



Board of Commissioners' Administrative Meeting January 17, 2023 ~ 1:00pm ~ Room 214

1/17/2023 - 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, Vickie Noel, Natalie Parker/Finance, Brian Bryson, Chris Kaber/Sheriff, Amanda VanRiper, HR, Rick Vaughn, Terry Wells/Property Management, Leslie Barlow-Hunter/Risk Management, Jessica Chastain/IT, Jeremy Morris/Public Works

3. Approve Minutes From Last Meeting

Commissioner DeGroot approves minutes from January 10, 2023 Admin meeting

4. Amanda Van Riper - Human Resources

1. Office Closure/Snow Day Policy & Contact Discussion

Amanda VanRiper presents draft policy and potential communication to all employees. Commissioner Minty motions to approve policy as presented, Commissioner Henslee seconds. Unanimous vote. Approved

2. Department Request – Sheriff's Office Evidence Tech FTE Increase

Amanda VanRiper, Chris Kaber, Brian Bryson address the Board. Commissioner DeGroot questions budget next FY for this position. Kaber responds that they really need this to be a full time position and needs to be budgeted next FY as such. Commissioner Henslee asks when the requirement will be coming forth for accreditation of the Sheriff's Dept.? Bryson responds December 2024. Commissioner Henslee states that when the Sheriff's Dept. has to become accredited this position will have to be FT. Commissioner Henslee motions, Commissioner Minty seconds. Unanimous vote. Approved

5. Rick Vaughn / Terry Wells - Property Management

1. Chemult Fuel Station Property Discussion

Rick Vaughn, Terry Wells address the Board indicating the cost to clean up the property is about 90k, explains the process to get a grant for the funds. to have an access. Commissioner Henslee questions additional funding through Business Oregon? Vaughn responds yes and explains. Commissioner Henslee asks Vaughn to lay out a timeline before we can sell the property and how he can respond to citizens when asked. Wells responds within the year.

2. 3319 South Sixth Property / OSU Extension Update

Vaughn addresses the Board questioning about bringing the Fairgrounds into the equation and having them "manage" the building and any other tenants in addition to OSU Extension. Board is agreeable

3. Weed Control On County Properties

Vaughn addresses the Board explains what funds can be used for which particular properties and why. As there is a fund already set up for foreclosed properties Commissioner DeGroot suggests setting up another fund for the other properties noxious weeds for next FY. Further discussion with Vickie Noel about how and where to budget for these things. Commissioner DeGroot would like to see Department Heads anticipate expenses for the FY and come to the Board less often. Vickie/Vaughn will work together to get this taken care of.

4. MOU Sprague River Access

Commissioner Minty commends Vaughn and Jeremy Morris for working together to get this problem solved for the Sprague River community. Reviews draft MOU, will be meeting with individuals on Friday to discuss further.

6. Jeremy Morris - Public Works

1. Direct Hire Engineer Policy

Jeremy Morris addresses the Board requesting to change the County Contracting Policy to increase Direct Hire Engineer to what the State's limit is, which is 100k and add another line underneath to state all contract must go through BOCC. Leslie Barlow-Hunter addresses the Board indicates that the contracting policy already states all contract have to go before the BOCC so another line would be redundant. Commissioner Henslee agrees with raising the County limits to the State limits, to save staff time. Board is agreeable with raising the limits. Leslie Barlow-Hunter further explains concerns with direct hire process. Morris is willing to look at other companies rather than just appoint to the same one all the time and willing to put that language in the policy change. Board directs Barlow-Hunter to change the language and bring contracting policy back to the Board for approval. Morris asks for approval for

direct hire for the three community well project. Henslee motions to approve, Commissioner Minty seconds. Unanimous vote. approved

7. Vickie Noel - Finance

1. Approval Of Internal Service, Technology Maintenance And Facility Services For FY 2024

Vickie Noel presents spreadsheet of internal service fees, increase of about 382k, explains the big increases, further explains that Departments with higher turnover will have higher internal service fees. Commissioner Minty questions carryover in this fund? Noel responds 1.4 million. Commissioner Minty states we can absorb the increase then. Noel explains she will need the carryover for future software system and additionally every year there is a department or more that needs more money for personnel. Commissioner Henslee asks about just paying a flat rate, i.e. 2.5% increase. Noel indicates it pretty much is and explains. Jessica Chastain further elaborates on how charges are calculated. Commissioner Henslee wants explanation why we bill "County" departments, we are transferring County General Fund money around. Commissioner Minty/Noel explain it's accepted by accounting purposes, wouldn't even know how to set that up. Commissioner DeGroot further elaborates. Commissioner DeGroot is concerned about the large increase. IT is a major part of that increase, Chastain elaborates. Discussion about using some carryover to minimize the increase. Commissioner DeGroot is always worried about using reserves to do that. Commissioner Henslee would be good with zeroing out the Internal Services carryover. Noel would like to get 1 million out of those reserves right now for a new ERP System that is really needed. Commissioner Minty is in favor of using a portion of carryover to get the increase down. Commissioner DeGroot suggests using a portion of carryover to get increase down a 6% increase for each department. Vickie will do some refiguring and bring back to BOCC.

Noel/Chastain further elaborate on Technology Maintenance increases. Board is agreeable with figures as presented.

Noel presents figures for Facility Services, utilities went up significantly.

Discussion about buildings that the County has acquired over the last year is also a factor. Commissioner DeGroot indicates the 6th street property should be split out and go to the Fairgrounds as they will charge for the rental space. Commissioner DeGroot suggest moving the 6th street property under the Fairgrounds and also move the janitorial services internally rather than hiring it out. Noel questions how the Fairgrounds can afford to maintain the property and pay the utility bills? Commissioner DeGroot indicates there are no tenants in that property right now so will be significantly lower than this projected figure.

Noel will pull the 6th street property off for now and get with Glen to adjust the janitorial services then bring figures back.

2. 2024 General Fund Revenue Targets

Noel presents figures for a 3% (515k) increase and for a 4% (686k) increase General Fund allocation for next FY, only anticipate 2% tax revenue increase but if we get extra PILT money we should be ok. Commissioner DeGroot indicates we will probably get more in PILT. Noel would like the Board to vote on how much of an increase percentage to give departments. Discussion about tightening the belt without have to decrease FTE. Board is agreeable to requesting a 3% target increase.

8. BOCC

1. Title III Funding

Discussion that Emergency Management should manage the funds as the Emergency Manager has a standing position on the Title III Funding Allocation committee. Noel suggests moving it under Finance. Sheriff Kaber indicates the EM was everything ready to transfer to Finance. Commissioner Minty motions to move the Title III funding administration to Finance, Commissioner Henslee seconds. Unanimous vote. Approved.

2. Emergency Management Restructure Discussion

Commissioner DeGroot asks for thoughts for best place for Emergency Management to be housed, either Sheriff or BOCC? Sheriff Kaber reviews history of department, explains that the department has really blossomed under the Sheriff's Department. Discussion about why this issue is coming up, due to the most recent ask of Emergency Management staff funding through the well grant for administration fees. Commissioner DeGroot indicates when EM was moved under the Sheriff this County wasn't really seeing any emergencies, the last three years have been vastly different, which has caused the reflection of whether or not that was a good decision. Discussion to continue this discussion in two weeks.

3. Budget Committee Vacancy

Discussion that there is not consensus on the applicants, suggestion opening back up for more applicants. Board is agreeable.

9. Adjournment

3:00pm

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

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