



Board of Commissioners' ***** Meeting
Date ~ Time ~ Room

3/29/2022 - Minutes

1. Call To Order & Those Present

PRESENT: Commissioners DeGroot and Morris, Vickie Noel - Finance Director, Natalie Parker - Grant Manager, Stephanie Brown - CDD Manager, Alan Brown - Building Official, Amanda Van Riper - Human Resource Director

2. Approve Minutes From Last Meeting

Approved as presented

3. ARPA Update

Natalie provided an overview of ARPA funds. We have received \$8,127,316, obligated \$7,404,031 and spent \$2,595,694. We discussed the 2 projects that have not signed contracts with us yet - Rocky Point Fire and KCEDA. The Commissioners discussed KCEDA's project and want to wait to see if Randy Cox is able to secure the rest of the funding for the project. Commissioner Morris asked if it wouldn't be better to let them start the project with the \$1.0 M we have pledged as she believes it will help with the fundraising efforts, however, Commissioner DeGroot doesn't want to waste the funds if the project doesn't make it off the ground. KCEDA has until the end of 2023 to secure the rest of the funding and the Board does not want to give up on it.

Rocky Point Fire doesn't have a current plan for creating the sleeping space for their volunteer fire crew. They have had issues with dissention within the Board. The Commissioners would like to revisit this at the next finance meeting to see if they have made any progress before we start looking for other projects that would fit within the State funding guidelines to replace this project.

4. Funding Requests

Museum - Discussed where the \$75,000 for the repair/removal of the Baldwin Museum stairs will be paid from. This topic has been brought up in meetings several times in the past, but Commissioner DeGroot wasn't recalling the dollar amount, but did recall the conversations. Motioned, seconded and passed to pay up to \$75,000 on the Baldwin Museum stairs from ARPA funds (Tourism).

Steen's Sports Park - Natalie discussed a request from Bob Kingzett to fund \$70,000 toward the basketball courts at the park. He has raised all of the funds with the exception of \$70,000. The \$70,000 can be applied to the building of the courts, tournaments, etc. The Board motioned, seconded and passed to pay \$70,000 out of ARPA funds for this project.

Klamath Idea - Discussed \$25,000 request from Klamath Idea. Last few years amounts were 2020 = \$12,500, 2021 = \$15,000, 2022 = \$15,000. Commissioner DeGroot remembers a commitment for a 3 year period of \$15,000 for them to complete particular projects. Both Commissioners like the idea of funding \$5,000 for a RARE intern. Motioned, seconded and passed to pay \$20,000 for the 2022-23 fiscal year from Economic Development with \$15,000 going toward general operations and \$5,000 for the RARE intern.

District Attorney - The refrigerator used by the Medical Examiner needs to be replaced. The cost of a new one is \$252. Motioned, seconded and passed to purchase a new refrigerator with ARPA funds.

Klamath County Chamber of Commerce - This invoice for the Job Fair for \$15,000 has been approved, but Vickie was asked to bring the dates, location and time to the Finance meeting. The Job Fair will take place on May 11th from 10:00 am to 3:00 pm and will be held at the Klamath County Fairgrounds.

Emergency Management - Brandon Fowler is requesting \$25,000 in ARPA funds to purchase KRP Data Systems software that will integrate with 911's dispatch system. After discussion about the system related to the system presented in an email from Brandon, the Board motioned, seconded and passed spending the \$25,000 for the system from ARPA funds.

Community Development (Building) - Stephanie Brown and Alan Brown discussed giving home owners and contractors a 50% discount on their building permits (includes planning/onsite/and code enforcement fees) for single family homes and multi-family homes for 4 or less families. Stephanie provided stats on new homes being built and the amount of money it would cost to allow the discount. For \$150,000 home, the 50% fee waived to the builder would be \$2,701 and for a \$350,000 home it would be \$3,739 per home. Commissioner DeGroot likes this use of ARPA funding as it will make a long lasting impact on the community and go a long way in helping our community with the housing shortage. It was motioned, seconded and passed to set aside \$2.0 M in ARPA funds to reimburse CDD for the 50% waiver on these building permits. (the 10% veterans discount will still be applicable) This amount of money would allow for at least 500 - 650 new homes in Klamath County. The program will run from June 1st 2022 through December 31, 2023. Due to the large amount of ARPA funds being dedicated to this project, Natalie will contract the Treasury to determine if we need approval for the project and get back to the Board with that decision. Once the program is underway, CDD will bill Finance on a monthly basis for the reimbursement of the waivers.

City of KF Water Hydrant Invoice - This quarter's invoice was presented to the Board for payment. They have instructed that Finance can pay these each quarter without bringing to a public meeting. The funds need to be paid from the same account that the previous quarter was paid from.

5. Klamath County Economic Development Contract

Vickie indicated that KCEDA's contract with the County is expiring on 6/30/22 and needs to know sooner rather than later if the Board is inclined to open the Economic Development services up to an RFP process or extend KCEDA's contract for an additional 3-year term. Randy Cox will be presenting his report on work that KCEDA has been doing at the 3/30/22 work session. The Commissioner's both are very supportive of the work that KCEDA has done, however, Commissioner Morris wants to make sure in light of Discover Klamath's renewal issue that things are being done fairly. Vickie asked for a decision on this no later than the week of April 4th so there is plenty of time to prepare if an RFP is going to be issued. They agreed to revisit at the April 5th Admin meeting.

6. Klamath County Fire District #3 Promissory Note

Vickie discussed the \$20,000 promissory note that Fire District #3 has with the County from the Risk Management Fund. There was a communication gap on how the funds were doing to be repaid, the District thinking the County was going to withhold the funds from their annual property tax payment vs. them paying the County once they receive their property tax payment. Neither one of these things resulted in the County being paid back on the note. (expired 12/31/2021).

The District explained they thought their tax payment would be \$85,000 and when they received \$46,024, they assumed we had taken back the \$20,000. The County Assessor explained to Vickie that before the drought they would have received \$85,000 but because of the amount of farmland that was exempted from paying, the amount was substantially reduced. The fire district is asking to pay back \$10,000 of the loan in the 2022-23 tax year and the \$10,000 in the 2023-24 year. The Commissioner's motioned, seconded and passed to allow this extension to the note.

7. 2022-23 Budget Ideas For General Fund

Vickie discussed the following budget ideas that Commissioner DeGroot brought to Finance: 1) moving the expenses of purchasing 3125 Crosby Ave for the Water master from the General Fund to ARPA. This purchase would be ARPA eligible. It was motioned, seconded and passed to transfer all costs related to this building purchase to ARPA from the General Fund.

2) How much money would be saved if we put a 6 month hiring freeze on all General Fund departments? Vickie spoke with Amanda in HR about GF positions she felt may be vacant in July of 2022 and made a spreadsheet showing a \$209,209 savings.

Commissioner Morris asked that the DA be excluded from any hiring freeze as they are struggling with their workload and finding willing candidates. Amanda Van Riper joined the meeting and updated us on the current postings and which ones were interviewing and which ones had offers out. DeGroot expressed his desire to implement any freezes they want to implement soon to get expenditures in line. They decided by consensus to not post any new vacant positions for General fund departments starting now. Commissioner Morris will talk with the Sheriff for feedback before they decide to do an actual "hiring freeze". Tabled until tomorrow's Work session.

8. Current/Ongoing Finance Work And Projects

Michelle Carpenter is working on getting the 2022-23 budget book ready to post on the website and print.



Susan Alexander with Elwood Staffing has joined our team.

Office space for the Grant Manager has been found in Public Works. Commissioners agreed that we could hire Maintenance to put up a wall in the back PW office to create two separate offices. The Grant Manager will be able to use one of those offices.

Change in budget schedule to 2 1/2 days of meetings, recess to May 2nd for deliberations. All seem happy with that arrangement.

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.

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