



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

6/29/2021 - Minutes

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

Meeting was called to order at 10:00am. Present are Commissioners Derrick DeGroot and Kelly Minty Morris, Finance Director Vickie Noel, Assistant Finance Director Michelle Carpenter, and Tax Collector Rick Vaughn.

**2. Approve Minutes From Last Meeting**

Minutes from May 25, 2021 approved as written.

**3. In The Matter Of The Klamath County Treasurer To Distribute Proceeds From The Sale Of Tax Foreclosed Properties.**

Commissioner DeGroot introduced the order. Motion was raised to approve and seconded. Given the nature of this order, it still needs to be presented at the next business meeting. Motion passed.

**4. In The Matter Of Adopting A Budget Resolution Within Weed Control And Museum Equipment Reserve Funds. Vickie Noel - Finance**

Vickie Noel introduced the budget resolution. Motion was brought to approve the budget for FY 20-21 and seconded. Budget resolution was passed.

**5. American Rescue Plan Expenses**

Vickie reviewed the list of ARP funds already spent, which totals to \$67,168.92. Vickie went over the list of department requests:

- Assessor requested a total of \$96,740 and Vickie reminded the Commissioners that this amount has already been approved in a previous meeting.
- CDD requests a total of \$165,345.00. Commissioners are taking more time to review this request.
- Community Corrections requests a total of \$16,927.20. Commissioners are taking more time to review this request.
- DDS requests a total of \$17,009.22. Commissioners approved this request.
- HR requests a total of \$6,900. Commissioners are taking more time to review this request.
- Museum requests a range of \$51,220 to \$141,220 broken out as follows. The

Commissioners are taking more time to review.

1. Lost Revenue replacement of \$21,220. Given how the calculation of ARP works (it is a county-wide calculation and is not done by fund), this does not qualify for Revenue Loss category of ARP unless the County has revenue loss as a whole.

Vickie stated that she has not done the calculation yet, since she was waiting for end of year to calculate it.

2. Ventilation System for Baldwin Hotel ranging \$30,000 to \$120,000. This qualifies for ARP funding.

3. Geothermal Heat for Baldwin Hotel. This does not qualify for ARP funding.

4. Video Production to replace visitor's inability to tour or attend presentations. This qualifies for ARP funding.

- Public Works requests a total of 50,000. Commissioners are taking time to review this request.

- Surveyor requests a total of \$148,000. Commissioners approved this request.

Additionally, the commissioners would like Public Works and HR to have a conversation with Myles Maxey of DDS to discuss sharing of their temporary employee to help with scanning for the paperless project.

## **6. Preliminary Report From SCOEDD - CRF (Business Grant)**

Vickie went over an email received from SCOEDD outlining the progress they've made with helping businesses through the Business Grant fund. Commissioners are very pleased with the report and suggested a news release of this information.

## **7. Vaccine Incentive Grant**

Commissioner Morris stated that it has been a challenge to find someone to take on the contract. Commissioner DeGroot is going to be checking with SCOEDD to see if there is something they can do to offer incentives and Jennifer Little is going to be checking with local media outlets (radio, tv stations) to advertise or market getting vaccines done.

## **8. Grant Administrator**

Commissioner's DeGroot and Morris spoke about the Grant Administrator position before going over the job description. Commissioner Morris brought up concerns that given the economy and many job reclassifications if now was the right time to add another position to the County roster. Commissioner DeGroot responded to her concerns stating that positions of this type usually pay for themselves with the additional funding and resources they are able to bring in. He also mentioned that it was a good opportunity for being able to connect with the local community. Vickie stated that most grants allow for up to 10% administration costs to be reimbursed.

Upon reviewing the job description, it was suggested that the Grant Administrator report directly to Vickie Noel and be installed in the Finance Department. The salary level still needs to be reviewed. Vickie asked about the educational and experience requirement on page 3 of the job description, since she felt that the position required a skills that someone with a college education would have. Description was changed from "High

school diploma or GED" to Bachelor's degree in related field and 1-3 years of related experience and/or training.

#### **9. Senior Center Funding Request**

Commissioners reviewed the email received from Marc Kane, the Executive Director for Klamath Senior Center, who is sending his annual request for the initial \$7,500 grant from the County for general operating costs. Motion was brought to approve this request, seconded, and passed.

#### **10. Klamath Grown**

Commissioners spoke briefly about the value-added benefits that the new local organization, Klamath Grown, has added to Klamath County. Klamath Grown is a local organization that promotes local and regionally grown food and brings together farmers/ranchers with restaurateurs and retailers, among other objectives. They are asking for donations that will help them secure matching contributions from the USDA Local Food Promotion Grant. The Commissioners approved a \$5,000.00 donation from the Economic Development Fund.

#### **11. Current/Ongoing Finance Work And Projects**

Vickie went over the current items that the Finance Department is working on.

Budget resolutions are completed for FY 2021.

The internal controls that need to be developed for subrecipient monitoring is a substantial task, given that the County has never had subrecipients before and have no basis to start from, so the Finance department will be inquiring with our auditors at Moss Adams about this.

Finance Department (Vickie, Kirby, Michelle, and Nicki) will be reviewing applications for ARP funding from local businesses, non-profits, etc. to make sure they meet all the requirements set forth by the ARP guidelines. A checklist will be used to guide the Finance department through each application and is meant to weed out those that do not qualify before presenting the application to the ARP Grant Committee.

The fiscal year ends tomorrow, June 30th, so the Finance Department is busy preparing journal entries, transfers, and other general preparations that will lead to the start of the Annual Financial Statement in September/October.

Vickie is working on updating the new cap and COLA changes that are effective 7/1/2021.

#### **12. Other County Business**

While Rick Vaughn was still in the room, the topic turned to Project Homefront, with the two Commissioners asking for an update on the project. Rick said that they would like to refund the June rent and not charge July rent. This is an incentive to get them out sooner rather than later. Motion was brought to approve up to \$20,000 for this to be paid from the

rent revenues received and recorded in Community Corrections.

Vickie brought up that she received an email from a Department Head who is concerned about how the County plans to pay for all the reclassifications that are going on in the 737 Union. Michelle asked how many positions were being reclassified and per Commissioner Morris there are approximately 30 positions. A discussion surrounding this led to a general agreement that this will be something that will be part of budget resolutions at the end of FY 2022. Vickie noted that the DA and Juvenile Departments will be hard-pressed to be able to pay for the salary increases. Vickie also stated that some non-union employees are feeling left out of the process. Commissioner DeGroot concluded the discussions by saying that those non-union positions that were reviewed and shown as being underpaid would be looked at once all the 737 reclassifications are done.

### 13. Adjournment

Meeting was adjourned at 10:47am.

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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