BEFORE THE BOARD OF COMMISSIONERS  
County of Lake County  
State of Oregon

WORK SESSION

The Lake County Board of Commissioners met in Work Session on Tuesday, January 3, 2012 at 9:00 a.m. The following members were present: Chairman Dan Shoun, Vice Chair Commissioner Brad Winters and Commissioner Ken Kestner. Also present: Administrative Assistant Denise Thorsted.

Additions: None  
Deletions: None

2012 Chair Appointment:
Commissioner Shoun moved to approve the appointment of Commissioner Bradley J. Winters as Chair of the Lake County Board of Commissioners for 2012. Commissioner Kestner second. Motion carried.

Commissioner Shoun moved to approve the appointment of Commissioner Ken Kestner as Vice-Chair of the Lake County Board of Commissioners for 2012. Commissioner Winters second. Motion carried.

Plaques listing each of the past Lake County Judges and Lake County Commissioners had been placed in the Boardroom. The Board asked that the Administrative Assistant set a time to have an official dedication for the plaques and invite those individuals listed and the public.

9:00 a.m. – Public Health Annual Plan, Director Mary Wilkie
Mrs. Wilkie explained that this plan had been approved in May but due to changes at the State level, this plan would now run from December to December rather than from May to May. This meant that the Annual Plan needed to be reapproved and resubmitted.

There had been changes made to the plan that had been approved in May which included information regarding the Ruby Pipeline Project and the adding of information regarding the recent closure of Woodgrain Millwork Inc. Statistics and environmental hazards included in the plan presented were discussed. The plan stated that there was risk for the release of hazardous materials. This risk was determined to be from hazardous materials that were trucked through the area being released due to a vehicle/truck accident and/or the potential of earthquakes.

Final approval of this plan was scheduled for the January 4th Regular Session meeting.
Other Business:

2012 Board Liaison Appointments:

The Board agreed to carry over this topic for the January 4th Regular Session meeting. Discussion followed on committees listed on the Liaisons listed.

Economic Development Strategy:

Sara Griffiths from South Central Oregon Economic Development joined for this discussion. Commissioner Winters explained that there was to be a Special Session on January 6th to discuss Economic Development within Lake County and felt that it would best for the Board to layout an agenda for that meetings discussion.

Commissioner Winters provided information on the Economic Development Advisory Committee that had been assembled in the past and thought that it may be beneficial to resurrect the committee in the coming future. Commissioner Shoun felt it would be important to engage the schools to be involved with the committee moving forward as well.

Commissioner Shoun stated that he wanted to see the Special Session discussion be a bit broader with discussion on the world at large and how Lake County fit into those needs. It was also important to become more engaged with the processes that companies are utilizing to select locations for the establishment of their businesses. Commissioner Shoun expressed his desire to see Lake County become more engaged with work Lake County Resource Initiative to work to become a national training center for renewable energy and provide higher education opportunities. Discussion followed.

Commissioner Winters expressed the need to reinforce job retention and for the County to work with the businesses currently in the county to aid in retaining jobs. Discussion followed on potential economic development opportunities and issues with the current State of Oregon unemployment issues.

Commissioner Kestner agreed with both the need for job retention and at the potential for training for renewable energy but added that the County needed to be careful to not limit other possibilities for growth. Commissioner Kestner felt that the new website was a key component for drawing new opportunities but that it was also important to know how companies are obtaining information on potential sites in order to be “on the radar”. Discussion followed on the information to be discussed during the Special Session meeting.

Mrs. Griffiths expressed the concern/thought that it was essential to have a firm base in place to help promote growth in the County. Simply having an employer interested in locating in the area was not good enough, employees and their families would also need to be enticed to relocate as well. Mrs. Griffiths added that transportation in the area was also an issue. Discussion followed on future changes that were anticipated for roadways/highways such as Bly Mountain.

Land Manager Bob Pardee stated that it may be prudent to acquire appropriate data from either the power companies or the data transmission lines to verify the capacity and infrastructure that could be supported and understand what limitations there could be moving forward. Discussion followed on gathering this type of data.
Citizen James Ross inquired about local businesses that were in the process of closing or that had already closed and stated that he was unsure that the committee mentioned would be successful. Mr. Ross also added potential issues/concerns with companies moving in. Discussion followed. The Board expressed their appreciation for Mr. Ross’s input and his continued interest/attendance at Commissioner Meetings.

Commissioner Shoun agreed to work with the Administrative Assistant to develop an agenda for Friday’s discussion.

**Department Updates:**

**Lake County Treasurer:**

Treasurer Ann Crumrine began this discussion by extending her support regarding the above discussion regarding economic development in Lake County. Mrs. Crumrine stated that in the future it would be essential to have a long term vision and to not depend on the manufacturing industry to support the community as it had in the past. Mrs. Crumrine expressed her gratitude for the hard work the Board was continually putting into this issue and offered any assistance she could provide.

**Budget Officer Appointment and Budget Schedule:**

Mrs. Crumrine explained that the Budget Officer position was a year to year appointment. This appointment was scheduled for decision at the January 4th Regular Session meeting.

Mrs. Crumrine discussed the Budget Schedule presented. Commissioner Winters stated that he had a conflict with the Staff Meeting as it was shown. Discussion followed on scheduling this meeting and was to be changed to January 31st @ 8:30 a.m. This change made it necessary to also change the Work Session time for that day to 10:00 a.m. Final decision was scheduled for the January 4th Regular Session meeting.

**Potential Mission Statement:**

Mrs. Crumrine discussed research she had been conducting regarding budget policies and processes for governments. This research had shown that the first step taken was to set goals for the purpose of having measurable outcomes. Discussion followed on the draft presented. Mrs. Crumrine stated that a vision/mission statement would provide focus for department heads and staff and provide the necessary framework for financial decisions in the future.

The Board appreciated this statement being brought forward and asked that department heads be engaged and included in this process. Mrs. Crumrine stated that department heads could be included but that the vision statement was generally the vision on the Board giving direction to department heads and County employees. Discussion continued.

Mrs. Crumrine agreed to present the drafted Vision/Mission Statement to department heads and elected officials for review. This topic was to be added to the January 17th Work Session to discuss input received.
Property & Lands:

Airport Equipment Storage:

Land Manager Bob Pardee confirmed that airport equipment had been acquired recently that would require space to be stored and preserved. Mr. Pardee asked the Board to keep this need in mind for future discussion. Mr. Pardee agreed to continue to work with Commissioner Kestner (department liaison) on this matter and bring additional details to the Board at a later date.

Airport Ground Lease, Non-Aviation:

Mr. Pardee explained that there was a long term tenant at the Airport, currently in good standing, that had been leasing space to store non-aviation/personal items. Mr. Pardee had learned from the Federal Aviation Administration that storage of non-aviation items was against the terms of Airport Improvement grant dollars received by the Airport.

Mr. Pardee asked to be given permission by the Board to work with this tenant to have the personal property removed from the property. Mr. Pardee explained that the property under discussion was the former motor pool building and not an aircraft hanger (an aircraft would not fit into the structure) and that this location could be used for the storage of aviation parts.

By consensus of the Lake County Board of Commissioners, Mr. Pardee given direction to work with tenant on removal of non-aviation property from the Lake County Airport.

Courthouse Signage Design:

Mr. Pardee provided a proposal for signage for the Courthouse lawn. The proposal included signage with the County logo that were to be placed 2 feet from the ground on laminated fir with weather treatment. For the logo, decals were to be placed on steel to allow for them to be replaced as they became worn and faded. Mr. Pardee was working on pricing with Warner Creek Correctional Facility and a company from Klamath Falls to have the signs produced. Discussion followed on other signs on the Courthouse property that needed to be either tended to or removed.

Logo to be used on the new signs was discussed and determined to remain with the logo currently in use by the County.

Break: 10:33 a.m.
Resume: 10:37 a.m.

Comp Time Policy:

Business Manager Jay Collins confirmed that there was no “concrete” policy in place at this time concerning comp time. A decision had been made in 2000 by the Board of Commissioners that stated there was to be no comp time for exempt employees, but the decision did not address non-exempt employees. Commissioner Winters confirmed that the information provided regarding the decision that had been the motion to abolish comp time and was not a resolution.

Mr. Collins stated that he had been asked to draft a Comp Time Policy and confirmed that with the Board that the policy needed to state that there was to be no comp time. Mr. Collins added that the County did at this time allow for employees to utilize flex-time (as long as the
hours were used within the same pay period). However, any time an employee worked more than 40 hours in a given week, either over time or comp time (at time-and-a-half) must be offered by State law. Discussion followed on comp time versus flex time and wording to be included in the policy.

Commissioner Winters expressed concern regarding offices having no presence in them in late afternoon hours/Fridays. Enforcing a no comp time policy would allow department heads to better manage departments in order to have an employee available at all times. Discussion continued. Wording included in current Union contracts was also discussed.

Mr. Collins agreed to meet with each Commissioner individually to discuss draft policies as they were developed.

**Liaison Updates:**

Commissioner Winters excused himself from this meeting in order to attend the Christmas Valley Chamber meeting. Commissioner Kestner extended appreciation to Commissioner Winters for accepting the role of Christmas Valley Chamber Board member.

Commissioner Shoun confirmed that he was to meet with Rob Patridge of Congressman Walden’s office to discuss the potential for removing road blocks in order to begin utilizing forest land for small wood product opportunities. Mr. Patridge was also expected to attend the economic development Special Session on January 6th.

Commissioner Kestner discussed the Honor Roll Monument (VFW) located on the Courthouse lawn. The VFW was continuing efforts to gather additional funding for the monuments restoration. It was hoped that this project would be completed by next summer.

There being nothing further to come before the Lake County Board of Commissioners, the meeting adjourned at 10:54 a.m.

Respectfully Submitted,

Denise Thorsted
Administrative Assistant

Board Approval,

Dan Shoun
Chairman

Bradley J. Winters
Vice Chairman

Ken Kestner
Commissioner