



Board of Commissioners' Administrative Meeting  
February 23, 2021 ~ 1:00 pm ~ Room 214

2/23/2021 - 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 Morris, Commissioner DeGroot, Commissioner Boyd, Sandy Cox/Admin Staff, Lani Hickey/Public Works, Jeremy Morris/Public Works, Amanda VanRiper/HR, Leslie Barlow-Hunter/Risk, Jessica Chastain/IT, Myles Maxey/DD Services

**3. Approve Minutes From Last Meeting**

Commissioner Morris approves minutes from February 16, 2021 Admin Meeting.

**4. Lani Hickey - Public Works**

Lani Hickey addresses the Board to get approval to apply for the 2021 Wolf Depredation and Financial Assistance Grant. Commissioner Morris motions to authorize submittal of application and authorize Chair to sign, Commissioner DeGroot seconds. Unanimous vote. Approved

**5. Leslie Barlow-Hunter - Risk Management/Amanda VanRiper - HR/Jessica Chastain/I.T.**

Leslie Barlow-Hunter, Amanda VanRiper, Jessica Chastain address the Board, would like to draft amendment to policy adding disciplinary action/steps. Commissioners would like to know how CIS feels about it and if they would support the County on disciplinary actions? Commissioner Boyd asks how other County's are dealing with these issues? Chastain responds County's/City's are doing more frequent trainings. Commissioners consensus is to strengthen policy by adding disciplinary actions, run by Counsel and CIS then bring back to Board.

**6. Amanda Van Riper - Human Resources**

**1. Exception To Policy Request - DDS**

Amanda VanRiper/Myles Maxey addresses the Board with exception to policy request employee promotion request. Commissioner Morris motions to authorize the request as presented, Commissioner DeGroot seconds. Commissioner Boyd asks for clarification on how arrived at class/step? Maxey responds. Commissioner Boyd explains that the employee took the job at the class/step he was offered and 12% raise is extremely healthy. Commissioner DeGroot asks about the percentage increase if started at step 1 or 2.

VanRiper responds step 1 would be 5% and step 2 approx 8%. Maxey further elaborates that he will be taking on many more duties and feels the 12% increase is justified. Unanimous vote. Approved.

## **2. Comp & Class Closure**

Amanda VanRiper addresses the Board and presents option "B" from MGT, is seeking "closure" for the project. Board will take this option into consideration when reviewing the employee desk audits and making decisions.

## **7. Jeremy Morris - Public Works**

### **1. Addressing Fee Discussion**

Jeremy Morris addresses the Board, presents draft fee increase proposal. Explains how much staff time is spent doing addressing, approx. \$78.00 per address if there is no extra work needed, reviews prices being charged in other County's. Explains process to issue addresses electronically, keep digital records and cost associated with changing the process (approx. 24K), gives price breakdown if the 24K is charged out over the next year with approx. 150 addresses. Elaborates if addressing generates revenue could be moved to another department such as planning since they're permit driven anyway. Commissioner Boyd is in favor of a minimal fee, but doesn't feel good about collecting the full 24k off the next 150 addressing customers. Commissioner DeGroot agrees, would like to see a cost positive option maybe around \$150.00 for each address and figure out where the 24k will come from. Board consensus is to proceed with \$150.00 fee per address at application and go through formal process.

### **2. Driveway Permit Fee Discussion**

Jeremy Morris addresses the Board, presents draft fee increase proposal. Commissioner Morris isn't in favor of splitting fees out depending on whether the property is in or outside the UGB, and would like to be consistent with neighboring County's. Morris elaborates that often times there are multiple visits to a property and would like to charge reinspection fees. Board consensus is to charge \$225.00 for residential and \$425.00 for industrial/commercial and proceed with formal process.

## **8. Myles Maxey - Developmental Disabilities**

Myles Maxey/Commissioner Boyd address the Board indicating the Building Official is requiring an Engineer report/plans before they proceed with amendment of the conference room in the building. Commissioner DeGroot asks if there is a cost estimate? Commissioner Boyd has not seen one. Commissioner DeGroot would like to see the cost estimate once the plans are drawn. Maxey said will be in contact with Engineer to draft plans. Then bring back to Board.

**9. BOCC**

**10. Other County Business**

None

**11. Adjournment**

1:53pm

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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