



Board of Commissioners Administrative Agenda  
September 19, 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:

[09-12-23.PDF](#)

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

**1. Department Request – PH FTE Increase**

Documents:

[DEPARTMENT REQUEST - PH FTE INCREASE TPEP.PDF](#)

**2. Department Request – Public Works Part-Time/On-Call Employee**

Documents:

[DEPARTMENT REQUEST -PUBLIC WORKS PART TIME ENGINEER II.PDF](#)

**5. Rochelle Long - Clerk**

**1. Fee Review**

Documents:

**6. Sarah Hill - OnSite & Natalie Parker - Grants**

**1. Septic Grant Program**



**7. Jeremy Morris - Public Works**

**1. Saddle Mountain Pit Road Bridge Repairs**

**8. BOCC**

**1. Kruse Of Klamath Letter Of Support**

**9. 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

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## Board of Commissioners' Administrative Meeting September 12, 2023 ~ 3:00pm ~ Room

9/12/2023 - 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. Approves Minutes From Last Meeting**

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

Commissioner DeGroot, Commissioner Minty, Commissioner Henslee, Sandy Cox, Addie Swanson/Admin Staff, Ryan Hamilton, Jeremy Morris/Public Works, Jennifer Little/Public Works, Vickie Noel, Kirby Garlitz, Natalie Parker/Finance, Brian Bryson/Sheriff's Office, Mark Belcastro/Emergency Manager

**4. Drainage Service District**

Ryan Hamilton and Jeremy Morris address the Board. Commissioner Henslee indicates we need to look at the policy so we can get bids from local businesses. Commissioner DeGroot motions to approve lowering the limits on this project, Commissioner Minty seconds. Unanimous vote. Approved

**5. Natalie Parker - Grant Manager**

**1. Discuss Tourism And Economic Development Fall Cycle Grant Amounts**

Vickie Noel and Natalie Parker address the Board asking how much the Board is wanting for each grant program. Reviews how much is already spent and obligated out of the Tourism fund and recommends 100k for Tourism Grant Fall Cycle. Further reviews Economic Development fund and recommends 100k for the Economic Development Grant Fall Cycle. Discussion about maybe having the Tourism Committee do a two tier recommendation one for 100k and another for 150k and if we have money left over after the eclipse event we might be able to fund the 150k. Board is agreeable with doing the two tier recommendation for ED committee as well, first one at 75k and the second at 100k.

**6. Jennifer Little - Public Health**

## **1. Draft TRL Ordinance No. 90.03**

Jennifer Little addresses the Board, explains changes and elaborates on the fines associated with violations. Commissioner Henslee questions the requirement to complete the diversion program? Discussion that fee can be waived on first violation once diversion program complete. Further discussion about changing language to "shall" so that there isn't any latitude regarding imposition of fees. Little will make proposed changes and email the revised version. Public Health presents map of retailers. Commissioner Minty thinks we should explore some sort of incentive for retailers to give up their license so we have less retailers, little will do some brainstorming on that concept.

## **7. Vickie Noel - Finance**

### **1. Emergency Management Department Budget**

Vickie Noel, Natalie Parker, Mark Belcastro address the Board, Noel explains that she can not complete a revised budget without more direction. Group reviews specific grants and the purpose of each (personnel vs projects), explains that personnel funding needs to be moved to another position or returned. Parker explains that a work plan is due by this Friday 9/15 for the OSFM grant and the individual that had the most knowledge is now not available. Commissioner Henslee asks if OSFM's expectation was for the County to use the funds for personnel? Belcastro responds that yes it was for County personnel to be a program manger for the project. Commissioner DeGroot asks is we can get an extension for submitting the work plan? Belcastro responds that he and Chief Cook are working on the work plan. Commissioner DeGroot feels that this particular position should be a .5 FTE and the rest of the funding should be going towards the projects. Noel believes the budget needs to be adjusted if the State will allow. Noel questions confusion about where the Board is, Commissioner Minty has indicated she wants a robust EM department, but actions show differently. Commissioner Henslee agrees with a robust EM Dept. just thinks we need to be moving another direction. Discussion that EM will be gathering information for the grants and providing to Natalie for reporting. Chief Cook explains that Chiloquin Fire also has this same grant and the purpose of the grant from OSFM believes the State would allow a request for an extension and rewrite the budget/scope. Commissioner Henslee asks if Chiloquin Fire is passing through this funding to another entity? Cook responds/explains. Discussion that government can hire another government agency to perform the work. Board direction is for EM to reach out to OSFM and see if we can rewrite the budget for this grant and get an extension.

## **8. BOCC**

### **1. Potential Sports Tourism RFP Discussion Continued From 8/1/23**

Commissioner Henslee is supportive of the individuals that are setting out on this endeavor, has communicated to the group that the County can not just hand over such a large amount of funding to their group without following the procurement process. The group was understanding and will be looking into what they need to do to be compliant. Commissioner DeGroot is concerned about how we would fund this project at such a large amount, previously discussed this funding out of Tourism but we keep obligating tourism funds to other places and dwindling that pot.

## **2. Further Discussion Regarding Revising Resolution 2016-017 (Appointments To Advisory Boards/Committees)**

Discussion with staff to get Resolution finalized with an exhibit to identify which committees are actually advisory to the Commissioners and they will come advise the Commissioners on a semi annual basis. Staff will make revisions and then get on a Business meeting for final approval.

## **3. Revision Discussion Of Resolution 2016-016 (Appointments To Special Districts)**

Commissioner Henslee will do some checking on what it would take to do background checks on potential appointees, feels we have a liability if we appoint someone with a fiduciary criminal conviction.

## **~~4. Audio/Video Issues~~**

## **5. Eastern Oregon Counties Association Dues**

Commissioner DeGroot addresses Board indicating he was approached asking for Klamath County to come back to the Association? Commissioner Henslee asks what the AOC dues are? Commissioner DeGroot indicates around 50k. Commissioner Henslee not in support as of right now, really wants to break down silos. Commissioner Minty is not sure about this group. Commissioner DeGroot indicates this group does not always align with Klamath County's views. Board is agreeable to not participate at this time, Commissioner DeGroot will communicate that.

## **9. Adjournment**

4:16 pm

Klamath County Commissioners' Weekly Calendar is subject to change without notice.

305 Main Street 2nd Floor, Klamath Falls, OR 97601

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

To: Board of County Commissioners  
From: Amanda Van Riper  
Human Resources Director  
Date: September 19, 2023  
Re: **Department Request – PH FTE Increase**

**Date Scheduled for Administrative Meeting: September 19, 2023**

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On behalf of Jennifer Little, Public Health Director, we are seeking your approval to add a 1.0 FTE TPEP Program Coordinator. This position will be classified at an LH20 (\$24.46 – \$30.94/hour) if the applicant has a Bachelor’s Degree or HS Diploma. The position will be classified at an LH21 (\$25.69 - \$32.49/hour) if the applicant has a Master’s Degree.

This position would be primarily responsible for identifying community health information, education and promotion needs for the County. Additionally, this position will work closely with community partners to advocate for policy change and delivering health education.

The department has received a tobacco tax revenue to fund the position through June 30, 2025. The fiscal impact for the 23-24 fiscal year is \$64,398 (assuming an October 1<sup>st</sup> start date).

Upon approval the position will be posted for recruitment.

**Suggested Motion:** Hereby motion to approve the request to add a 1.0 FTE Public TPEP Program Coordinator as outlined above:

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Chair  
Approved   
Disapproved

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Commissioner  
Approved   
Disapproved

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Commissioner  
Approved   
Disapproved



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

To: Board of County Commissioners

From: Amanda Van Riper  
Human Resources Director

Date: September 19, 2023

Re: **Department Request – Public Works Part-time/on-call employee**

**Date Scheduled for Administrative Meeting: September 19, 2023**

On behalf of Jeremy Morris, Public Works Director, we are seeking your approval to re-hire our remote Engineer II on a part-time on call status. In this role the employee would be paid \$60.00 hour. The employee would transition from full time status to part time status on 9/25/23.

This position would continue to be remote. The department is currently advertising to fill two Engineer II positions and during the recruitment process this employee will be able to assist in keeping projects moving forward.

The department has the money in their budget.

**Suggested Motion:** Hereby motion to approve the request to move the Engineer II from a full-time remote position to a part-time/on-call remote position as outlined above:

\_\_\_\_\_  
Chair

Approved   
Disapproved

\_\_\_\_\_  
Commissioner

Approved   
Disapproved

\_\_\_\_\_  
Commissioner

Approved   
Disapproved



# KLAMATH COUNTY CLERK'S OFFICE FEE SCHEDULE

EFFECTIVE -----

All fees must be paid in advance. Debit and credit cards are accepted. When fees are received, the document will be prepared.

*All fees follow statute.*

**All Hard Copies \$.25 per page (ORS 205.320(B))  
If locations is required \$3.75 plus \$.25 per page**

## LICENSES/DECLARATIONS

Marriage License	\$57.75 cash, credit or debit (no checks accepted) (includes one certified copy following ceremony)
<i>Amended Marriage License</i>	<i>\$20.00</i>
Duplicate Marriage Certificate	\$10.00
Duplicate Marriage Packet	\$20.00
Marriage Consent for Minor	\$10.00 cash, credit or debit (no checks accepted)
Marriage Waiver of 3-Day Waiting Period	\$10.00 cash, credit or debit (no checks accepted)
Registering of Declaration of Domestic Partnership	\$57.75 cash, credit or debit (no checks accepted) (includes Certificate of Registered Domestic Partnership & one certified copy of the Declaration of Domestic Partnership after registering)
Duplicate Certificate of Registered Domestic Partnership	\$10.00

## CERTIFIED COPIES

Certified Copy of Discharge Papers	No Fee
Certified Copy of Marriage License or Domestic Partnership	\$7.75
Certified Copy of Recorded Document	\$7.75 (includes first 2 pages, location, & certification charges)
Certified Copy of Voter Registration Card or Voting History Printout	\$7.75 (includes location, copy & certification charges)

## U.S.P.S. MAIL

Mailing <del>&amp; Location Fee</del>	<del>\$3.75 plus \$1.00</del> \$.25 per page
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## ~~FAX TRANSMISSION~~

<del>Faxing &amp; Location Fee</del>	<del>\$3.75 plus \$0.25 per page</del>
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<b>ELECTRONIC TRANSMISSION VIA E-MAIL</b>	
E-Mailing & Location Fee	\$3.75 plus \$0.25 per page
<b>COPIES</b>	
Copy of Recording Manual	<del>\$5.00</del> /copy
Microfilm/Printer Copies <del>(made by customer)</del>	<del>\$0.50</del> \$.25 /page
<del>Microfilm/Printer Copies (made by staff)</del>	<del>\$0.25</del> /page
Photocopies (made and/or located by staff)	<del>\$1.00</del> \$0.25/page
<b>ELECTION RESULTS</b>	
<i>Some election reports are provided at no cost (PCP walking lists to PCPs, Precinct Voter Counts, Voting Statistics)</i>	
Copy of Abstracts, Voters' Pamphlet, or PCP Report (Hard Copy)	\$3.75 plus <del>\$1.00</del> \$.25 per page
Copy of Voter List, Voted/Not Voted list (electronic format—CD or email)	\$25.00 plus \$.025/100 voters
Copy of Voter List, Voted/Not Voted list (hardcopy)	\$25.00 plus \$.025/100 voters plus \$.25 per page
Copy of Any Other OCVR Report, that are not normally provided	\$3.75 plus <del>\$1.00</del> \$.25 per page
Copy of Challenged Ballot Report	\$3.75 plus \$.25 per page
Copy of ballot tally reports (not provided on-line)	\$3.75 plus \$.25 per page
Copy of election digital images (provided electronically, not already on-line)	\$3.75 plus \$.025 per image side
<b>CDs &amp; Recording</b>	
Daily Recorded Documents (whether thumb drive, email, CDs)	\$250.00/mo
CD of BoPTA Hearing	\$10.00/ea
Web Access to Recorded Documents	\$100/mo
<b>RESEARCH</b>	
Public Record Search	The Clerk's Office does not conduct record searches; a <u>limited</u> search for a specific date may be done, depending on time constraints. See fees above. You may conduct your own search, or contact a local researcher or title company.
<b>NOTARY PUBLIC</b>	
Notary Services	\$10.00 per signature/person

<b>PASSPORTS</b>	
Passport Processing Fee (additional fee required to State Department)	\$35.00
<b>WEDDING CEREMONIES</b>	
Wedding Ceremony Performed by County Clerk	\$117.00

### **GENERAL RECORDING PROCEDURES**

- **Fees:** The recording fees listed are for the first page. The following fees are additional charges:
  - a) Each additional page of the same document is \$5.00.
  - b) Each additional title of a document is \$5.00.
  - c) Each previous recording reference after the first is \$5.00.
  
- **Re-Recording Documents:** Per ORS 205.244, re-recordings will be accepted on originals or unaltered certified copies with a cover sheet. A document presented for re-recording must contain the following certificate:  
 “RERECORDED AT THE REQUEST OF \_\_\_\_\_ TO CORRECT \_\_\_\_\_. PREVIOUSLY RECORDED IN BOOK \_\_\_\_\_ AND PAGE \_\_\_\_, OR AS FEE NUMBER \_\_\_\_\_.”
  
- **First Page Requirements:** ORS 205.234 requires the following on the first page of instruments to be recorded.
  - a) The name(s) of the transaction(s) per ORS 205.236. a document must be clearly labeled in sufficient detail to enable the clerk to record the instrument in the appropriate record;
  - b) The names of the parties per ORS 205.125 & 205.160; all documents submitted for recording, including cover sheets or multiple title documents, must contain the names of all parties (direct and indirect) on the first page of the document;
  - c) The person (and address if mailed) to whom the instrument will be returned per ORS 205.180;
  - d) The true and actual consideration paid for a transfer of title to any real estate per ORS 93.030;
  - e) The address to send tax statements per ORS 93.260;
  - f) The amount of any monetary obligation imposed by the order or warrant, and the name of all persons against whom the obligation is imposed on all documents presented for recording in the County Clerk Lien Record; and the full or partial satisfaction, if any, of any lien claim created by the order or warrant per ORS 205.125;
  - g) The name and address of the assignee mortgagee or assignee trust deed beneficiary for mortgage/trust deed assignments.