cupp is actively participating in these webinars, taking detailed notes and providing updates to ensure our team is well-informed. Regarding the Vanier property, water test results are expected next week. John Eisler and Will Van Vactor will soon provide further details on this issue. Additionally, there is an open position at COIC, previously held by Tim Deboodt. He is enthusiastic about representing Crook County again on this board, focusing on timber and agriculture sectors.

MOTION to appoint Tim Deboodt to the COIC board as the representative of Timber and Agriculture. Motion seconded by Commissioner Crawford. No discussion. Commissioner Crawford votes Aye, Commissioner Barney votes Aye, Commissioner Hermreck votes Aye. Motion carried 3-0.

Commissioner Updates: None

At 9:41 a.m. the Board of Commissioners convened into Executive Session under the following statute(s): ORS 192.660(2)(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

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 delegate authority to the county representative as discussed in the Executive Session. Motion seconded by Commissioner Hermreck. No discussion. Commissioner Crawford votes Aye, Commissioner Barney votes Aye, Commissioner Hermreck votes Aye. Motion carried 3-0.

There being no further business before the Board, the meeting was **adjourned at 10:28 a.m.**

Respectfully submitted,

Sarah Puerner / Breyanna Cupp