



Board of Commissioners Administrative Agenda  
August 22, 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:

[08-15-23.PDF](#)

**4. Natalie Parker - Grant Manager**

**1. Wood River Community Grant Project Name Change**

**5. BOCC**

**1. Authorization To Pay Chamber Of Commerce Membership Invoice**

Documents:



[07-31-23 CHAMBER OF COMMERCE MEMBERSHIP INV.PDF](#)

**2. Review And Discuss Revised County Resolution RE2016-017**

Documents:

[2023 ADVISORY BOARDS COMMISSIONS COMMITTEES AND TASK FORCES APPOINTMENT POLICY RESOLUTION.PDF](#)

## 6. 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 August 15, 2023 ~ 3:00 pm ~ Room 214

8/15/2023 - 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, Haley Huffman/Admin Staff, Andrea Lassett/HR, Terry Wells, Kayla Wessel/Asst. Property Manager, Vickie Noel, Natalie Parker/Finance, Jessica Chastain/IT, Allan Brown/Building, Melina Johnson/DA, Zak Keeney/Herald and News

**3. Approve Minutes From Last Meeting**

Commissioner DeGroot approves minutes from August 8, 2023 Admin Meeting.

**4. Andrea Lassett - Human Resources**

**1. Department Request – CDD Step 6 Hire**

Andrea Lassett & Allan Brown address the Board. Commissioner Minty motions to approve request as presented, Commissioner DeGroot seconds. Commissioner Minty asks if there was a hiring panel and was it a unanimous decision? Brown responds yes. Commissioner Henslee asks if this is normal procedure? Commissioner DeGroot responds and states yes we have done this many times before. Commissioner's Minty and DeGroot vote in favor, Commissioner Henslee abstains. Approved

**2. Sheriff's Office Hiring Discussion**

Andrea Lassett & Captain Bryson address the Board to do over hires as they continually have open positions. Bryson further elaborates the difficulty in the hiring process and training (specifically patrol and jail deputies) it takes to get someone in place, would definitely make sure they don't go over budget. Commissioner DeGroot asks Vickie Noel to weigh in. Noel indicates it should be a problem if the Sheriff's office watches their budget. Commissioner DeGroot asks when we actually start paying new employees? Bryson responds 2-3 months. Noel further elaborates that the Sheriff's budget needs to watch the materials and services as that sub department was over this last

year. Commissioner Minty is ok with this concept. Commissioner Henslee indicates that over hiring is fairly common practice, elaborates, is in favor of this process. Board consensus is to try and check back in 6 months to see how it's working.

## **5. Terry Wells / Assistant Property Manager**

Terry Wells & Kayla Wessel address the Board, explains it would benefit the County and Enterprise Irrigation to transfer these two small strips of land. Commissioner Minty asks if EID is willing to accept the properties. Wells responds yes. Commissioner Minty is pleased with staff coming to a resolution. Well explains ORS and process with and without a hearing. Board is agreeable with running this through the normal process without a hearing and make sure we invite EID to the meeting.

## **6. Vickie Noel & Natalie Parker**

Vickie Noel & Natalie Parker address the Board, present list of grants that EM has been applied for but not yet accepted and ones we are currently working on. Indicates that there is a work plan due by September 15 for the Oregon State Fire Marshall's Office grant (415k), Board is agreeable with Derek Wood working with Theresa at OSFM on said plan. Noel discusses the mitigation outreach grant 184,439 with 46,110k match will be requiring an agreement next month. Noel further indicates there is another grant that she was unaware of, mitigation grant for 25,294 with a 6,323 match from GF. Further discussion about the absentee landowner's mitigation grant and 2 more FEMA grants (detection cameras and community survey) that have been applied for but not awarded yet. Discussion that these grant applications were submitted with prior EM Manager's signature and not approve by the Board. Noel asks if we are going to continue to accept FEMA grants as there is always a 25% grant as well as a lot of reporting? Parker would like to see a priority list as she doesn't have the capacity to take all these on. Chastain further elaborates on the work that has been done on the SHSP grants and one of them needs to be split. Commissioner Minty indicates we can deal with the ones we haven't been awarded yet at a later date. Commissioner Minty further states would like to see us accept the FEMA grants and continue to grow a robust EM Department, get a new Emergency Manager and hire someone in that department to manage the grant portion. Commissioner DeGroot would like to see us hold off on accepting any new grants due to the funding match's and until the department is more stable with staff that can handle the work without other departments having to do the work. Commissioner DeGroot further indicates we don't even know how we are going to spend the funding we have. Commissioner Minty states emergency's will continue to happen, so we need the staff to take care of them. Discussion that Emergency Management isn't the ones that actually respond to the emergencies, that is for the first responders. Commissioner Henslee is concerned with the "unknowns" listed on the spreadsheet, we need to hit reset and rebuild this office before we accept any more grants. Chastain/Noel will work on getting some answers on the "unknowns". Commissioner Henslee is comfortable with the two staff we have today, hire a new Emergency Manager and create a plan moving forward for the EM Department that is agreeable with the BOCC.

## **7. BOCC**

## **1. Hagelstein Park Usage**

Commissioner DeGroot opens up for discussion from the Board. Commissioner Henslee appreciates the public hearing held for this matter so we could hear what the public had to say, is in support with moving Hagelstein to day use only and remove camping. Commissioner Minty agrees that she likes that we had a public hearing, but also is in support of moving the park to day use only, with the option to revisit in the future if there are issues. Commissioner DeGroot motions to instruct park staff to create a plan moving the park to day use only from dusk to dawn, Commissioner Henslee seconds.

Chair Dumont from Klamath Tribes appreciates the Commissioners listening to the community and making this decision.

Unanimous vote. Approved

## **2. Library Advisory Board Deliberations**

Board discussion that there are still 4 open positions, however they are only considering 1 applicant today. Commissioner Minty appreciates the Board's policy of a two term limit to get a good rotation of people on our boards. Commissioner Minty motion to reappoint Mr. Schuler, Commissioner Henslee seconds. Commissioner Henslee comments about rotating people on advisory boards, respects and appreciates individuals that advise/challenge him in a professional manner. Commissioner DeGroot believes our current process is flawed and would like to review and correct the process prior to him voting for anything further. Commissioner's Minty and Henslee vote in favor, Commissioner DeGroot opposes. Approved

## **3. Potential Sports Tourism RFP Continued From 8/1/23 - KM**

Commissioner Minty reviews prior discussion and that it landed in Commissioner Henslee's lap for further discussion. Commissioner Henslee indicates he has not completed the research, asks to move out 2 weeks.

## **4. VOCA Grant Authorization Letter**

Commissioner Minty motions to authorize Chair DeGroot to sign the VOCA Grant Authorization Letter, Commissioner Henslee seconds. Unanimous vote. Approved



## **5. Review And Discuss County Resolution RE2016-017**

Sandy Cox & Haley Huffman join meeting for discussion about how we can improve public engagement on County Advisory Boards. Discussion to remove 4,5,6,12,13 and 15 from the resolution. Add language that all applicants shall be interviewed by the Board and to invite someone from the particular board to sit on the interview panel. Additionally, add language that

Commissioner staff will issue news flashes/press releases a couple months prior to vacancies, advertise a closing date and have interviews completed and appointments made prior to the actual vacancy. Last add language to indicate advisory committees shall come advise the Commissioners perhaps twice a year. Staff to revise the Resolution and bring back to the Board for a decision.

## 8. Adjournment

4:36pm

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)

7/12/2023

Klamath County Chamber of Commerce  
205 Riverside Drive, Suite A  
Klamath Falls, OR 97601  
Tel 541-884-5193  
E-Mail Reception@Klamath.org



BILL TO	SHIP TO	INSTRUCTIONS
Klamath County Haley Huffman 305 Main Street Klamath Falls, OR 97601	Same as recipient	

INVOICE	DATE	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1128	1/1/2023	1.00	Membership Billing	1,175.00	1,175.00
TOTAL PURCHASES					1,175.00
TOTAL PAYMENTS/CREDITS					0.00
TOTAL REMAINING BALANCE					1,175.00

Thank you for your business!

CURRENT	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE
0.00	0.00	0.00	1,175.00

[Submit payment online here](#)

**RECEIVED**  
**JUL 31 2023**



Dear Valuable Chamber Member,

Thank you for your continued partnership with the Klamath County Chamber of Commerce. We could not serve our wonderful community without the support of our members, like you. Your support has allowed us to stay on top of regulations, proposed legislation, and other matters that are important to our members. What is important to you will continue to be important to us too. We have created networking events that allow you to connect with other business minded community leaders. Making connections in our community is what helps it to grow successful.

We have many benefits for our members, but I would like to highlight a few:

- Get more people to your event! Post your event to our events calendar, which receives thousands of visitors per month. Have an event coming up or a big end of summer sale? Boost your business by making sure your event is on the calendar!
- Get more customers! Did you know that you can add photos, videos, business logo, client testimonials, and more to your business listing? Log in to your member account online to add flair to your listing or contact me and I can help you.
- Reach more people! We offer our members the opportunity to pay for ad space in our "Life in Klamath: Newcomer and Relocation Guide" magazine. We send this publication to thousands of people a year. We also provide guides to realtors, doctor offices, the school districts, Sky Lakes, and many more for recruiting purposes. Contact me for more information!

It's time to renew, and we have not yet received your dues. We understand that life happens, and the invoice might have been overlooked. We do not want you to lose your many Chamber benefits by letting your membership lapse.

We have several convenient ways to pay your dues:

- You can go to our website and log in to pay online.
- Send a check to: 205 Riverside Dr. Ste. A Klamath Falls, OR 97601
- Call us at (541) 884-5193 to renew over the phone with a credit card.



**In the Matter of Updating Policy Related )  
to the Membership and Appointments )  
on Klamath County Advisory Boards, )  
Commissions, Committees, and Task )  
Forces )**

**RESOLUTION NO. 2024-\_\_\_\_\_**

**WHEREAS:** Klamath County has a number of Advisory Boards, Commissions, Committees, and Task Forces in which the Klamath County Board of Commissioners are required to appoint members; and

**WHEREAS:** the Klamath County Board of Commissioners desires to allow as great of a public and citizen participation on Advisory Boards, Commissions, Committees, and Task Forces as possible; and

**WHEREAS:** it is necessary for Klamath County to have a procedure to ensure that there is proper rotation of membership and consideration of appointments given to all applicants; and

**WHEREAS:** exempted from this policy are those Boards, Commissions, Committees, and Task Forces which are empowered under law to be organized in any special way; and

**WHEREAS:** the Klamath County Board of Commissioners requires each Board, Commission, Committee, and Task Force establish their own individual set of by-laws; and

**NOW, THEREFORE, IT IS HEREBY RESOLVED:** that the following shall be Klamath County's updated policy relating to Advisory Boards, Commissions, Committees, and Task Forces; and Resolution No. 2016-017 is repealed in its entirety.

1. Board of Commissioners' staff shall notice vacancies via news flash/press release, with ample time for the Board of Commissioners to conduct interviews and appoint prior to the actual term date.
3. Once a vacancy or vacancies have been established and properly noticed, interested individuals must submit an application via Klamath County's web-site: [www.klamathcounty.org](http://www.klamathcounty.org) (not through the existing Board, Commission, Committee, or Task Force), by the vacancy notice expiration date.
4. No application will be considered by the Klamath County Board of Commissioners until after the vacancy notice expiration date.
5. All applicants must answer all questions on the application or provide an explanation as to why the questions were not answered.
6. Interviews will be conducted for all **new** applicants. A current member of the advisory board, commission or committee will be included on the interview panel.

7. A person shall not serve on more than one Board, Commission, Committee, or Task Force without prior exception from the Klamath County Board of Commissioners.
8. If only one application is received and there is only one vacancy, the Klamath County Board of Commissioners may appoint the sole qualified applicant to the vacant position **after an interview is conducted**.
9. The matter will be scheduled for the next available Business Meeting where additional public comment can be taken. The Commissioners will then use the information obtained from the interviews and any public comment to make the appointment(s). An Order of Appointment will be signed.
10. Klamath County Board of Commissioners' staff will forward a signed copy of the Order of Appointment to the affected Board, Commission, Committee, or Task Force as well as the appointed applicant(s).
11. All Boards, Commissions, Committees, and Task Forces that are considered to be advisory to the Commissioners are required to provide, at a minimum, semi-annual updates to the Commissioners in a public meeting.
12. Members shall serve no more than two full consecutive terms on any Board, Commission, Committee, or Task Force without prior exception from the Klamath County Board of Commissioners.
13. Members must have regular attendance at meetings, therefore; after three (3) consecutive absences, it will be considered that the member no longer wishes to serve and the Board, Commission, Committee, or Task Force may seek replacement.

Done and Dated on this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Klamath County Board of Commissioners,

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner