



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

1/25/2022 - Minutes

1. Call To Order & Those Present

Meeting was called to order at 10:05 A.M. Present: Commissioner's Derrick DeGroot and Kelly Minty Morris. Finance Director Vickie Noel. Assistant Finance Director Michelle Carpenter.

2. Approve Minutes From Last Meeting

Minutes from last meeting were approved.

3. Approval Of KCEDA Loan Document

Vickie presented the loan document and briefly went over the terms of the loan. 1% simple interest, annual interest payments, with interest and principle due in 5 years. Vickie said that Randy Cox would be running the loan by the KCEDA board. Commissioner DeGroot stated that he did and that the board approved. Commissioner DeGroot stated that Randy Cox would not be able to pay the ARPA funds he received via a check since they did not have the funds in their bank account. Vickie said that Finance could do a journal entry to put the original funding of 749,000 from the ARPA Fund back to that Fund, and the funds for the loan would be paid from Risk Management (A transfer from Risk to ARPA). This arrangement was motioned, seconded and approved.

4. Internal Service Costs 2022-23 Budget

Vickie went over the Internal Service Charge Allocation spreadsheet and noted that rather than the BOCC being charged out for ARPA work done for the County, that this charge has been moved to Finance, which aligns more with where the actual work for this grant is being done and decreased the BOCC's admin fees to a 6% increase. Commissioner DeGroot said that various departments were looking into applying for grants and he told them that Natalie is the grant administrator and they should go through her. He was asking if in the future the grant administrator should be a stand-alone budget under the Finance Department on the Internal Service Charge spreadsheet. Vickie suggested that the grant administrator could track her hours she works for each department and allocations could be based on that. This topic was table for a later discussion. The commissioners approved the Internal Service Charges as is.

5. Klamath Falls Downtown Association Funding Request

Commissioner Morris went over the Klamath Falls Downtown Association Funding request for sponsorship of \$5,000 related to Klamath Falls hosting a main street revitalization conference and suggested it come from the General Fund Non-Departmental. Commissioner DeGroot asked if this could be funded through something else, for example, the ARPA Fund and Vickie said she's not sure it fits with the Rescue Plan funding. Eventually, this item was approved to be paid from General Fund Non-Departmental.

Commissioner Morris briefly went over KFDA's ask of \$25,000 for Annual Economic Development Support. She said she felt that that amount was steep and would feel more comfortable with \$10,000. Commissioner DeGroot had objections about giving them any funding unless he saw a presentation about how that money is being spent. Commissioner Morris agreed. This item was tabled until a presentation could be set up.

6. ORE-CAL Sponsorship

Commissioner DeGroot hasn't had a chance to reach out to ORE-CAL and doesn't know what they do and doesn't want to put money in so quickly. He feels if they reach out, then they can bring this up again in the future. Both Commissioners agreed that since a sponsorship had not been paid in the previous year the item was dismissed without prejudice.

7. Chamber Of Commerce Membership

Chamber of Commerce annual membership invoice was approved for payment.

8. Budget Committee Applications

Vickie stated that we've received three applications for the Budget Committee. She asked if the Commissioners would like to leave the posting up until January 31st and then conduct interviews. Commissioner Morris said she is good with doing interviews and suggested posting something like "This application is closing on January 31st" so the public knows to apply soon if interested.

9. Opening In Finance

Vickie informed the Commissioners that Michelle Fuquay is leaving her position with the Finance Department and had asked Haley Huffman in General Administration if she could help during the budget process with Workforce spreadsheets and OpenGov. Haley is willing to do this. Commissioner DeGroot said Haley is a rock star and both he and Commissioner Morris have no problem with her helping with this. Amanda Van Riper also has offered for HR to help if needed. Commissioner Morris loves how people across the County pitch in and help when needed.

10. Other County Business

Michelle mentioned that financial statements are almost completed. Commissioner Morris asked if 1099s and W-2s are being run and Michelle said they are processing.

Vickie brought up a question she had about the number of Budget Committee members

we should have for this year since Commissioner Donnie Boyd has resigned.
Commissioners both agreed that they will just have the two Commissioners and 3
community members and leave the 3rd Commissioner position on the Committee vacant.

Vickie suggested that we have an alternate budget committee member as the quorum is 4
and with COVID, the alternate may be needed.

11. 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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