



Board of Commissioners Administrative Agenda
January 14, 2020 ~ 1:00pm ~ Room 214

1. Call To Order & Those Present

2. Approve Minutes From Last Meeting

Documents:

[01-07-20.PDF](#)

3. Lisa Wheeler - Human Resources

1. Department Request - 1 FTE Maintenance Worker Position

Documents:

[FAIRGROUNDS RE-CREATION OF POSITION AND HIRE
REQUEST.PDF](#)

2. Exception To Policy Request - Fairgrounds Hire

Documents:

[FAIRGROUNDS EXCEPTION TO POLICY.PDF](#)

4. Vickie Noel / Finance

1. Fairgrounds - Budget Resolution

5. Jessica Chastain / Information Technology

1. Phone Number Discussion

6. Leslie Barlow-Hunter / Contracts, Risk Management

1. 300 Log Report

2. Safety Committee Annual Report

3. Workers Comp Resolution

7. Jeremy Morris - Public Works

1. Snow Removal Policy

8. BOCC

1. Support Letter To US EPA Airshed Grant Program

2. Sign Letter Of Support For The Stronghold Project

3. 1500 Esplanade Contract

9. Other County Business

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 Website: www.klamathcounty.org



Board of Commissioners' Administrative Meeting
January 7, 2020 ~ 1:00pm ~ Room 214

1/7/2020 - Minutes

1. Call To Order & Those Present

Commissioner Boyd, Commissioner Morris, Commissioner DeGroot; Haley Huffman / Admin Staff; Chris Kaber, Randy Swan / Sheriff's Office; Jessica Chastain / IT; Vickie Noel, Michelle Carpenter / Finance; Jeremy Morris / Public Works; Tom Banks / Maintenance; Rick Vaughn, Terry Wells / Tax Collector/Property Sales; Lisa Wheeler, Amanda Van Riper / HR; Leslie Barlow-Hunter / Risk Management; Becca Robbins / Herald & News

2. Approve Minutes From Last Meeting

Approved.

3. Jessica Chastain / Information Technology

1. Electronic Door Vendor Discussion

Jessica Chastain addresses the Board. We will be moving to the electronic door FOBs. She'd like to move all the doors to that system. There are four doors that need new updated hardware the cost is \$1075.00 per door. Two doors are in IT and two are in Public Health. IT has money in their budget to cover the upgrade but Public Health does not. The new software is \$1800 per year. Commissioner DeGroot confirms that Ms. Chastain has the money for her doors and we need to find the \$2150 for the two doors in Public Health. Ms. Chastain confirms most all the departments would be on the FOB system. Commissioner Boyd said, doors within the departments would still require keys. Ms. Chastain said there is the potential to upgrade the doors within the department. Commissioner Boyd said he feels Public Health can find the \$2100 somewhere. Commissioner Morris said their budget is tricky because so much of it is under grants. Commissioner Boyd asks, how much did Public Health get out of the general fund? Commissioner DeGroot said \$125,000. Ms. Chastain said, it is a concern as it is vulnerability. The Board agreed to talk to Jennifer Little when she comes in for the Admin meeting in two weeks.

4. Rick Vaughn - Tax Collector

1. Crest Street Property

Rick Vaughn addresses the Board. He had a meeting with the County School District to discuss the Crest Street property. Jeremy Morris said the road project is 4-5 years out before we can break ground. The project will

take out approximately 40 parking spaces the school uses. He said the school would like to use the triangular piece for parking. He asked, do we need an intergovernmental agreement or do we just chip away at it? Commissioner Boyd said, if we're working on it lets get the IGA done. Commissioner DeGroot suggested get the deeds swapped now and skip the IGA. Jeremy Morris said the concern is their project has 250 feet of frontage that normally the land development code requires half street improvements on. He said they'd prefer to get a deferred improvements agreement in place with them that says when we get to doing the project that we design a corridor and they reimburse us for their part. Commissioner Boyd said that is a fabulous idea. Commissioner DeGroot said it sounds good to him. Mr. Vaughn said this gives us good direction to continue.

2. Discuss Jackson County IGA

Mr. Vaughn asked the Board to review the IGA and said he is anticipating making this transition on our tax collection. He said we are still under our contract with Retail Lockbox and rather than contracting again with them, we would like to contract with Jackson County who processes for Josephine County and Douglas County. The difference is that the tax collection and payments would be handled by tax people. Mr. Vaughn said the IGA is for the Board's consideration. Commissioner DeGroot asks the costs difference. Mr. Vaughn said we'd save conservatively \$5500-\$6000. Commissioner Boyd asks the cost of the IGA. Mr. Vaughn said, \$0.12 per article. Commissioner DeGroot asks Mr. Vaughn to start the regular agenda item process so everyone can take a look at it.

5. Randy Swan - Sheriff's Office

1. Sole Source Memos To The Contract Review Board

Randy Swan addresses the Board and reads the memo for body cameras. The Board asks questions regarding durability and the determination of sole source and longevity of the phones versus body cameras. Lt. Swan and Ms. Chastain confirm this is the only source that has this cell phone camera technology and the durability is comparable to body cameras. Commissioner Boyd asks about the union. Lt. Swan said he has an appointment to discuss it with the union. Commissioner Morris motions to sign the sole source determination for the Visual Labs Platform. Commissioner DeGroot seconds. Unanimous vote. Approved.

Lt. Swan reads the memo for the care of impounded animals. Commissioner DeGroot asks for a definition of what some increases in cost. LT. Swan said he will be speaking with Mrs. Carson this afternoon. Commissioner Boyd explains the contract cost and how the amount has not changed in approximately 5 years. Commissioner DeGroot confirms this document allows LT. Swan to proceed with the sole source and the contract would come separately later. Mr. Swan confirms. Commissioner DeGroot motions to sign the memo. Commissioner Morris seconds. Unanimous vote Approved.

6. BOCC

1. **Parking Assignments And Enforcement**

Commissioner DeGroot said he feels this should remain in HR. Commissioner Boyd said that is his feeling too. Commissioner DeGroot said Risk should continue to take care of the complaints. Leslie Barlow-Hunter said it should all stay with HR including the enforcement piece. The Board discussed Ms. Chastain writing a program to track the parking permits. Commissioner DeGroot motions to have parking assignments handled in HR and enforcement in Risk. Commissioner Boyd seconds. Unanimous vote. Approved.

2. **Spence Mountain Project Grant Resolution**

Leslie Barlow-Hunter addresses the Board. She said she has the same concerns with this as she does the CDBG grants. Her concerns are that there is a match, who will be responsible for making sure the requirements are met, what are we purchasing, who owns it and who will maintain it. Commissioner DeGroot said the Trust for Public Lands is writing grants for the purchase of Spence Mountain and then they plan to deed it over to the County to maintain as a public park. Commissioner Morris said she feels we should approach this like we did the CDBG grant, hunker down and get through it. Commissioner DeGroot offered to invite Kristin from the Trust for Public Lands to come in and speak to the Board. Commissioner Boyd said he'd like to talk to her because Leslie has brought up some good points. Commissioner DeGroot said Kristin will be coming here on the 21st and 22nd. Commissioner Boyd said they should also invite Drew Honzel. Commissioner DeGroot will coordinate the invitations and get a list of Leslie's concerns ready for the meeting.

3. **2020 DEQ Integrated Report Comments - DDG**

Commissioner DeGroot said there are some decisions being made within the DEQ and Polk County has sent a letter with concerns to the DEQ and also sent the letter out for other Counties to use a a template to submit their own letter. Commissioner Boyd said he feels we need to send the letter because this will effect KID and Lost River. Commissioner DeGroot motions to have staff create the letter and the Board sign it. Commissioner Boyd seconds. Unanimous vote. Approved.

4. **Class & Comp RFP Evaluation Committee Discussion**

Lisa Wheeler addresses the Board. She said we have had three responses to the RFP and we need to establish an evaluation committee. Commissioner DeGroot said he'd like the HR Director, Finance Director, Commissioner Boyd and the Public Works Director to be on the review committee. Ms. Chastain said she'd like to volunteer to be on the committee. Commissioner Boyd asks if we should have someone from outside the County on the committee. Ms. Wheeler said she'd be happy to reach out if he has a suggestion. Commissioner Boyd suggested Jenine Stuedli. Commissioner Boyd said he also thought we should have someone

from 737. Ms. Wheeler said the rep for 737, that we rely on for most of our activity, will be stepping down but he is bringing someone else in. Commissioner Boyd said, maybe we should bring in someone from another union. Ms. Barlow-Hunter said we should check with Counsel to make sure that if we include one union we might need to include all 7 unions. Commissioner Boyd said, forget the union piece then. The Board agreed to go with the five suggested above and Commissioner Boyd and Ms. Wheeler will work together to invite someone from the outside to participate.

5. BOR Klamath Project Funding Letter

Commissioner DeGroot said this letter is to ask the BOR to forward on the funding that was allocated by Congress to get it into the right hands locally. Commissioner DeGroot motions to sign the letter and send it to the BOR. Commissioner Morris seconds. Commissioner Boyd said we should send a copy of this to Congressman Walden's office. Commissioner DeGroot said he accepts the amendment. Unanimous vote. Approved.

7. Other County Business

Commissioner Morris asks if anyone recalls what pot of money the Board said they'd take the contractor incentive program funds from. She said she'd like to nail it down today. Commissioner Boyd said there are a couple of things that really bother him about this. He said, if I read a book and take the test that's one thing but if I have no idea how to bid a job, just because the person can pass the test doesn't mean we will have good contractors. He said the second thing is we gotta to know what their credit rating is because if they don't have the ability to borrow money or a backer they will never be able to get off the ground anyway. Commissioner Morris said the bottom line is this is meant to be a springboard and we aren't going to be able to control every factor. Commissioner DeGroot said, plus the applications will be reviewed and the review process will probably flush out some of the things you're talking about. Commissioner Boyd said he understands that but we need to talk about what their abilities are. He said he feels we're setting people up for failure and setting the County up to lose \$5000 if the person is never be able to have a viable business. Commissioner Morris said that's why people take the test and we're having the Home Builders vet the applications because they have the expertise and why we talked about reevaluating the program after six months. Commissioner DeGroot said the Home Builders will be able to catch alot of the concerns that Commissioner Boyd has. Commissioner Morris asks, where would you like the funds to come from? Commissioner DeGroot said he's willing to see if the funds could come out of the Building Fund. Commissioner Morris said if it can't come out of the building fund, it could be economic development funds.

8. Adjournment

2:00pm

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

E-mail: bocc@klamathcounty.org Website: www.klamathcounty.org



TO: BOARD OF COUNTY COMMISSIONERS

FROM: Todd Hoggarth
Fairgrounds' Manager

Date: January 2, 2020

RE: DEPARTMENT REQUEST – ONE (1) FTE MAINTENANCE WORKER POSITION

Date Scheduled for Meeting: January 14, 2020

On behalf of the Klamath County Fair Board, we are seeking approval to add back a non-union full-time 1.0 "Maintenance Worker" position effective February 1, 2020.

The position will be 100% funded by the Klamath County Fairgrounds fund.

The estimated hours spent working in the position will be approximately 40 hours per week.

The full-time Maintenance Worker position will report directly to the Fairgrounds Manager or Fairgrounds Foreman.

The Klamath County Fairgrounds has money in the budget and a budget resolution will be presented in January for approval. The Maintenance Worker would be paid an hourly rate for the FTE position of \$14.45 per hour, with a budget impact of \$55,460.37 to the Fairgrounds Operating Budget.

Suggested Motion: Approve the request to add back one (1) FTE Maintenance Worker Position effective February 1, 2020 as outlined above.

Chair
Approved
Disapproved

Commissioner
Approved
Disapproved

Commissioner
Approved
Disapproved

Date

Date

Date



TO: BOARD OF COUNTY COMMISSIONERS

FROM: Todd Hoggarth
Fairgrounds' Manager

Date: January 2, 2020

RE: EXCEPTION TO POLICY REQUEST – FAIRGROUNDS HIRE

Date Scheduled for Meeting: January 14, 2020

On behalf of the Klamath County Fair Board, we are seeking your approval for an exception to the Human Resources Policy and Procedure Manual, Section 020 Recruitment & Selection.

We would like to hire Shaun Johnson into the vacant (and most recently re-created) position of Maintenance Worker. Mr. Johnson has been working for the Klamath County Fairgrounds via Elwood Staffing since May of 2019. He has demonstrated a positive and collaborative “can-do” attitude with great abilities and work ethic since working with our department through the employment agency.

Mr. Johnson will fill this position upon your approval, converting to regular status on or about February 1, 2020.

The department has the money in their budget.

Suggested Motion: Approve the request to allow the movement of Shaun Johnson to the vacant Maintenance Position as outlined above.

Chair
Approved
Disapproved

Commissioner
Approved
Disapproved

Commissioner
Approved
Disapproved

Date

Date

Date