

CROOK COUNTY WORK SESSION

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

Tuesday February 14, 2023 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	Casey Daly	Fair Board Committee Recommendations
3	Kelly Coffelt	Task Order 9 with PAE
4	Katie Plumb	Contract extension with Deschutes County for Mental Health Promotion funding
5	Will VanVactor	Community Development Activity

Requester	Executive Discussion Matter	Packet Docs
Exec #1	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	✓
Exec #2	ORS 192.660(2)(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations.	

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

February 14, 2023 Work Session Agenda

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*

February 14, 2023 Work Session Agenda

AGENDA ITEM REQUEST**Date:**

2/9/2023

Meeting date desired:

Work Session 2/14/2023

Subject:

Fair Board Member Appointments

Background and policy implications:

Mike Kasberger and Mike McCabe

Budget/fiscal impacts:

None

Requested by:

Casey Daly - Fairgrounds

Presenters:

Casey Daly

Legal review (only if requested):

None

Elected official sponsor (if applicable):

None

IN THE COUNTY COURT OF THE STATE OF OREGON
FOR THE COUNTY OF CROOK

**IN THE MATTER OF THE
 APPOINTMENT TO THE FAIR BOARD
 COMMITTEE**

ORDER 2023-11

WHEREAS, volunteers are essential to the operation of the county government; and

WHEREAS, the Court has carefully considered the skills and talents of the applicants and the needs of the boards which has a vacancy requiring appointments, and based upon recommendation of Boards and Committees:

NOW, THEREFORE, it is hereby **ORDERED** that that the Crook County Court makes the following appointment to the Fair Board Committee:

Board	Appointee	Term	Oath required
Fair Board Committee Position #2	Mike McCabe	3 Year Term Expiring: 12/31/2025	Yes
Fair Board Committee Position #3	Mike Kasberger	3 Year Term Expiring: 12/31/2025	Yes

DATED this 1st day of March 2023.

 Seth Crawford
 County Judge

 Jerry Brummer
 County Commissioner

 Brian Barney
 County Commissioner

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

Position applied for Crook County Fairboard

Name: Mike McCabe

Address: 9980 NW McCabe Rd

Prineville, Oregon

Preferred Phone: 541 420-3289

Fax (if available): _____ email: _____

Please list any relevant experience you may have that would make you effective in the position: (Continue on reverse or attach additional sheets if necessary)

Please see attached

Why do you wish to serve in this position? (Continue on reverse or attach additional sheets if necessary)

Please see attached

Return completed form to County Administration, Room 10, Courthouse, 300 NE Third St., Prineville, OR 97754; A letter of interest may be submitted in lieu of this form.

After retirement, I discovered that I had the time and energy to give back to our community. The Crook County Fairgrounds has always been special to me. My mother was the first female fairboard member and from that time until today, I have been interested in the happenings at the fairgrounds. I was a 4-H member as were my siblings and my children. I know the importance of the fairgrounds to the community and especially the youth of Crook County. My experience as a county employee has given me an understanding of the operations and needs of the fairgrounds and that knowledge will enhance my contribution to the fairboard. If selected, I will be committed to being a hardworking, invested member of the fairboard.

MICHAEL MCCABE

9980 NW McCabe Road, Prineville, OR 97754 · (541) 420-3289 · mccabe4710@gmail.com

Retired county administrator with experience working with the public and private sector. Seeking a position on the Crook County Fairboard.

EXPERIENCE

2008 – 2016

COUNTY JUDGE, CROOK COUNTY, OREGON

Performed all duties relating to managing county government consisting of 23 distinct departments and over 200 employees. Experience in maintaining essential services during financial difficulties, and growing the local economy by recruiting multi-national tech companies to build data centers to expand the job and tax base.

1992 – 2007

COUNTY COMMISSIONER, CROOK COUNTY, OREGON

Engaged in drafting and implementing policy at the local, state and national level. Charter member of two successful organizations to assist the working families of Crook County. Experience on committees related to water, land use, transportation, and many other essential areas of government.

2005 – 2009

REAL ESTATE BROKER, CROOK COUNTY PROPERTIES, LLC

Listed, marketed and sold residential, farm and bare land properties. Researched information related to zoning, utilities, deed history, and permits.

1987 – 2005

OWNER/OPERATOR, MIKE MCCABE RANCH

Operated family farm including the raising of livestock and diversified crops. Prepared annual budget, managed employees, and cultivated over 800 acres of irrigated crops.

1974 – 1992

LOAN OFFICER/MANAGER, FARM CREDIT SERVICES

Prepared loan valuations for agricultural ventures. Direct supervisor of branch office staff. Assisted customers from diverse backgrounds with varied needs including small family farms to commercial agricultural operations.

EDUCATION

1969 – 1974

GENERAL AGRICULTURE B.S., MINOR ECONOMICS, OREGON STATE UNIVERSITY

Diverse course work related to all aspects of agriculture including animal and crop sciences, business, and natural resources.

SKILLS

- Experience in government and the private sector
- Communicates well with a diverse audience
- Understanding of the history of agriculture in Oregon
- Experience collaborating with large and small groups to achieve realistic solutions

ACTIVITIES

- The Oregon Consortium 1998 - 2015, chair
- Community Renewable Energy Association, 2013 - 2017
- Association of Oregon Counties Water Policy Committee, 2008 - 2016
- Crooked River Watershed, 1998 - 2001
- Commission on Children and Families, 1994 - 2012, charter member
- Mosaic Medical (FQHC) Ochoco Community Clinic, 1994 - 1998, charter member
- Crook County Natural Resources Committee, 1997 - 2003
- Association of Oregon Counties Veterans Committee, 2008 - 2011
- Association of Oregon Counties Public Lands Committee, 2008 - 2017,
- Crook County Economic Development Board, 2012 - 2016
- Central Oregon Area Commission on Transportation, 2009 - 2016
- Central Oregon Intergovernmental Council, 1995 - 2017
- Crook County Fair Board, 1992 - 1996
- Crook County 4-H and FFA Livestock Sale Committee, 1987 - 2001

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

Position applied for FAIR BOARD
 Name: MICHAEL P KASBERGER
 Address: 335 NE LAKEFRONT CAMS
PRINEVILLE, OR. 97754
 Preferred Phone: (541) 480 8839
 Fax (if available): _____ email: MKASBERG@CITYOFPRINEVILLE.ORG

Please list any relevant experience you may have that would make you effective in the position: (Continue on reverse or attach additional sheets if necessary)

- 4-H MEMBER FOR 9 YEARS.
- BOARD MEMBER FOR CROOK RIVER WATER SHED COUNCIL
- BOARD MEMBER FOR CROOK COUNTY WEED MANAGEMENT
- MEMBER OREGON IRRIGATION DISTRICT
- ASSISTANT CITY ENGINEER

Why do you wish to serve in this position? (Continue on reverse or attach additional sheets if necessary)

I BENEFITED FROM THE 4-H EXPERIENCE FOR MOST OF MY YOUTH. I FEEL IT IS TIME ^{FOR ME} TO GIVE BACK, SO OUR YOUTH CAN CONTINUE TO BENEFIT FROM THE PROGRAM.

Return completed form to County Administration, Room 10, Courthouse, 300 NE Third St., Prineville, OR 97754; A letter of interest may be submitted in lieu of this form.



AGENDA ITEM REQUEST

3

Date:

2/10/23

Meeting date desired:

2/14/2023 Work session

Subject:

Scope of work contract with Precision Approach Engineering for airport T-hangar project. Phase 1 Design and bidding.

Background and policy implications:

County court will have to approve contract as first step of project.

Budget/fiscal impacts:

This project has been discussed in detail with finance department, this is a FAA AIP project. FAA funds available are approximately 800k that will require 10% matching funds of 80-90k. We will know more detailed information once the consultant has approval to proceed. The building once complete will be rented and used as a revenue generating asset for the airport, estimated yearly return to the airport will be 40-50k per year.

Pre-application for the 10 units has been posted for just a few days and already we have five very interested parties wanting to make deposits.

Requested by:

Kelly Coffelt - Airport manager Kcoffelt@cityofprineville.com 541.420.3789

Presenters:

Kelly Coffelt - Airport Manager

Legal review (only if requested):

Preliminary legal review has been done and information has been presented to finance dept.

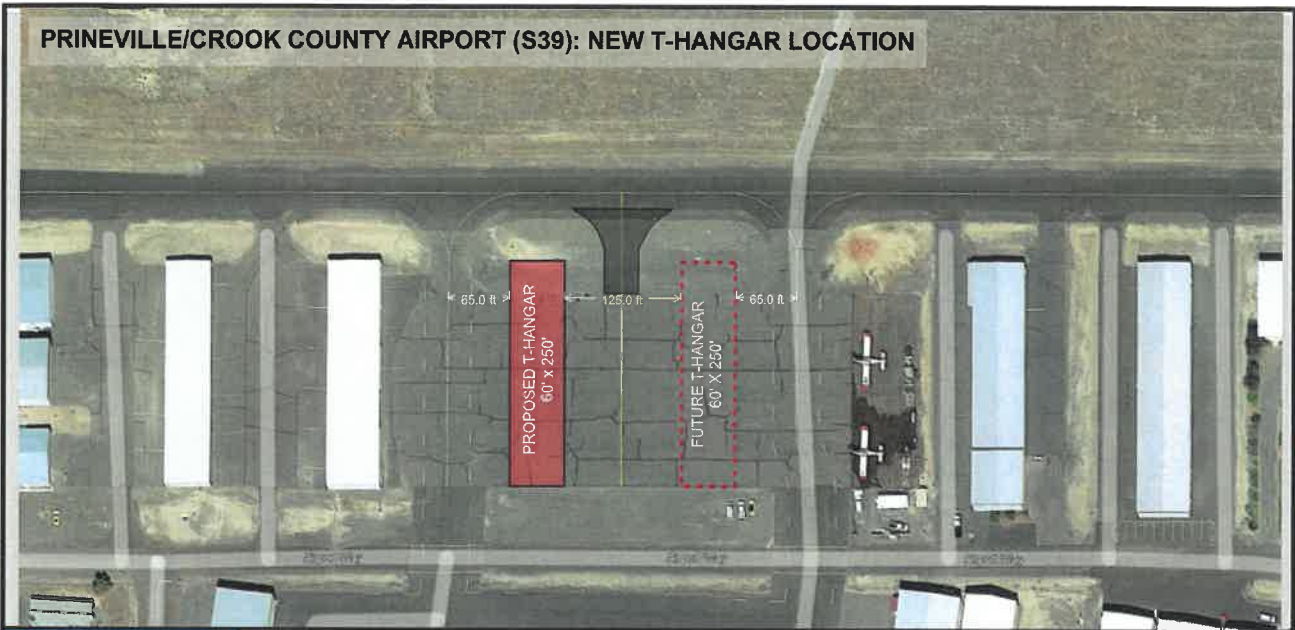
Elected official sponsor (if applicable):

Unsure if this is needed although Commissioner Brian Barney has been briefed on this project and is the County liaison for the airport.

3

CIP DATA SHEET

AIRPORT	Prineville/Crook County	LOCID	S39	LOCAL PRIORITY	
PROJECT DESCRIPTION	New T-Hangar Construction	PLANNED YEAR	2024	CONSTRUCT	



JUSTIFICATION:

This project will construct a New T-Hangar and connector Taxilane to help meet the current hangar lease demand at the airport. S39 plans to utilize available BIL funds to complete this project.

Available BIL funds in 2024 = \$477K

Available BIL funds in 2023 = \$318K

COST ESTIMATE:

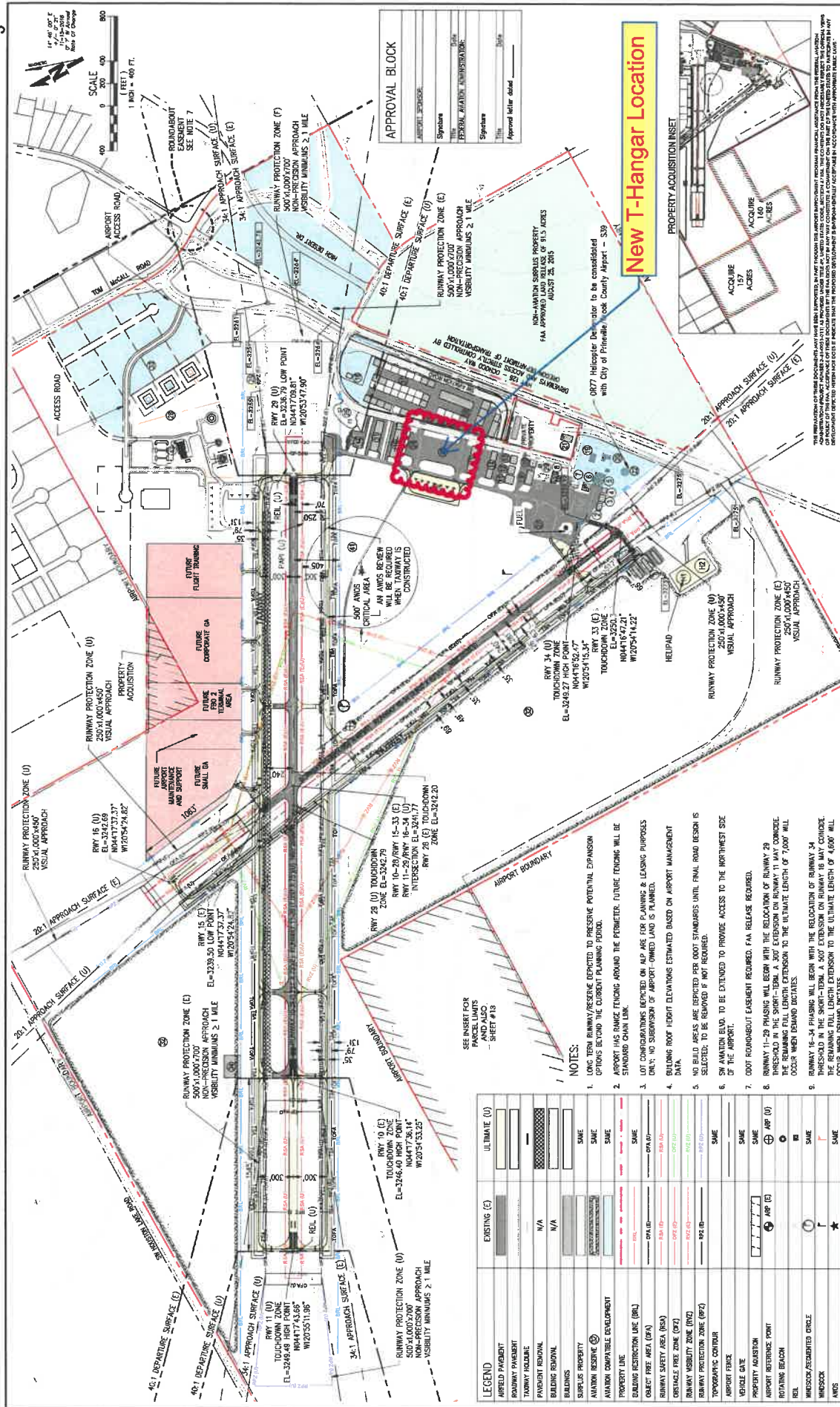
ADMINISTRATION:	\$ 10,000	1. Construction	\$ 755,000	4	\$
ENGINEERING:	\$ 75,000	2	\$	5	\$
INSPECTION:	\$ 50,000	3	\$	TOTAL: \$ 890,000	

Federal (%) \$ WRWER	State \$ WRWR	Local (%) \$ WRWER
SPONSOR VERIFICATION:	Date	(see instruction sheet or attached comments for more information)
For each and every project as applicable		-Date of approved ALP with project shown -Date of environmental determination (ROD, FONSI, CatEx) -Date of land acquisition or signed purchase agreement -Date of pavement maintenance program -Date of Benefit Cost Analysis (BCA) as required

SPONSOR'S SIGNATURE:	DATE:	8/24/22
PRINTED NAME:	Kelly Coffelt	TITLE: Airport Engineer
PHONE NUMBER:	(541) 416-0805	EMAIL: kcoffelt@cityofprineville.com

FAA USE ONLY

PREAPP NUMBER	GRANT NUMBER	NPIAS CODE	WORK CODE	FAA PRIORITY	FEDERAL \$





WHPacific
 9796 Old Veterans Rd., Suite 300
 Portland, OR 97226
 503-526-4775
 www.whepacific.com

CROOK COUNTY
300 NE 3RD ST. ROOM 10
PRINEVILLE, OR 97754

DESIGNED / DSCC
 EOT/THOC
 CROOK COUNTY
 CROOK COUNTY
 APPROVED / RKA
 LAST EDIT / EOT/THOC
 PILOT DATE / 9-14-2017
 SUBMITTAL

CITY OF PRINEVILLE
387 NE 3RD ST.
PRINEVILLE, OR 97754

REVISIONS

NO.	BY	DATE	REMARKS
1	SC	10/15/2015	W/000000 DRAFT
2	SC	10/15/2015	W/000000 DRAFT
3	SC	10/15/2015	W/000000 DRAFT

REVISIONS

NO.	BY	DATE	REMARKS
1	SC	10/15/2015	W/000000 DRAFT
2	SC	10/15/2015	W/000000 DRAFT
3	SC	10/15/2015	W/000000 DRAFT

PROJECT NUMBER
 037648 / 0498W

DRAWING FILE NAME
 037648-C-AL01

PROJECT NUMBER
 037648 / 0498W

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DRAWING FILE NAME
 037648-C-AL01

AGENDA ITEM REQUEST

**Date:**

2/7/23

Meeting date desired:

2/14 and/or 2/15

Subject:

Contract extension with Deschutes County for Mental Health Promotion funding

Background and policy implications:

Deschutes receives OHA funds for Central Oregon & subcontracts to Crook & Jefferson then reports outcomes on behalf of the region

Budget/fiscal impacts:

Provides .5 FTE for Mental Health Strategist position. Also provides materials & supplies for school counselors at each school in Crook County.

Requested by:

Katie Plumb Health & Human Services Director | kplumb@crookpublichealthor.gov
| 541-447-5165

Presenters:

Katie Plumb Health & Human Services Director

Legal review (only if requested):

Complete

Elected official sponsor (if applicable):

N/A



REVIEWED

LEGAL COUNSEL

**DESCHUTES COUNTY SERVICES AMENDMENT #1
DOCUMENT NO. 2023-005
AMENDING DESCHUTES COUNTY GRANT NO. 2022-107**

THAT CERTAIN AGREEMENT, Deschutes County Grant No. 2022-107 dated January 1, 2022, by and between DESCHUTES COUNTY, a political subdivision of the State of Oregon, acting by and through its Health Services Department, Public Health Division ("County") and Crook County ("Contractor"), is amended, effective upon signing of all parties, as set forth below. Except as provided herein, all other provisions of the grant remain the same and in full force.

County's performance hereunder is conditioned upon Contractor's compliance with provisions of ORS 279B.220, 279B.225, 279B.230, and 279B.235, which are hereby incorporated by reference. In addition Standard Contract Provisions contained in Deschutes County Code Section 2.37.150 are hereby incorporated by reference. Contractor certifies that the representations, warranties and certifications contained in the original Grant are true and correct as of the effective date of this Amendment and with the same effect as though made at the time of this Amendment.

The above listed Grant is amended as follows (new language is indicated by **bold** font and deleted language is indicated by ~~strikeout~~ font):

IN WITNESS WHEREOF, the parties hereto have executed this amendment as of the dates set forth below their respective signatures.

1. **Effective Date and Termination Date.** The effective date of this Agreement shall be January 1, 2022. Unless extended or terminated earlier in accordance with its terms, this Agreement shall terminate ~~when County accepts Contractor's completed performance or on December 31, 2022~~ **June 30, 2023, whichever date occurs last.** Agreement termination shall not extinguish or prejudice County's right to enforce this Agreement with respect to any default by Contractor that has not been cured. This Agreement may be renewed or extended only upon written agreement of the Parties.
2. **Standard Terms and Conditions, Section 3: FEE FOR SERVICES:** Contractor's fee for services identified above shall be as indicated below following the checked boxes:
 - ☐ A retainer amount of \$ _____ payable at the time this Authorization is executed. This retainer amount shall apply to the fees due under this Agreement at the completion of the services provided by Contractor.
 - ☐ A fixed fee of \$ _____.
 - ☒ A fee amount based on the attached Budget – Attachment B. Maximum consideration shall not exceed ~~\$44,444~~ **\$67,096** for the Agreement term. County shall pay Contractor in ~~four (4)~~ **six (6)** quarterly installments within thirty (30) days' receipt and approval of Contractor's invoice. Quarterly invoicing shall be based on the calendar year January to December **2022 and January to June 2023.**
3. **Exhibit B, Paragraph 6. Consideration.** Maximum consideration shall not exceed ~~\$44,444~~ **\$67,096** for the Agreement term. County shall pay the Contractor in ~~four (4)~~ **six (6)** quarterly installments within thirty (30) days' receipt and approval of Contractor's invoice. Quarterly invoicing shall be based on the calendar year January to December **2022 and January to June 2023.** Contractor shall report expenses applied against funds paid in accordance to the following:
4. Exhibit B, Paragraph 6, A & B shall remain in full force and effect.
4. Exhibit B, Paragraph 6, C. Budget. The budget is updated to reflect the change in the maximum consideration.

D. Budget.

Budget Item and Detail	Budget Amount
Personnel (Salary, Benefits, etc.)	
Coordinator 0.5 FTE	\$53,090
Programs, Trainings, Office and Computer Supplies	
Middle and High School Social Emotional Learning supplies at four schools	\$3,300
Health Fair Outreach supplies	\$490
Mental Health First Aid training supplies	\$1,200
Question, Persuade and Refer presentation supplies	\$750
Administrative Costs/ Indirect Rate	\$6099
Contracts/Consultants	
Other, Please List:	
Coordinator cell phone	\$900
Printing	\$450
Mileage	\$817
Total Budget Amount	\$44,444
Total Budget Amount	\$67,096

SIGNATURE PAGE

Signature: _____

Email: _____

Title: _____

Date: _____

AGENDA ITEM REQUEST



Date:

2/9/2023

Meeting date desired:

2/14/2023

Subject:

Monthly Memo RE: Community Development Activity

Background and policy implications:

Budget/fiscal impacts:

Requested by:

Will Van Vactor, Crook County Community Development Director, and Randy Davis, Crook County Building Official

Presenters:

Will Van Vactor, Crook County Community Development Director, and Randy Davis, Crook County Building Official

Legal review (only if requested):

Elected official sponsor (if applicable):

/

MEMO

TO: Crook County Court

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

DATE: February 8, 2023

SUBJECT: Community Development Activity Update

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

Building:

Permits issued summary (January):

Permit Type	Number of Permits
New Residential Dwellings (Site Built or Manufactured)	6
Commercial (plumbing, electrical, structural, etc.)	48
Residential Permits (plumbing, electrical, mechanical etc.)	90
Residential Structural (shops, etc.)	24
Other (e.g. demo)	1
TOTAL	169

Current year compared to prior year:

Time Frame	Permits
January 2023	169
January 2022	146
YTD 2023	169
YTD Comparison 2022	146

Active Permits:

Permit Type	Amount Still Active as of end of January
Dwellings (Site Built or Manufactured)	262
Other Residential Permits	930
Commercial Permits	366

Daily Inspections:

Inspection Type	Amount this month
Residential	804
Commercial	223
All	1,027

Larger Projects Under Construction:

Justice Center
CCO3 Data Center
CCO5&6 Data Center
Apple Data Center
Shell Occupancy of Portions of Prineville Campus
Extraction Facility at Prineville Campus
Multiple Commercial Structures at Tom McCall Industrial Park
PRN1 Retro Fit
Wilco Building at Ochoco Lumber Site
Mid Oregon Credit Union Tenant Improvement
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.
Walgreens
10,311 sq' remodel, IBEW Local 280 training facility.
Arby's
Spencer Ct. – 10,125 sq' building.

Larger Projects Under Review or Incoming:

New Hanger at Airport
McDonalds Remodel
Remodel of old Panda Restaurant into Liquor Store

Code Compliance:

Year	Building	Land Use	Waste	Septic
January 2023	10	8	3	1
January 2022	8	11	4	4
YTD 2023	10	8	3	1
YTD Comparison 2022	8	11	4	4

Planning:**Applications received (January):**

Application Type	# of Applications (January 2023)	YTD
Appeals	0	0
Variance	0	0
Site Plan Review	17	17
Land Partition	0	0
Combine/Un-Combine Lots	0	0
Road Approach	1	1
Boundary Line Adjustment	1	1
Destination Resort	0	0
Conditional Use	0	0
Miscellaneous (Temporary Hardship Two-year renewals)	4	4
Road Name/Rename	1	1
Extension	1	1
Amendment	0	0
TOTAL	25	25

Note: In December 2022 (last month) Planning had a total of 12 applications.

Current year compared to prior year:

Time Frame	Permits
January 2023	25
January 2022	39
YTD 2023	25
YTD Comparison 2022	39

Notable Land Use Applications:

Request	Status
Solar (TSR North)	Appeal continued to March 2023.

Notable City Applications:

Request	Status
RV Park adjacent to Crook County Fairgrounds	Public comment accepted until 2.14.23

On-Site:**Applications (January 2023):**

Application Type	Number of Applications
Residential Authorization	3
Commercial Authorization	0
Construction Permit (Residential)	6
Construction Permit (Commercial)	0
Repair (Major) - Residential	1
Repair (Minor) - Residential	2
Repair (Major) - Commercial	0
Residential Site Evaluation	1
Commercial Site Evaluation	0
Alteration (Minor) – Residential	0
Alteration (Major) – Residential	0
Alteration (Minor) - Commercial	0
TOTAL	13

Current year compared to prior year:

Time Frame	Permits
January 2023	13
January 2022	17
YTD 2023	13
YTD Comparison 2022	17