



Board of Commissioners Administrative Agenda  
June 6, 2023 ~ 3:00pm ~ Room 214

**1. To Watch A Live Stream Of This Meeting, Click The Link Below Or Go To [www.klamathcounty.org](http://www.klamathcounty.org)**

[HTTP://WWW.KLAMATHCOUNTY.ORG/800/KLAMATH-COUNTY-GOVERNMENT-TELEVISION---L](http://www.klamathcounty.org/800/KLAMATH-COUNTY-GOVERNMENT-TELEVISION---L)

**2. Call To Order & Those Present**

**3. Approve Minutes From Last Meeting**

Documents:

[05-30-23.PDF](#)

**4. Amanda Van Riper - Human Resources**

**1. Department Request – Step 7 Hire DA's Office**

Documents:

[DEPARTMENT REQUEST - DDA STEP 7 HIRE.PDF](#)

**2. Department Request – Signing Bonus DA's Office**

Documents:

[DEPARTMENT REQUEST - DDA SIGNING BONUS.PDF](#)

**3. Department Request – DA's Office Staff Reclassifications**

Documents:

[DEPARTMENT REQUEST - DDA STAFF RECLASS \(002\).PDF](#)

**4. Sheriff's Office Resolution Proposed Amendments**

## **5. Todd Kepple - Museum**

- 1. Obtaining Old Fire Truck From Klamath County Fire District #1**

## **6. Aaron Hartman - Community Corrections**

- 1. Credit Card Funding**
- 2. LFODOC Budget**

## **7. Jeremy Morris - Public Works**

- 1. Shasta Sidewalk Bid Results Discussion**

## **8. Rick Vaughn - Tax Collector/Property Manager**

- 1. 905 Wiard Street Lease/Memorandum Of Lease**



## **9. BOCC**

- 1. Junior Commissioner Program Update**
- 2. Strategic Plan Update**

Documents:

[STRATEGIC PLAN BOCC PRESENTATION 06-06-23.PDF](#)

## **10. Adjournment**

Audio recordings of all proceedings are available at the County Commissioners' office. The meeting facility is handicap accessible. Persons needing materials in alternate format or communication access, should telephone this office at 541-883-5100  (voice/TDD) or the ADA Coordinator at 541-883-4296  at least 48 hours in advance of the scheduled meeting.

Klamath County Commissioners' Weekly Calendar is subject to change without notice.  
305 Main Street 2nd Floor, Klamath Falls, OR 97601

E-mail: [bocc@klamathcounty.org](mailto:bocc@klamathcounty.org) Website: [www.klamathcounty.org](http://www.klamathcounty.org)



## Board of Commissioners' Administrative Meeting May 30, 2023 ~ 3:00 pm ~ Room 214

5/30/2023 - Minutes

**1. To Watch A Live Stream Of This Meeting, Click The Link Below Or Go To [www.klamathcounty.org](http://www.klamathcounty.org)**

**2. Call To Order & Those Present**

Commissioner DeGroot, Commissioner Minty, Commissioner Henslee, Sandy Cox/Admin Staff, Amanda VanRiper/HR, Dan Golden/Juvenile, Erik Nobel/Planning

**3. Approve Minutes From Last Meeting**

Commissioner DeGroot approves minutes from May 23, 2023 Admin Meeting.

**4. Amanda Van Riper - Human Resources**

**1. Proposed Policy Amendment - Accident & Injury Reporting**

Amanda VanRiper presents draft policy amendment. Commissioner DeGroot motions to approve amended policy as presented, Commissioner Minty seconds. Unanimous vote. Approved

**5. Erik Nobel - Planning**

**1. Housing Planning Studies**

Erik Nobel addresses the Board reminding them he was allocated 100k of ARPA dollars to perform a few things within Planning. Developing a new land development code, a housing study and a UGB amendment all of which could cost 100k individually since we would need to hire consultants. Commissioner DeGroot would identify new land development code and UGB amendment done first. Commissioner Minty thinks we should be focusing on housing. Commissioner Henslee believes the land development code should be priority since we are having issues currently. Nobel elaborates that there may be grant funding available for the housing piece. Board is agreeable with moving forward with hiring a consultant on developing a new land development code first and see what the cost will be.

## 6. Dan Golden - Juvenile

### 1. Update On KCR Project

Dan Golden addresses the Board with update on project.

## 7. BOCC

### 1. Government Center Hours

Commissioner DeGroot reviews responses from Department Heads in this building and believes we should keep hours as is from 8-5.

### 2. Approval Of Scholarships



Commissioner DeGroot reviews request from Klamath Promise of \$5,000.00 in scholarship funding. Commissioner Minty supports the request. Commissioner Henslee likes the idea and wants to continue to support scholarships, however does want to add a couple of scholarships regarding our upcoming "Junior Commissioner" program. Commissioner DeGroot motions to fund request from Klamath Promise of \$5,000.00 in scholarship funding from Economic Development funds, Commissioner Minty seconds. Unanimous vote.

### 3. Discover Klamath Funding Request Of 7500.00 To Host Oregon Destination Association Conference

Commissioner DeGroot/Minty explain event and previous commitment. Commissioner Minty motions to fund the request of \$7,500.00 from Tourism funds, Commissioner Henslee seconds. Unanimous vote. Approved

## 8. Adjournment

3:25pm

Audio recordings of all proceedings are available at the County Commissioners' office. The meeting facility is handicap accessible. Persons needing materials in alternate format or communication access, should telephone this office at 541-883-5100  (voice/TDD) or the ADA Coordinator at 541-883-4296  at least 48 hours in advance of the scheduled meeting.

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**KLAMATH COUNTY**  
**Human Resources**

To: Board of County Commissioners

From: Amanda Van Riper  
Human Resources Director

Date: June 6, 2023

Re: Department Request – DDA Step 7 Hire

Date Scheduled for Administrative Meeting: June 6, 2023

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On behalf of John Casalino, DA, we are seeking your approval to hire a DDAIII applicant at UH36 Step 7, which is currently \$57.78/hour. The applicant will bring over twelve years of experience to the office and will be a very beneficial addition to the DDA team.

In addition to step 7, the department would also like to offer the applicant a \$10,000 signing bonus with the same conditions as other bonuses as well as up to \$10,000 in relocation expense reimbursement.

Due to vacancies, the department has the money in their budget.

**Suggested Motion:** Hereby motion to approve the request to hire the DDAIII candidate at step 7 and offer both a signing bonus and relocation expenses as outlined above:

\_\_\_\_\_  
Chair

Approved   
Disapproved

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner

Approved   
Disapproved

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner

Approved   
Disapproved

\_\_\_\_\_  
Date



**KLAMATH COUNTY**  
**Human Resources**

To: Board of County Commissioners

From: Amanda Van Riper  
Human Resources Director

Date: June 6, 2023

Re: Department Request – DDA Signing Bonus

Date Scheduled for Administrative Meeting: June 6, 2023

On behalf of John Casalino, DA, we are seeking your approval to add a signing bonus to the DDA I, II, and III postings.

In an effort to help attract candidates to our DA’s office, we would like to add an \$8,000 signing bonus to the DDAI and DDAll job postings. We would also like to add a \$10,000 signing bonus to the DDAIII job posting. 50% of the signing bonus would be paid on the first pay check received. The remaining 50% would be paid with a “meets expectations” grade or higher on their one – year performance evaluation. The bonus would also have a two-year employment requirement.

The signing bonus would be added to our current postings and would be available until all DDA positions are filled.

Due to vacancies, the department has the money in their budget to provide these bonuses.

**Suggested Motion:** Hereby motion to approve the request to add a signing bonus to the DDA I, DDA II, and DDAll positions as outlined above:

\_\_\_\_\_

Chair

Approved   
Disapproved

\_\_\_\_\_

Date

\_\_\_\_\_

Commissioner

Approved   
Disapproved

\_\_\_\_\_

Date

\_\_\_\_\_

Commissioner

Approved   
Disapproved

\_\_\_\_\_

Date



**KLAMATH COUNTY**  
**Human Resources**

To: Board of County Commissioners

From: Amanda Van Riper  
Human Resources Director

Date: June 6, 2023

Re: **Department Request – DDA Staff Reclassifications**

**Date Scheduled for Administrative Meeting: June 6, 2023**

On behalf of John Casalino, DA, we are seeking your approval to reclassify the following positions:

Legal Assistant II (DA's Office) LH15 to Trial/Legal Assistant II LH17

Legal Assistant III (DA's Office) LH17 to Trial/Legal Assistant III LH19

Victim's Assistance Program Coordinator UF23 to UH25

Victim's Assistance Case Worker LH17 to LH19

Special Agent UH25 to UH27

All employees will be moved to the step closest to their current wage and their seniority dates will not change.

Due to vacancies, the department has the money in their budget to provide these bonuses.

**Suggested Motion:** Hereby motion to approve the request to reclassify the DA's Office Support Staff positions as outlined above:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

Approved   
Disapproved

Approved   
Disapproved

Approved   
Disapproved

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# All-Staff Survey Overview

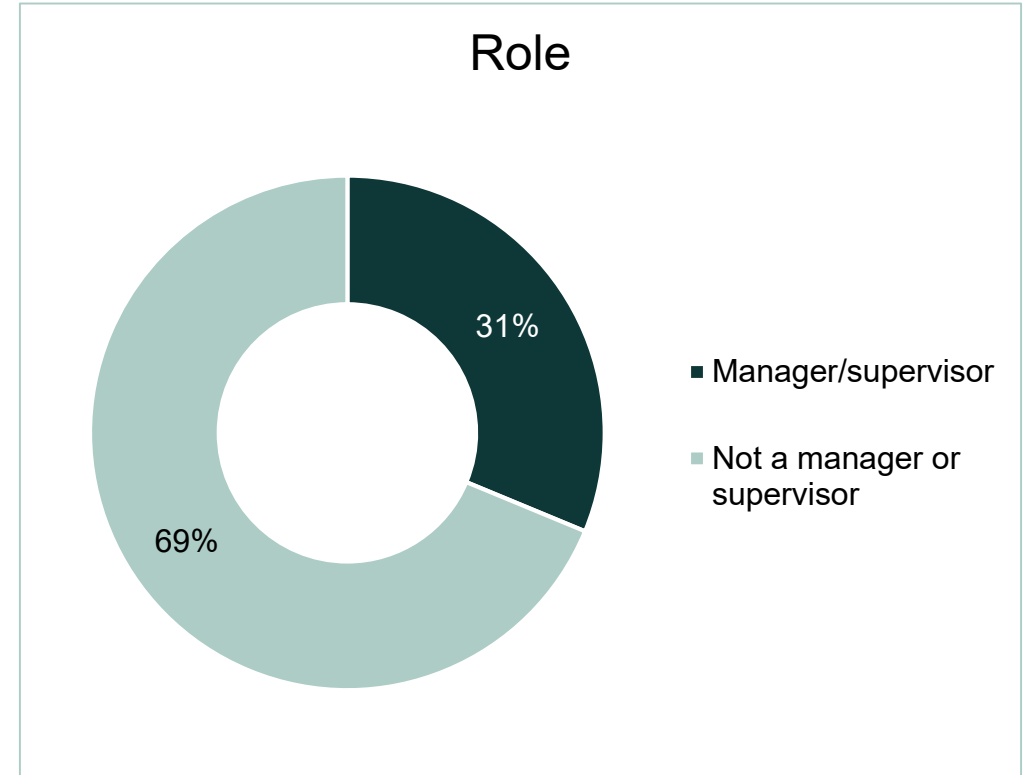
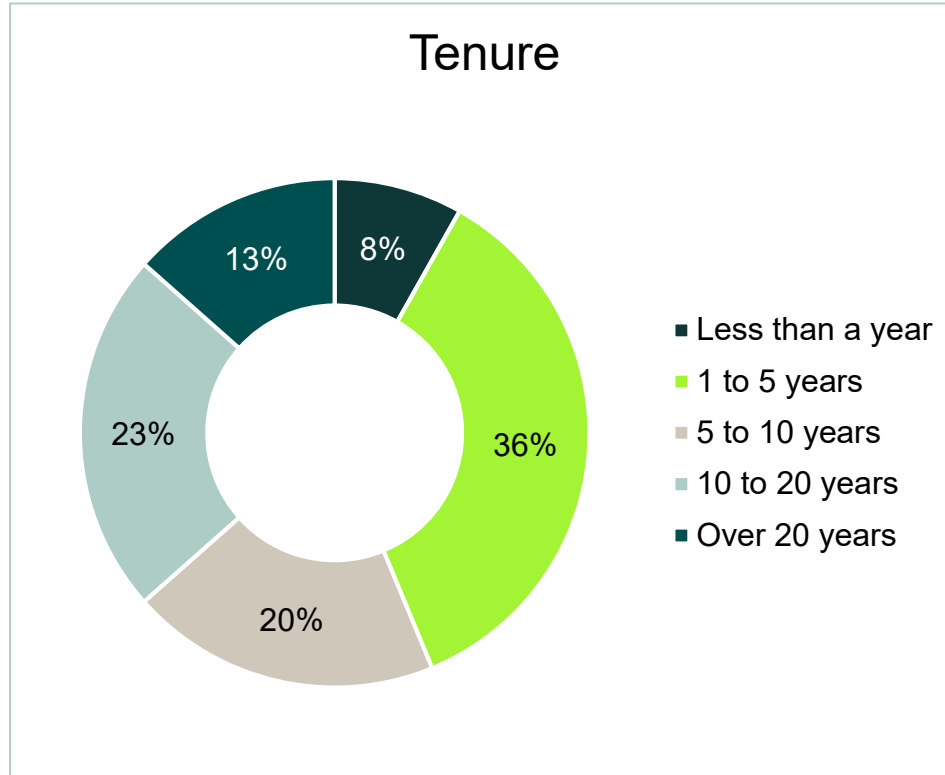
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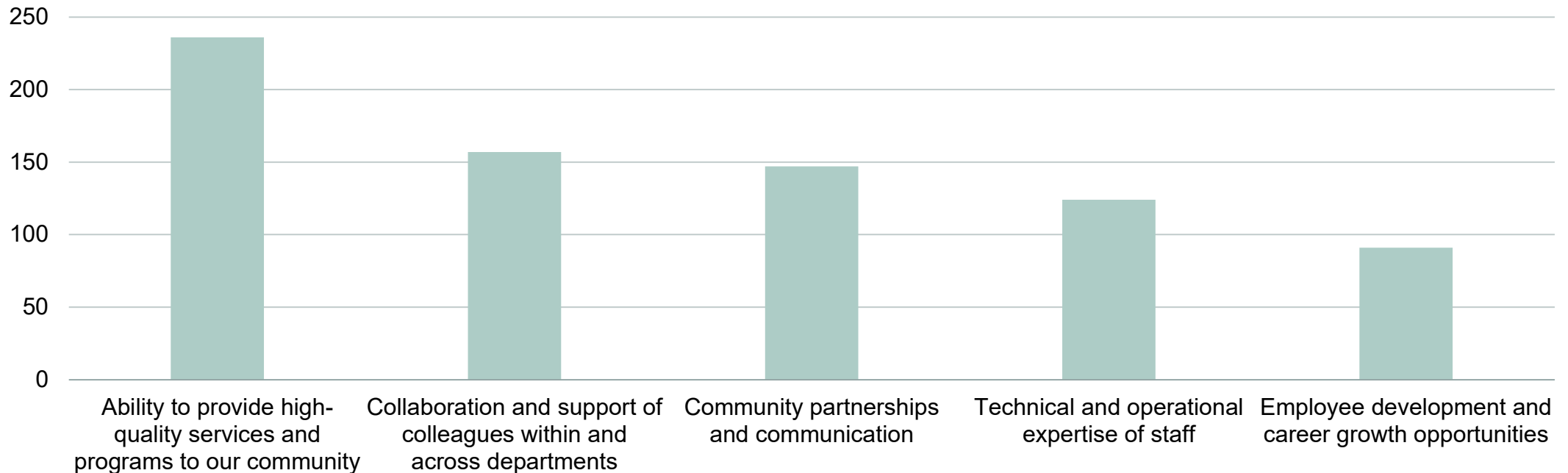
# All- Staff Survey

## Overall Responses: 210



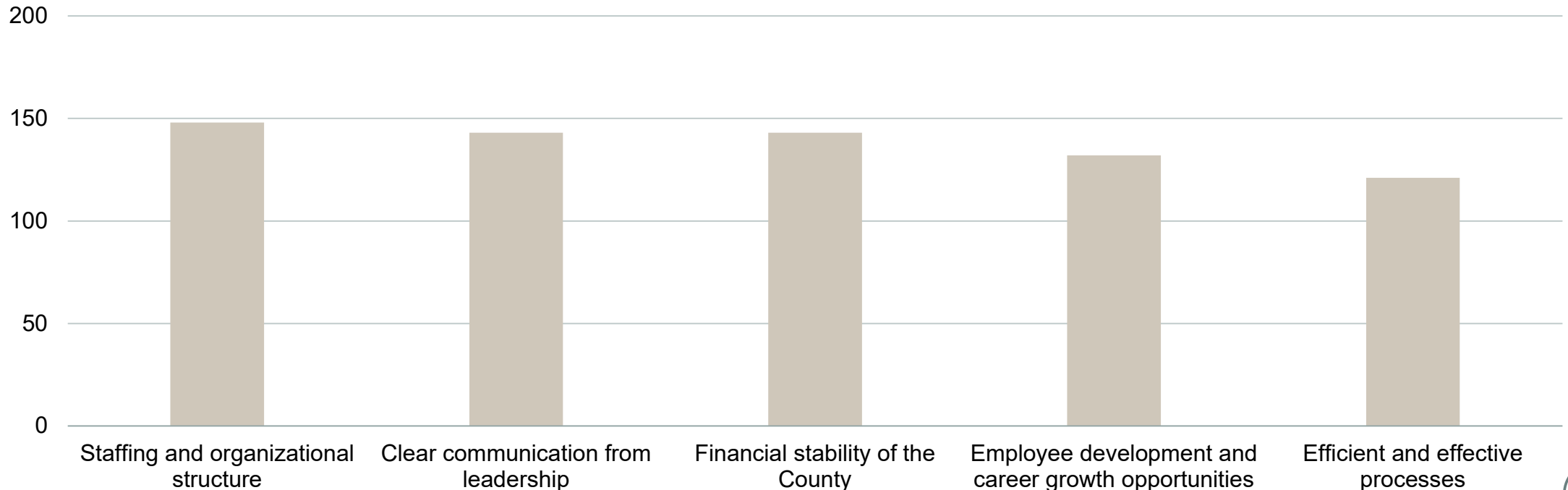
# All- Staff Survey

When staff were asked, “*As an organization, what are the top three strengths of the County?*”, they said...



# All- Staff Survey

When staff were asked, “*As an organization, what are the top three weaknesses of the County?*”, they said...



# All- Staff Survey

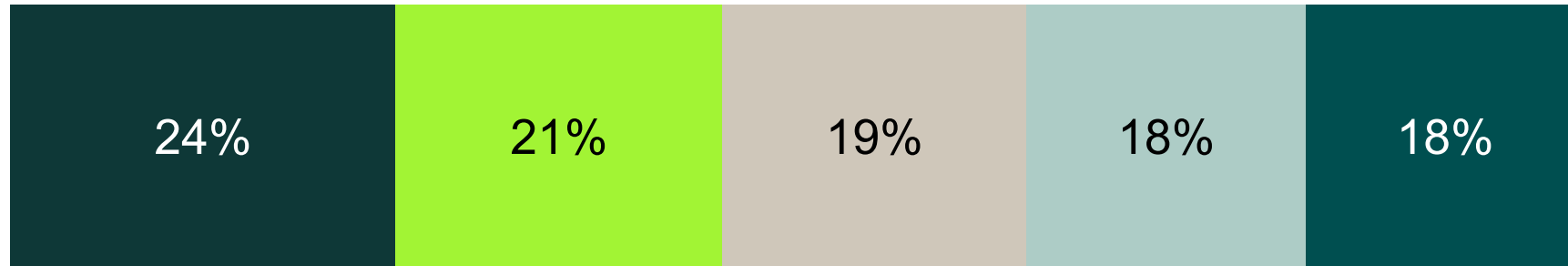


■ Strongly agree   
 ■ Somewhat agree   
 ■ Neither agree nor disagree   
 ■ Somewhat disagree   
 ■ Strongly disagree



# Staff Survey

When you think of Klamath County in the **future**, what are you most excited about?



- Economic development opportunities in emerging industries
- Increased investment in public infrastructure and services
- Increased tourism and recreational opportunities
- Increased support for local businesses and entrepreneurs
- Expanded access to affordable housing options



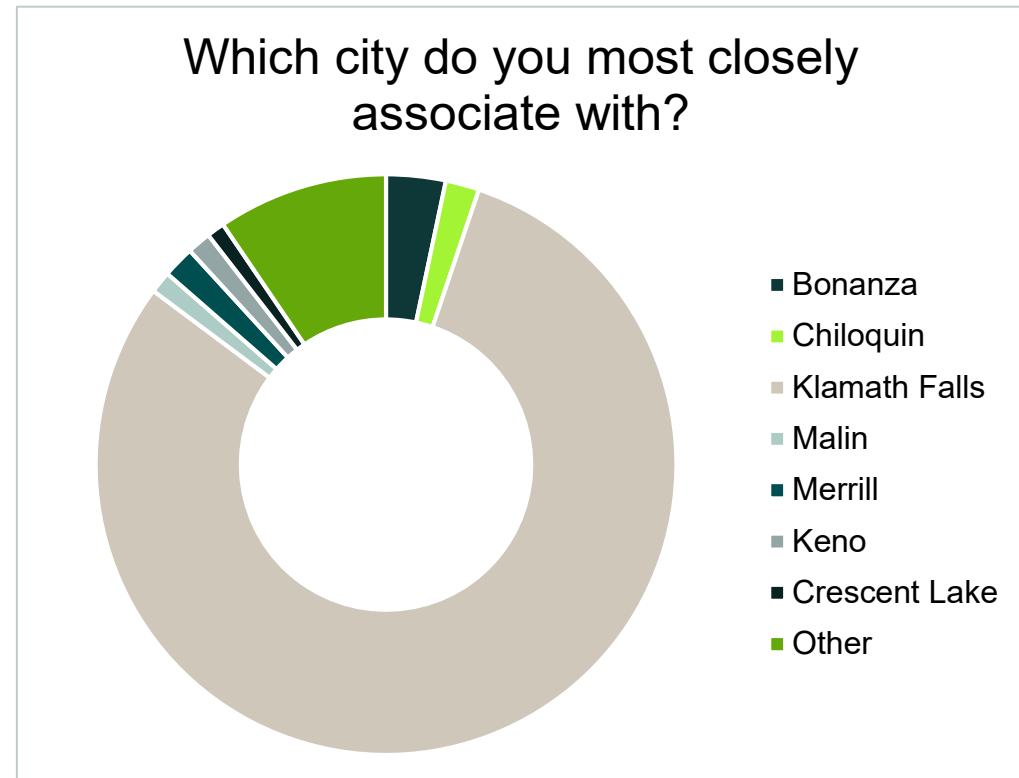
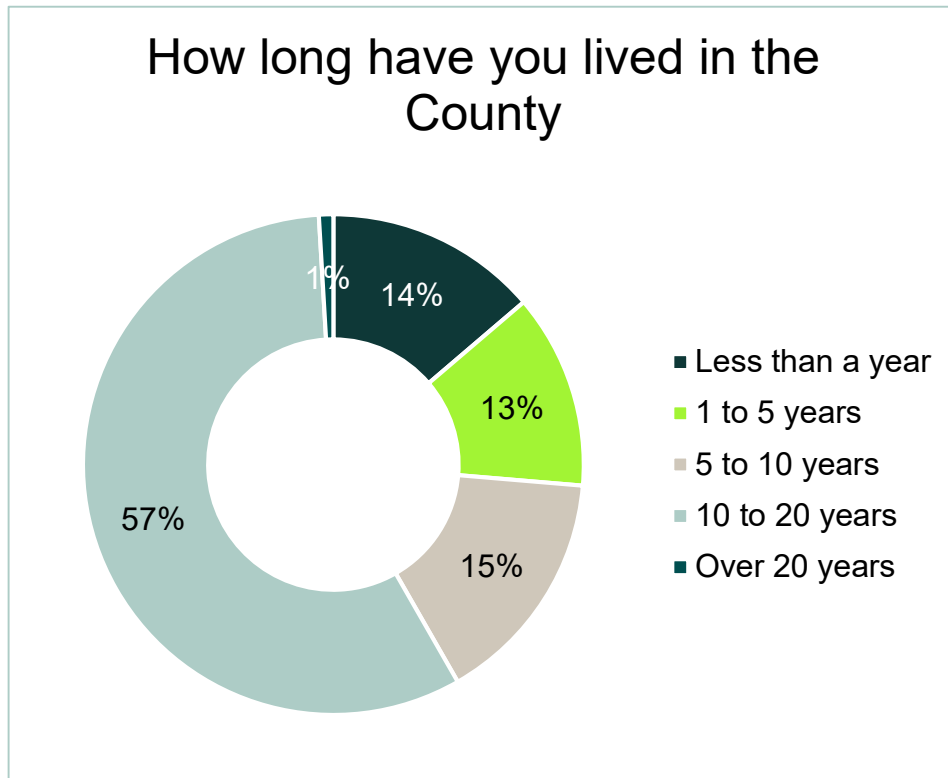
# Community Survey Overview

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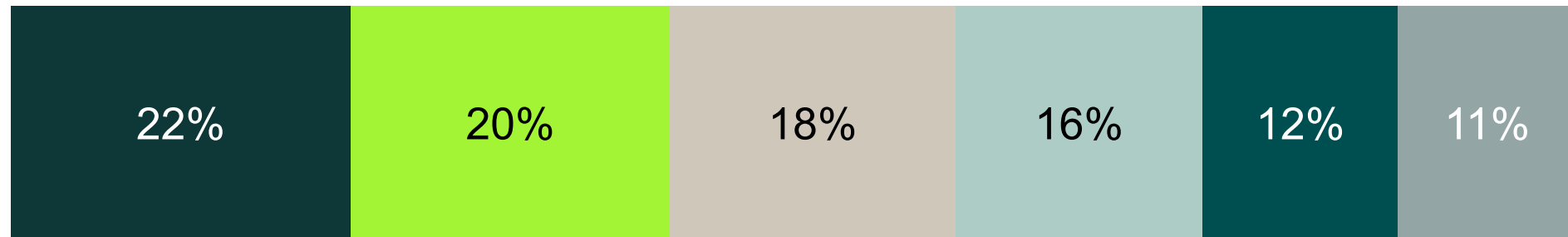
# Community Survey

## Overall Responses: 906



# Community Survey

When we asked the community, “*When you think of Klamath County today, what are the top things you’d like to see **more** off?*”, they said...



■ Local businesses and restaurants

■ Recreational Activities/Public green spaces and parks

■ Community events and festivals

■ Affordable housing options

■ Safe and well-lit public areas

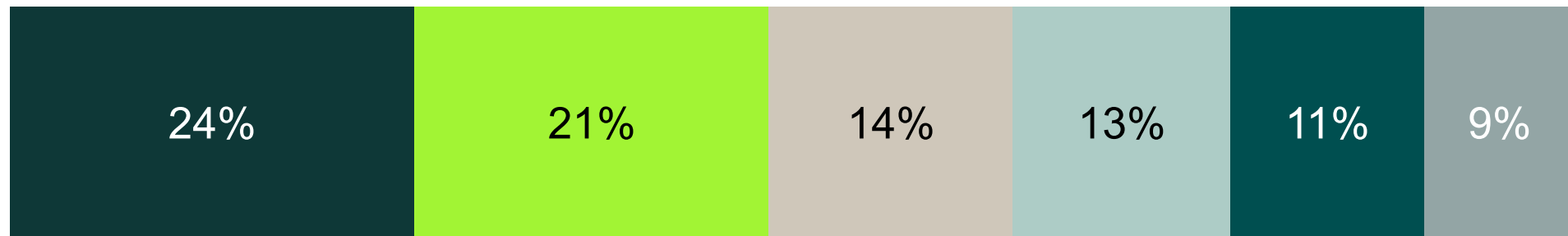
■ Support and promotion of agricultural programs





# Community Survey

When we asked the community, “*When you think of Klamath County today, what are the top things you’d like to see **less** off?*”, they said...



■ Homelessness and poverty

■ Crime and concerns over safety

■ Neglect or disrepair of public spaces and buildings

■ Threats to agricultural industry

■ Limited job opportunities or economic growth

■ Limited affordable housing options



# Community Survey

When you think of Klamath County in the **future**, what are you most excited about?

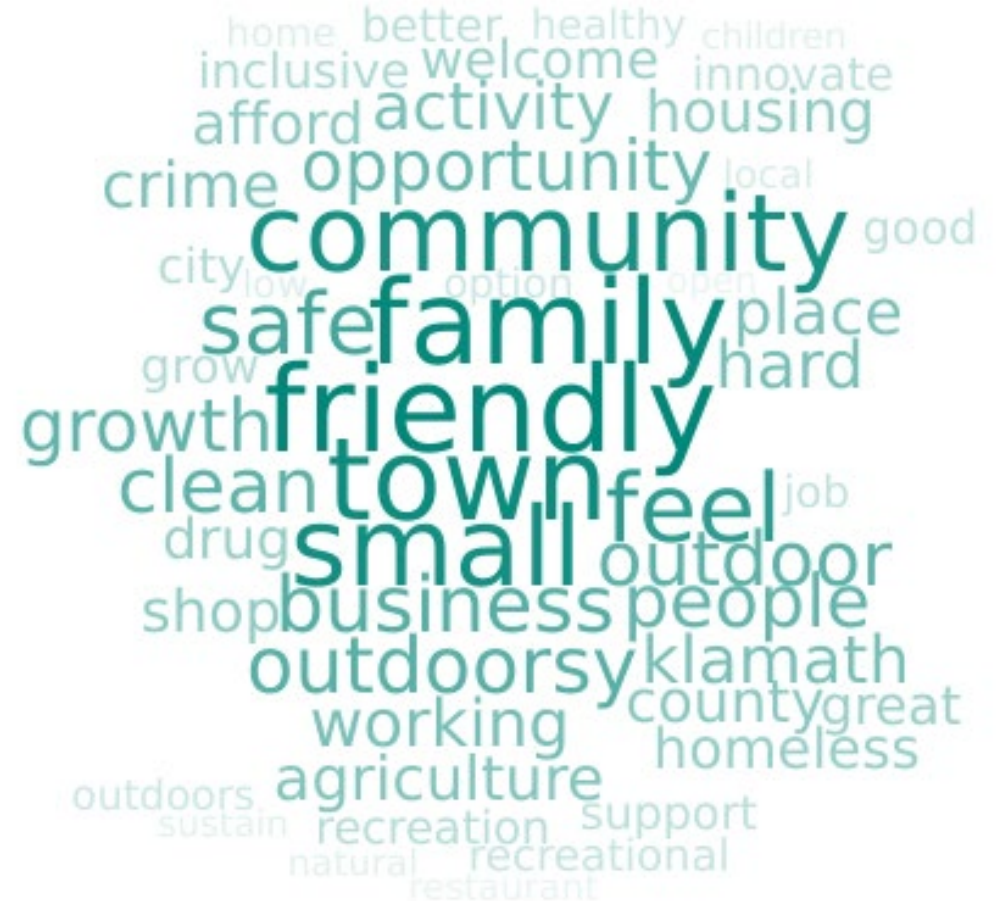


- Attracting new businesses or investment
- Improving public safety and reducing crime rates
- Developing tourism or recreational opportunities
- Growth of established industries (e.g., agriculture, constructions, aviation/defense)
- Investing in affordable housing options



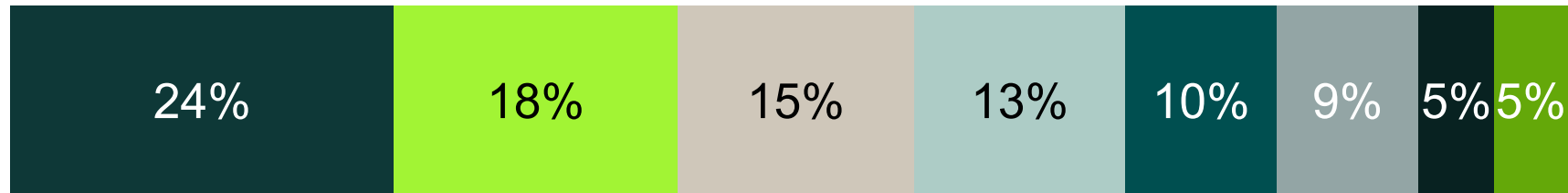
# Community Survey

When we asked the community, *“When you think about the ideal state of Klamath County in the future, what are a few words or phrases that come to mind?”*, they said...



# Community Survey

When we asked the community, *“What are the best ways for the County to connect with you about feedback, events, and service offerings?”*, they said...



- Content published via social media channels (Facebook, Twitter, YouTube, Instagram, etc.)
- Electronic mailings (newsletters, emails)
- Physical, paper-based communications from the County (newsletter, postcards, fliers, etc.)
- Announcements made via traditional media channels (TV, radio, newspaper)
- Participation in opinion polls, round tables, panels, or focus groups
- Neighborhood-specific activities and programs
- Through County-facilitated blogging such as through the County website
- During Town Halls and Council meetings



# Draft Vision

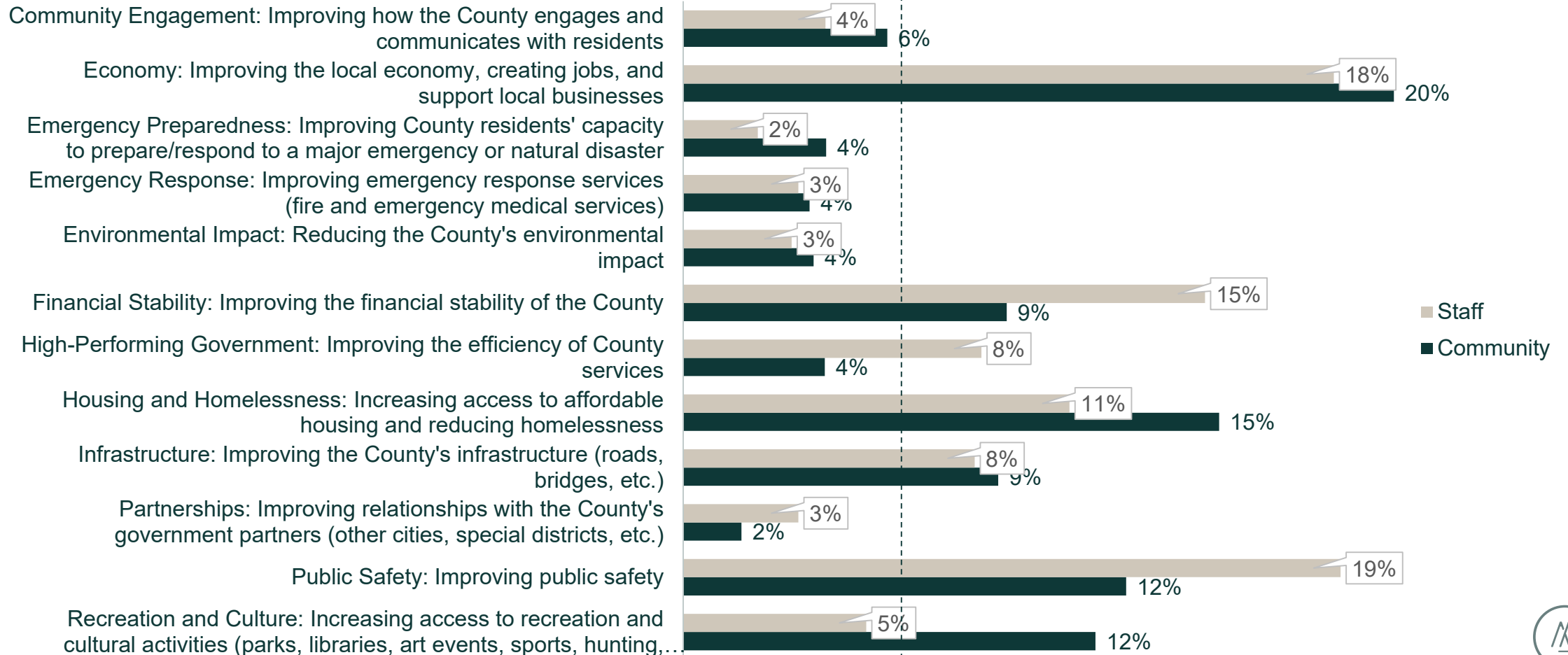
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In the future Klamath County will be...

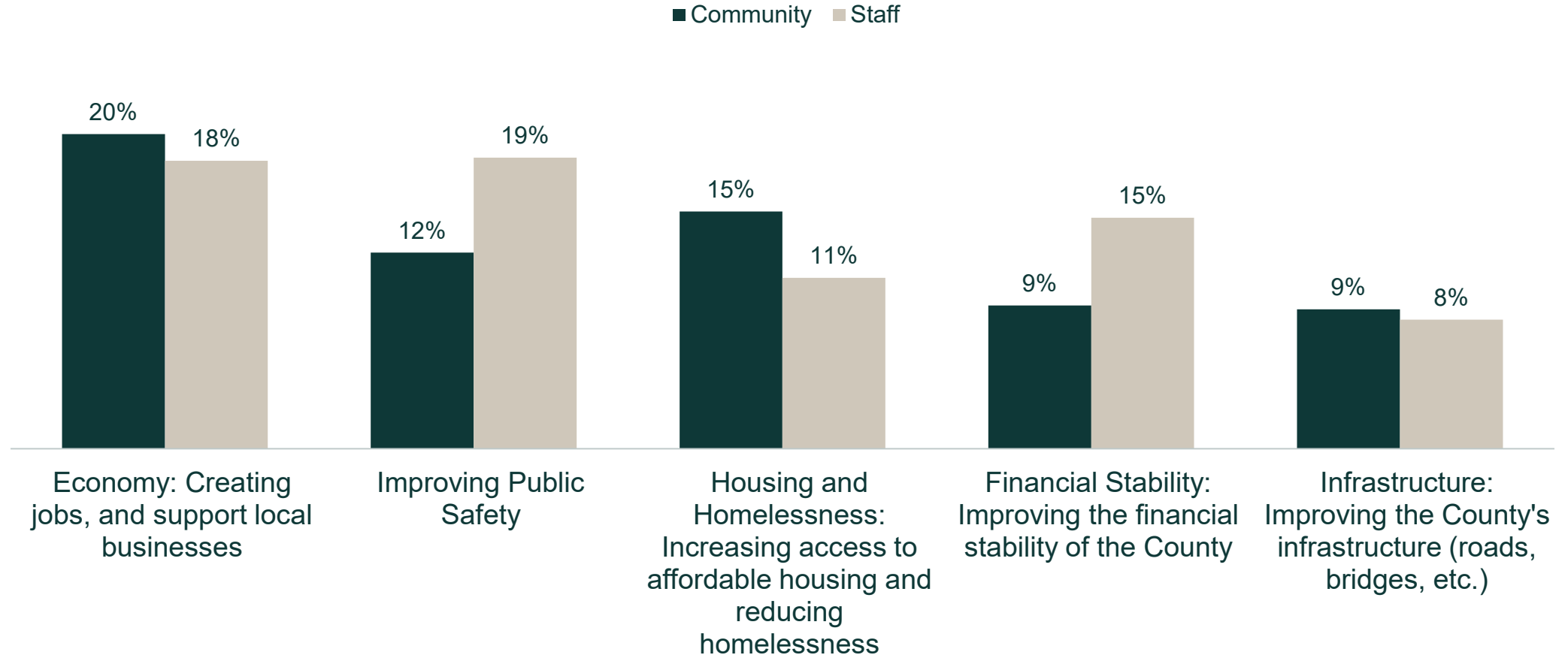
a safe and thriving community that cultivates a diverse economy, embraces its unique natural beauty, and fosters community connection—creating a region of opportunity and well-being.



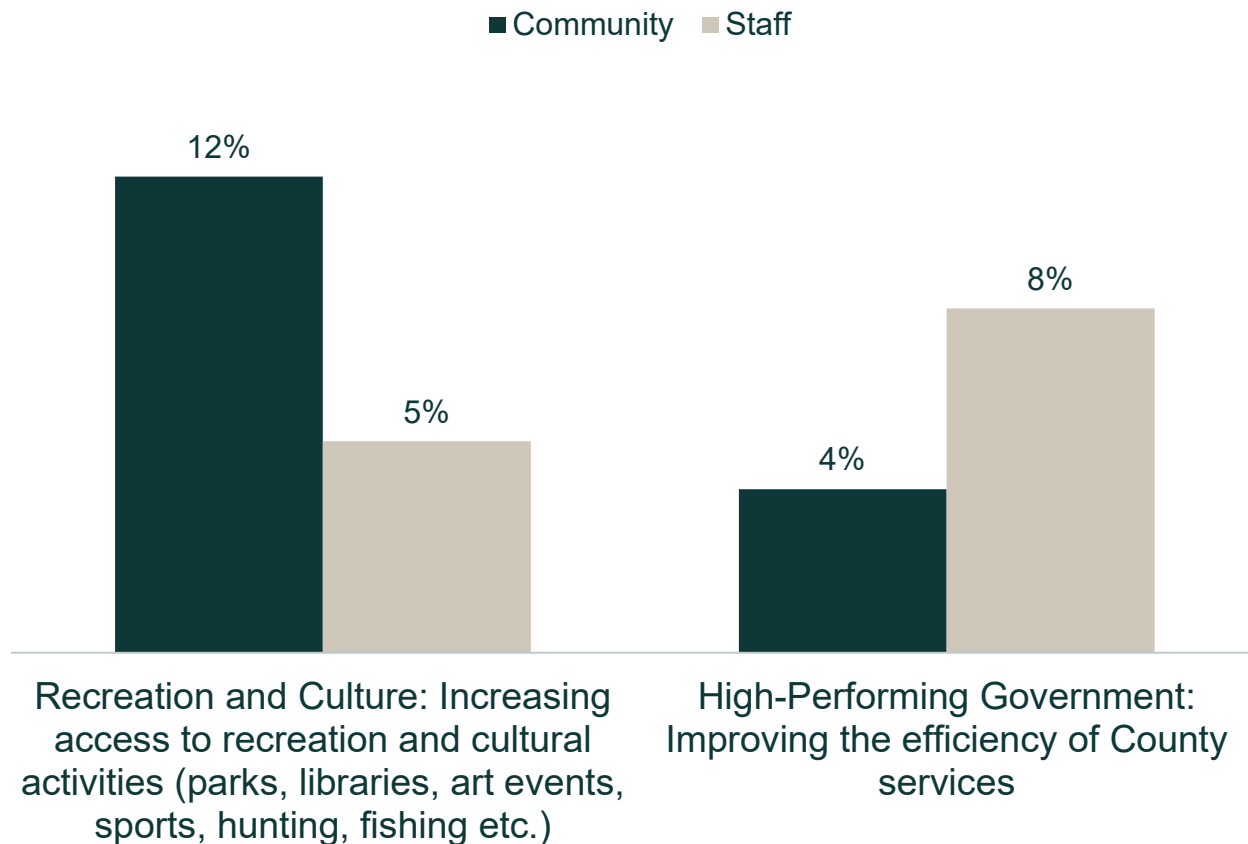
# Pillar Prioritization Results



# Priority Analysis - Top Aligned Priorities



# Priority Analysis - Additional Considerations



## OTHER PRIORITIES

Creating a revitalized identity for Klamath County

Improving partnerships with cities and tribal communities





# Objectives

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## Pillar 1

### **Economy: Create jobs by attracting and supporting business opportunities.**

- Objective 1: Enhance local business development by providing resources, training, and incentives to promote entrepreneurship and business growth.
- Objective 2: Continue and strengthen partnerships with economic development partners to attract diverse businesses and industries to the County.
- Objective 3: Foster a favorable business climate by streamlining processes and facilitating economic growth.
- Objective 4: Revitalize efforts to bring commercial air to Klamath County.
- Objective 5: Create a revitalized identify for Klamath County.



# Objectives

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## Pillar 2

### **Public Safety and Health: Maintain and improve public safety and health services.**

- Objective 1: Improve police and EMS responsiveness and presence in rural areas.
- Objective 2: Explore options to partner with Klamath Falls to manage policing within the urban growth boundary.
- Objective 3: Increase external communication and reporting on actual crime data to support accurate narratives around the state of crime in the County.
- Objective 4: Continue to support efforts to prepare and respond to natural disasters, including fires and earthquakes.
- Objective 5: Create an evidence-based homelessness strategic plan to guide and coordinate the County's activities.
- Objective 6: Support an adaptative public health system.



# Objectives

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## Pillar 3

### **Housing: Increase access to workforce housing and ensure diverse housing options.**

- Objective 1: Gather data to define and quantify housing needs within the County—including understanding the full lifecycle of community housing needs.
- Objective 2: Increase the availability of workforce housing by partnering with developers and utilizing incentives to encourage construction.
- Objective 3: Expand efforts to support housing and neighborhood revitalization.



# Objectives

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## Pillar 4

### Recreation: Increase access to recreation, arts, and cultural activities.

- Objective 1: Increase funding to support parks and recreation by establishing a parks and recreation district.
- Objective 2: Establish the County as a premium recreation destination.
  - Expanding recreational opportunities.
  - Developing Spence Mountain.
  - Developing County-owned land.
  - Recruiting sports tourism.
  - Exploring options for ecotourism.
  - Partnering with DMO for tourism marketing.
- Objective 3: Expand arts and cultural activities and events within County facilities.



# Objectives

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## **Pillar 5 High-Performing Government: Maintain and improve the efficiency of County services.**

- Objective 1: Enhance transparency and accountability through effective internal and external communication.
- Objective 2: Recruit and retain a skilled workforce by providing professional development opportunities and competitive compensation.
- Objective 3: Ensure organizational structure and staffing are TBD.
- Objective 4: Modernize the County's use of technology to streamline workflows and enhance services.
- Objective 5: Explore options to increase and diversify County revenue.
- Objective 6: Develop a long-range capital improvement plan to prioritize work and guide resource allocation to improve County infrastructure.
- Objective 7: Explore options to unify or coordinate services within the Klamath Falls urban growth boundary.



# Strategic Plan Overview

