



CURRY COUNTY BOARD OF COMMISSIONERS

GENERAL MEETING

Wednesday February 7, 2018 – 10:00 AM
Commissioners' Hearing Room, Courthouse Annex
94235 Moore Street, Gold Beach, Oregon

www.co.curry.or.us

Curry County does not discriminate against individuals with disabilities and all public meetings are held in accessible locations. Auxiliary aids will be provided upon request with 48 hours advance notification. Please call 541.247.3296 if you have questions regarding this notice.

AGENDA

*Items may be taken out of sequence to accommodate staff availability and the public.
For public comment, a completed speaker's slip must be submitted prior to start of the meeting.*

- 1. CALL TO ORDER & PLEDGE OF ALLEGIANCE**
- 2. ADOPTION/AMENDMENT OF THE AGENDA** (5 minutes)
- 3. PUBLIC COMMENTS** (3 minutes per person; 30 minute limit for all public comment)
- 4. CONSENT CALENDAR** (Items in the Consent Calendar may be removed for separate discussion and/or action at the request of any Commissioner) (5 minutes)
 - A. Amendment of Agreement Between Coos Curry Electric (CCEC) and County for IT Services, changing the contract administrator
 - B. Lease Extension & Amendment for Representative David Brock Smith, County Annex Office Space
- 5. NEW BUSINESS**
 - A. Citizen Public Nuisance Complaint. - John Hitt, Interim County Administrator (60 minutes)
 - B. Order Directing Sheriff Auction Sale of County Property located at 438 Pine Street, Brookings, Oregon. – John Huttel, County Counsel (30 minutes)
- 6. PRESENTATIONS**

None
- 7. ADMINISTRATIVE ACTIONS/APPOINTMENTS**
 - A. Appointment of Citizens Revenue Task Force Members. – John Hitt, Interim County Administrator (15 minutes)
 - B. Appointments to the Curry County Planning Commission. – Carolyn Johnson, Community Development Director (15 minutes)
 - C. Appointment of Curry County Budget Committee Members. – John Hitt, Interim County Administrator (10 minutes)
- 8. PUBLIC HEARING**

None

9. OLD BUSINESS/PENDING ACTIONS

- A. Resolution Regarding Curry County Wildfires. – John Hitt, Interim County Administrator (20 minutes)
- B. Order to Abate Nuisance at Hamilton Lane, Harbor. – John Hitt, County Counsel (20 minutes)
- C. Motion To Support Association Of Counties (AOC) Marijuana Tax Concept . – John Hitt, Interim County Administrator (15 minutes)

10. DISCUSSION/BOARD DIRECTION/DECISION

Authorization of new position job description and funding for Code enforcement and planning administration duties. - Carolyn Johnson, Community Development Director (20 minutes)

11. ANNOUNCEMENTS/MEETING SCHEDULE (15 minutes)

- A. Vacancy on the Curry County Compensation Board -- term to expire December 31, 2020
- B. February 14, 2018 Board of Commissioners' Special Meeting at 2:30PM – Commissioners' Hearing Room -Continuation of de novo meeting regarding Appeal A-1701
- C. February 19, 2018 County Offices Closed for President's Day Observance
- D. Discussion Regarding BOC Meeting Schedule

12. INTERIM COUNTY ADMINISTRATOR ORAL REPORT (John Hitt, Interim County Administrator) (10 minutes)

- A. Interim County Administrator Schedule
- B. Curry County Housing Study
- C. Curry County Communications Towers
- D. Miscellaneous

13. COMMISSIONER UPDATES (15 minutes)

- A. Commissioner Huxley
- B. Commissioner Boice
- C. Commissioner Gold

14. EXECUTIVE SESSION (15 minutes)

192.660.2 (a) To consider the employment of a public officer, employee, staff member or individual agent

15. ADJOURN

CURRY COUNTY BOARD OF COMMISSIONERS**AGENDA ITEM ROUTING SLIP**

FORM 10-001.1 Rev. 1-5-2018

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US**PROPOSED AGENDA ITEM TITLE: Amendment of Agreement Between Coos Curry Electric (CCEC) and County for IT Services, changing the contract administrator****TIMELY FILED** Yes ☒ No ☐

If No, justification to include with next BOC Meeting

AGENDA DATE^a: 02-07-18 **DEPARTMENT:** Counsel **TIME NEEDED:** 5 min(^aSubmit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period))**MEMO ATTACHED** Yes ☐ No ☒ If no memo, explain: **CONSENT****CONTACT PERSON:** J. HuttI **PHONE/EXT:** 3218 **TODAY'S DATE:** 01-16-18**BRIEF BACKGROUND OR NOTE:** (If no memo attached) Curry IT Agreement lists contact/administrator as John HuttI. This should be changed to John Hitt, County Administrator**FILES ATTACHED:**

- (1) Information Technology Services Agreement
- (2) Amendment to Agreement
- (3)

QUESTIONS:

- 1. Would this item be a departure from the Annual Budget if approved? Yes ☐ No ☒
(If Yes, brief detail)
- 2. Does this agenda item impact any other County department? Yes ☐ No ☒
(If Yes, brief detail)
- 3. Does Agenda Item impact County personnel resources? Yes ☐ No ☒
(If Yes, brief detail)

INSTRUCTIONS ONCE SIGNED:☐ No Additional Activity Required

OR

☒ File with County ClerkName: CCEC **Roger Meader**☒ Send Printed Copy to:

Address: P.O. Box 1268

☐ Email a Digital Copy to:

City/State/Zip: Port Orford, OR 97465

☐ Other

Phone:

Note: Most signed documents are filed/recorded with the Clerk per standard process.*PART III - FINANCE DEPARTMENT REVIEW****EVALUATION CRITERIA 1-4:**

- 1. Confirmed Submitting Department's finance-related responses Yes ☐ No ☐ N/A ☐
Comment:
- 2. Confirmed Submitting Department's personnel-related materials Yes ☐ No ☐ N/A ☐
Comment:
- 3. If job description, Salary Committee reviewed: Yes ☐ No ☐ N/A ☒
- 4. If hire order requires a Personnel Action Form (PAF)? Pending ☐ N/A ☒ No ☐ HR ☐

PART IV – COUNTY ADMINISTRATOR REVIEW☒ **APPROVED FOR** 02/07/18 **BOC MEETING** ☐ **Not Approved for BOC Agenda because****LEGAL ASSESSMENT:** Does this agenda item have a legal impact? Yes ☐ No ☐

(If Yes, brief detail)

ASSIGNED TO: CONSENT**PART V – BOARD OF COMMISSIONERS AGENDA APPROVAL****COMMISSIONERS' REQUEST TO ADD TO AGENDA:**Commissioner Sue Gold Yes ☐ No ☐Commissioner Thomas Huxley Yes ☐ No ☐Commissioner Court Boice Yes ☐ No ☐

INFORMATION TECHNOLOGY SERVICES AGREEMENT

This Information Technology Services Agreement (the "Agreement") is by and between Curry County, a General Law County, Political Subdivision of the State of Oregon ("Client") and Coos-Curry Electric Cooperative, Inc. ("Contractor"). Client and Contractor are collectively referred to herein as the "Parties" and individually as a "Party."

RECITALS

WHEREAS, Client provides services to the citizens of Curry County in the area of public safety, roads, development planning, assessment and taxation, recording and elections, and others; and

WHEREAS, Client's services require the use of information technology ("IT"), including network security, hardware and software support, 9-1-1 services, data storage, and others; and

WHEREAS, Client wishes to contract these IT services to a third-party with the knowledge and expertise to handle the Client's IT needs; and

WHEREAS, Contractor wishes to provide IT services to Client on the terms and conditions described herein;

WHEREAS, pursuant to ORS 279A.215, Curry County solicited and awarded this contract in an open and impartial competitive process using source selection substantially equivalent to those specified in ORS 279B.055 or ORS 279B.060; and the County's solicitation allowed other contracting agencies to establish agreements under the terms and conditions of the original agreement, and therefore CCEC can extend the terms of this contract to any other agency so long as no material changes are made in the contract; and

NOW, THEREFORE, in consideration of the mutual promises and agreements set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

AGREEMENT

1. Term and Termination:

- a. This Agreement shall be effective as of the date that all Parties have executed this Agreement, as indicated below, and shall continue for five years or such time as either Party terminates it in accordance with *Section 1.b*. The terms of this Agreement are subject to renegotiation after 5 years with either Party providing thirty days' notice.
- b. This Agreement may be terminated either based on: (1) a Default as described in *Section 12*; or (2) by either Party giving notice, such notice to be given under the following procedure:

- i. The Party requesting termination shall notify the other Party in writing of its intention 30 days prior to termination; and
- ii. Upon termination of the Agreement by either Party, Contractor shall return all Client-owned files, records, equipment and correspondence related to the subject of this Agreement to the Client.

2. Services:

- a. Contractor agrees to provide IT services to the Client. Specifically, Contractor shall provide Client's governing body (County Board of Commissioners), as well as all departments (County offices such as Assessor, Taxation, Elections, Community Development, Roads and Public Works, Criminal Justice -Law Enforcement, Sheriff, District Attorney, Courts, Juvenile Justice-, Treasurer, Budget Officer and Personnel, and Legal Counsel) with the IT services described in Exhibit A ("Scope of Services") to this Agreement (the "Services").
- b. Contractor shall retain the right to determine, in Contractor's sole discretion, whether any IT services requested by Client are outside the scope of the Services or are otherwise outside of Contractor's areas of expertise. Under such circumstances, Contractor shall notify Client within a reasonable time considering the circumstances and Client shall be responsible for obtaining the services of a qualified third-party contractor at Client's sole cost to perform the subject IT services. Client shall not hire any third-party contractor to perform any of the Services unless and until Contractor notifies Client that Contractor is unable to perform the Services in accordance with this **Section 2.b**.

3. Standards of Performance:

- a. Contractor shall perform the Services in the manner described in Exhibit B ("Standards of Performance") in accordance with industry standards.
- b. Contractor agrees to make best efforts to perform the Services in the time frames described in Exhibit B. However, Client acknowledges that Contractor's own IT needs shall take priority, which may impact the time Contractor requires to perform a Service. If, for any reason, Contractor will not be able to perform a Service in the applicable time frame provided in Exhibit B, Contractor shall promptly notify Client and provide an estimate of the time necessary to perform the Service and any failure of Contractor to meet the applicable time frame provided in Exhibit B shall not affect Contractor's compensation or be considered a Default under **Section 12**. Any dispute with respect to Contractor's estimated time to complete a Service shall be resolved in accordance with the terms in **Section 14**.
- c. Contractor certifies that it will comply with all applicable public contract laws, including ORS 279B.220 and 279B.235, which are incorporated by reference into this Agreement.

4. Compensation: In consideration for the Services, Client agrees to pay Contractor the fees generated per the agreed upon pricing option (Option B) from Exhibit C ("Fixed Pricing Options").

- a. The Hourly Rate and the Base Charge (as applicable) each shall be subject to an increase of 2.5% annually.
- b. Contractor shall track time spent in 15-minute increments and all Services performed by Contractor shall be billed at a minimum of 15 minutes.
- c. Client shall pay Contractor one half the Hourly Rate for travel time incurred in connection with providing the Services. All mileage shall be billed to the Client at the applicable rate provided by the Internal Revenue Service.

5. Billing and Payment:

- a. Contractor shall track all time spent in performance of the Services by creating invoices describing the date of service; the Client officer, employee, agent or department making the request for Service; a brief description of the Services rendered; and the time spent working on the Services.
- b. Contractor shall bill Client for Services rendered by the 10th of each month for the prior month.
- c. Client shall pay all invoices in full within 30 days of receipt. Client will send payments to the address identified in **Section 16**, or by electronic funds transfer, or by other mutually agreeable method(s), to the account designated by Contractor. Any invoiced amounts that remain unpaid more than 15 days after the due date shall be deemed delinquent and will accrue interest charges at 1.5% per month, such interest to be calculated from and including the due date but excluding the date the delinquent amount is paid in full.
- d. In the case of a disputed invoice, Client shall pay the invoice in full under protest. Client shall identify in writing the disputed portion of the invoice and the basis for the dispute. The Parties shall resolve the dispute in accordance with the procedures described in **Section 14**. Payment of an invoice by the Client without dispute shall be deemed acceptance of the Services rendered.

6. Access to Files and Premises:

- a. Client agrees to provide Contractor's employees with all access to Client premises, files, and equipment necessary for Contractor to perform the Services, *provided, however*, that Client shall have the right to accept or reject any of Contractor's employees for any lawful reason. Subject to the foregoing, the restriction or limitation of Contractor's employees to any Client premises or equipment that renders the provision of the Services impossible or impractical shall relieve Contractor of its duty to provide the Services under this Agreement.

- b. All files and equipment shall be at Client offices and remain the property of the Client, *provided, however*, that Contractor may establish a Virtual Private Network or other remote access to Client's system in order to provide the Services. Contractor shall return all Client equipment, keys, access cards, passwords, and other materials and information upon termination of this Agreement.

7. Warranties, Agreements, and Equipment:

- a. Client shall at all times, and at its own cost, maintain all necessary and appropriate warranties, maintenance contracts, and support agreements for all current and future network infrastructure, technical systems, and applications related to equipment for which the Services may be rendered under this Agreement.
- b. Client shall bear all costs and expenses relating to replacement, repair, and upgrades to Client-owned equipment, including hardware, software, and tools, and Client shall reimburse Contractor for any such costs incurred by Contractor.

8. Independent Contractor: The Parties understand that Contractor is acting as an independent contractor and Contractor and its employees shall not under any circumstances be deemed to be employees of the Client.

- a. Contractor shall be solely responsible for payment of any federal or state taxes incurred by Contractor as a result of this Agreement.
- b. This Agreement shall not entitle Contractor or its employees to any benefits generally granted to Client's employees, including vacation, sick leave, health insurance, or Social Security.

9. Confidentiality: Contractor shall treat as confidential all information relating to Client's operations that Contractor may observe or that are disclosed to it by Client as a result of the performance of any Services under this Agreement. Contractor shall not disclose any information obtained through the performance of the Services to third-parties or use any such information for any purpose other than the performance of the Services without the prior written consent of the Client.

10. Insurance: Contractor shall, at its own expense and at all times during term of this Agreement, maintain the following insurance coverage:

- a. A comprehensive general liability policy with minimum coverage of at least \$2,000,000 combined single limit. Client, its employees, officers, agents and assigns, shall be named as an additional insured.
- b. Workers' compensation insurance covering all its workers, with minimum coverage of at least \$1,000,000 and, in no event, coverage that is below the minimum required by Oregon law.

- c. Comprehensive automobile liability insurance policy including owned and non-owned automobiles. The coverage under this policy shall be with a minimum coverage of \$1,000,000 per occurrence (combined single limit for bodily injury and property damage claims). Client, its employees, officers, agents and assigns, shall be named as an additional insured.
 - d. Certificates of insurance shall be provided upon request within 10 days, which may be fulfilled by providing a certificate of self-insurance.
11. Representations and Warranties: Each Party hereby represents and warrants to the other Party that: (1) the execution of this Agreement has been duly authorized by all necessary individuals and actions required to be taken; (2) it has obtained and currently holds all licenses, permits, and approvals of all governmental authorities necessary and appropriate to perform each Party's obligations under this Agreement; (3) it is duly organized, validly existing, and in good standing under the laws of the State of Oregon; and (4) neither the execution and delivery of this Agreement, nor compliance with any provision hereof, will: (i) violate such Party's articles of incorporation, articles of organization, bylaws, operating agreement or any other organizational document; (ii) violate any legal requirements of a Party; (iii) result in any violation of or default under, or give to others a right of termination, cancellation or acceleration of any obligation under any agreement, note, bond, mortgage, indenture, lease, or other contract applicable to such Party.
12. Default and Remedies:
- a. The following shall constitute an event of default ("Default") under this Agreement:
 - i. Client fails to make a payment under this Agreement when due and such failure continues for a period of twenty (20) days after receipt of written notice thereof from Contractor;
 - ii. The failure of either Party to perform any of its other material obligations under this Agreement and such failure continues for thirty (30) days after receipt of written notice thereof;
 - iii. Any Representation or Warranty of either Party is untrue or inaccurate, or becomes untrue or inaccurate during the term of this Agreement.
 - iv. Any Party becomes insolvent or bankrupt or ceases to pay its debts as they mature or makes an arrangement with or for the benefit of its creditors or consents to or acquiesces in the appointment of a receiver, trustee or liquidator for any substantial part of its property; a bankruptcy, winding-up, reorganization, insolvency, arrangement or similar proceeding instituted by or against such Party under the laws of any jurisdiction, which proceeding has not been dismissed within ninety (90) days; or any action or answer by a Party approving of, consenting to, or acquiescing in, any such proceeding; or the levy of any distress, execution or attachment

upon the property of such Party that substantially interferes with such Party's performance under this Agreement.

- b. Upon a Default, the non-Defaulting Party shall be entitled to terminate this Agreement immediately and seek damages caused by the Default. A Party's ability to recover damages caused by a Default shall be limited to direct, actual damages only. Under no circumstances shall any Party be liable for consequential, incidental, punitive, exemplary, or indirect damages, lost profits, or other business interruption damages, whether authorized by statute, in tort or contract, under any indemnity provision, or otherwise.

13. Force Majeure: An event of Force Majeure means any event which is not within the reasonable control of the Party affected and which, with the exercise of due diligence, could not reasonably be prevented, avoided or removed by such Party, which causes the Party claiming an event of Force Majeure to be delayed, in whole or in part, or unable, using commercially reasonable efforts, to partially or wholly perform its obligations under this Agreement (other than any obligation for the payment of money), including any: act of God, labor disturbance, act of the public enemy, war, terrorist act, insurrection, civil disturbance, sabotage, riot, fire, storm, earthquake, or flood, explosion, breakage or accident to machinery or equipment, order, regulation or restriction imposed by a governmental authority or lawfully established civilian authorities, or any other cause beyond a Party's control.

- a. Neither Party shall be considered in Default as to any obligation under this Agreement (other than any obligation for the payment of money) if and to the extent prevented from fulfilling its obligation due to an event of Force Majeure. A Party whose performance under this Agreement is hindered by an event of Force Majeure shall make all commercially reasonable efforts to cure the Force Majeure event and to perform its obligations under this Agreement. Notwithstanding the foregoing, a Party shall not be obligated to agree to any settlement of a strike or labor dispute that, in that Party's sole opinion, may be inadvisable or detrimental.
- b. If there is a Force Majeure event affecting a Party's ability to perform its obligation under this Agreement, the Party shall notify the other Party in writing within five (5) business days of the reasons why it believes the occurrence constitutes a Force Majeure event, identifying the nature of the event, its expected duration, and the particulars of the obligations affected by the event, and furnish to the other Party verbal reports with respect to the Force Majeure event at such intervals as the other Party may reasonably request during the continuance of the Force Majeure event.

14. Dispute Resolution: All claims or disputes between the Parties to this Agreement arising out of or relating to this Agreement or the breach thereof shall be first be assigned to company representatives appointed by the Parties. If the appointed company representatives cannot resolve the dispute, then company designated senior officers shall meet to resolve the dispute. Any agreed-upon resolution of the matter shall be

documented in writing, signed by both Parties, and shall become a binding agreement for the resolution of the matter. If the Parties are unable to resolve the dispute within 30 days, then the Parties agree to try in good faith to settle the dispute by mediation through a mutually agreed upon mediator before resorting to litigation.

15. Indemnification:

- a. Subject to the limits in the Oregon Tort Claims Act limitations on liability and Oregon Constitution Article XI, section 9 & 10, Client agrees to indemnify, defend, save harmless, discharge, release and forever acquit Contractor, its employees, officers, agents, affiliates, and subsidiaries from and against any and all claims, demands, suits, and proceedings brought against Contractor, its employees, officers, agents, affiliates and subsidiaries for loss, property damage (including damage to the equipment and information which is the subject matter of this agreement), personal injury or death that arise from Contractor's provision of the Services, *provided, however*, that Client shall have no obligation to indemnify Contractor for any action arising from Contractor's own gross negligence or willful misconduct. Contractor further agrees to indemnify and hold Client, its agents and affiliates, harmless for any loss, property damage, personal injury or death that arises from any gross negligence or willful misconduct on the part of Contractor with respect to the subject matter of this Agreement. Each Party's obligation under this Section includes payment of all attorney's fees, court costs, judgments, settlements, interest and any other expenses of litigation arising out of such claims or lawsuits.
- b. Notwithstanding anything to the contrary above, Client shall indemnify, defend and save harmless Contractor for any costs or expenses of defense or award of money judgment for work under this Agreement that results in the inclusion of Contractor in any of Client's current or future lawsuits (*Weeks v Curry County, et al.*).

16. Notices: Unless otherwise specifically provided herein, any notices required or permitted to be given under this Agreement shall be in writing and sent to the following contacts either by (1) certified mail, postage prepaid, return receipt requested, or (2) email, read receipt requested:

For Client:

John Hutt
Contract Administrator
County Counsel and Risk Manager
94235 Moore St., Suite 123
Gold Beach, OR 97444
(541) 247-3218
huttj@co.curry.or.us

For Contractor:

Roger Meader
General Manager and Chief Executive Officer
Or
Frank Corrales
Chief Financial Officer
43050 Hwy 101
PO Box 1268
Port Orford, OR 97465
(541) 332-3931

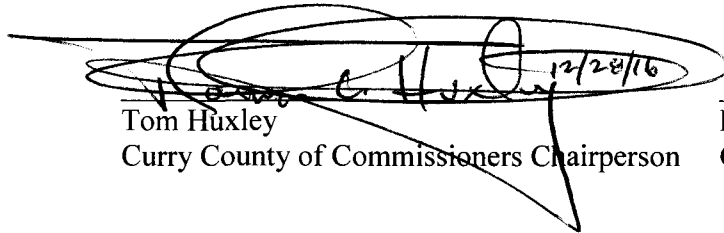
roger.meador@cooscurryelectric.com
frank.corrales@cooscurryelectric.com

17. Modification: No modification of this Agreement shall be valid unless in writing and signed by both Parties.
18. Severability: If any provision of this Agreement is held by any court of competent jurisdiction to be invalid, such invalidity shall not affect any other provisions of this Agreement, and the Parties shall attempt to negotiate new provisions to restore this Agreement as nearly as possible to its original intent and effect.
19. Entire Agreement: This document contains the entire Agreement between the Parties with respect to the Services contemplated herein and supersedes all prior agreements and understandings, oral or written, between the Parties with respect to the Services.
20. No Third-Party Beneficiary: No provision of this Agreement shall in any way inure to the benefit of any third person (including the public at large) so as to constitute any such person as a third party beneficiary of this Agreement or of any one or more of the terms hereof, or otherwise give rise to any cause of action in any person not a Party, successor or permitted assignee.
21. Successors and Assigns: This Agreement shall be binding upon, and inure to the benefit of, the successors and assigns of Client and Contractor. Notwithstanding the foregoing, this Agreement may not be assigned, in whole or in part, by either Party without the prior written consent of the non-assigning Party, which consent shall not be unreasonably withheld.
22. Applicable Law and Venue: This Agreement shall be interpreted in accordance with the laws of the State of Oregon. Each Party hereby consents to the jurisdiction of Curry County.
23. No Waiver: Any waiver at any time by a Party of its rights under this Agreement or with respect to any other matter arising in connection with this Agreement shall not be deemed a waiver with respect to any subsequent matter of a similar nature arising in connection therewith.
24. Counterparts: This Agreement may be executed in any number of counterparts by the Parties, each of which when so executed will be an original, but all of which together will constitute one and the same instrument.

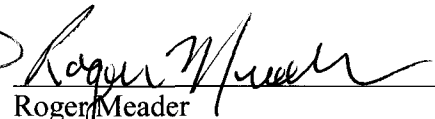
IN WITNESS WHEREOF, this Agreement between Curry County and Coos-Curry Electric Cooperative, Inc. is executed and effective this 21 day of DECEMBER, 2016.

For Curry County:


For Coos-Curry Electric Cooperative, Inc.

A handwritten signature of Tom Huxley, which is circled in ink. The date "12/28/16" is written in the center of the circle.

Tom Huxley
Curry County of Commissioners Chairperson

A handwritten signature of Roger Meader.

Roger Meader
General Manager/Chief Executive Officer

A handwritten signature of Susan Brown.

Susan Brown
Curry County Commissioners Vice-Chair

A handwritten signature of David Brock-Smith.

David Brock-Smith
Curry County Commissioner

EXHIBIT A

Scope of Services

Contractor will provide the following Services in so far as it has resources available to provide them after fulfillment of Contractor's own information technology needs:

- Maintain operations, integrity and security of existing Client Information Technology Department and Systems (with priority to County public safety technology services and systems.)
- Regularly review IT inbox for electronic vendors and update vendor accounts with new contact information to ensure ordering, billing and payment relationships are preserved
- Establish email and telephone help-desk question-and-answer service for day to day queries, which will create service tickets
- Complete currently pending ticket items and projects as appropriate
- After-hour on call services
- Technical equipment deployment and support to include desktops, laptops, mobile devices, and peripherals
- Application support for all Client departments
- Phone system support for all Client departments
- Assist users with technical issues using cellular phones
 - Client shall manage its own cellular account and all calling plans.
- Maintain all network servers and systems
- Perform network and system upgrades as appropriate
- Maintain and oversee all Client system data
- Preserve data appropriately through routine data back-up functions.
- Work with other Client vendors to provide an interface into the IT department and meet technical requirements.
- Research and consult on the selection of new technical equipment required by Client departments for Client systems
- Obtain quotes as necessary from approved and established Client vendors
- Work with Client Finance department to order new technical equipment and consumables as necessary for Client systems
- Consult on network architecture and network security as it pertains to Client systems and the budgeting process

- Consult on all agency support activities, including the development, implementation, and operation of new systems and applications
- Create and consult on a Client technology plan to include disaster recovery options
- Consult on the development of Client technical goals and objectives
- Work with end users to provide solutions to technical problems
- Other reasonable and related tasks as mutually agreed that arise during the course of this contract.

NOTE: Client is responsible for handling and processing all US mail and other physical packages delivered to the Client property.

EXHIBIT B

Standards of Performance

Contractor shall perform, as requested, the Services described in Exhibit A in accordance with the terms of the Agreement and in the manner provided below.

Contract Administrator

- Client shall provide a contract administrator to act as a single point of contact for contract discussions and service deliverables (“Contract Administrator”). Contract Administrator is authorized to prioritize or deny department requests for services in case of conflicting or ambiguous requests. Any items not previously described within the terms of the Agreement or the Scope of Services shall be discussed by Contractor and the Contract Administrator. The Contract Administrator shall also serve as the point of contact for after-hours support (except as set forth below for Sheriff 911 Dispatch,).

Standard Support Hours of Operation: Monday – Thursday, 7:00am – 5:30pm

Full On Call Support: Friday, 7:00am – 5:30pm

- Contractor will only accept after hours calls from the Contract Administrator to initiate after hours requests.

Law Enforcement 911 Dispatch On Call Support: 24 x 7

- Contractor will accept calls from the Contract Administrator or any member of the Law Enforcement (Sheriff) Command or (Sheriff) Dispatch Deputy staff for any 911 Dispatch emergencies.
- All other Law Enforcement (Sheriff) Office after-hours requests must be directed through the Contract Administrator. Contractor will accept calls from the predetermined Law Enforcement Command Staff (Sheriff or his designee) in the event that the Contract Administrator is unavailable.

Service Level Agreement

Contractor shall make every attempt possible to meet the following service levels for each item listed.* If a request violates the service level agreement and becomes overdue, the requester will be notified with a full update and a new ETA for completion.

“Low” Priority Ticket Requests: Target resolution within 20 Client business days

- “Low” Priority Ticket Requests can be defined as those requests with little or no legal, life safety, or property damage implications, such as email retrieval or printing issues when alternative options exist. Whenever possible, Contractor will combine “Low” Priority responses with service responses for multiple “Low” Priority or other “Normal” or “High” Priority requests.
- Any issues that cannot be resolved within 20 Client business days, requiring many hours of work or relying on an outside entity shall be changed to “Project” priority and relayed to the requester.

“Normal” Priority Ticket Requests: Target resolution within 10 Client business days

- “Normal” Priority Ticket Requests can be defined as those requests that are neither “Low” priority or “High” priority.
- Any issues that cannot be resolved within 10 Client business days, requiring many hours of work or relying on an outside entity shall be placed on hold and relayed to the requester.

“High” Priority Ticket Requests: Target resolution within 8 hours

- “High” Priority Ticket Requests can be defined as those requests that have legal, life safety, or property damage implications.
- Any issues that cannot be resolved within 8 hours, requiring many hours of work or relying on an outside entity shall be relayed to the requester and a detailed update shall be provided.

“Project” Priority Ticket Requests: No specific target resolution

- Project priority tickets shall be resolved according to the project scope and as time permits. Project items include vendor-related requests, new and untested system implementations, new PC deployment requests for new projects, replacement PC requests when there are functional substitutes, and any other long-term request for technology services.

Phone Calls and E-mail during Support Hours: Call-back / E-mail within 90 minutes

Phone Calls during On Call Support: Call-back to Contract Administrator or other after-hours authorized caller within 120 minutes. All other calls will be acknowledged next business day.

- After hours e-mail messages will be acknowledged next business day

On-Site Emergency Response: Arrive on site within 90 minutes after initial assessment

- After hours emergencies may require longer on-site response.

Fixed Monthly Base Charge: As shown in Exhibit C (Option B)**

- This fee covers all of the basic network and disaster recovery maintenance that occurs monthly regardless of user requests. This fee also covers working with outside vendors on routine network requirements, the creation of helpdesk tickets, basic training materials, newsletters, and the on call retention of IT staff for after-hours support each month.

Hourly Rate: As shown in Exhibit C (Option B)**

- This fee covers all of the hourly services (billed in 15 minute increments) performed by the specified Contractor IT employee.

Travel Rate: Travel time at one half hourly rate plus current standard IRS mileage rate***

Client will be responsible for any expenses relating to hardware, software, tools, or consumables that will remain Client assets and/or for the sole use of Client.

Contractor will invoice Client Net 30 for base charge, travel, and billable hours monthly.

* Service levels are best-effort estimates and may vary based on cellular signal availability, Contractor training and meetings, Contractor emergencies and outages, and personnel absences.

**Hourly Rate and the Base Charge each subject to 2.5% increase each year based on potential Contractor cost increases.

***IRS mileage rate subject to change each year based on Federal regulations.

EXHIBIT C
Fixed Pricing Options

	<u>Option A</u>	<u>Option B</u>	<u>Option C</u>	<u>Option D</u>	<u>Option E</u>
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Fixed Monthly Charge	\$2,500.00	\$2,500.00	\$ -	\$1,000.00	\$2,000.00
Hourly Rates: *					
One Hourly Rate	\$100.00	no	no	no	no
Rate for IT Director	no	\$114.00	\$135.00	\$124.00	\$116.50
Rate for IT Administrator	no	\$86.00	\$100.00	\$95.00	\$91.00
Travel at 1/2 Hourly Rate	yes	yes	yes	yes	yes

* Contractor is to schedule and assign employee to perform work functions for County.

AGREEMENT AMENDMENT NO. 1

Between Curry County and Coos-Curry Electric Cooperative for Information Technology Services Agreement

THIS AGREEMENT AMENDMENT is to change the original Agreement (dated December 21, 2016) between Curry County, a General Law County, Political Subdivision of the State of Oregon ("Client") and Coos-Curry Electric Cooperative, Inc. ("Contractor"). The original agreement is for administrative services for Information Technology Services, and is filed in CJ:2016-248, contract #5014.

AMENDMENTS AS FOLLOWS:

1. Section 16 "Notices" Shall change the County's Contract Administrator:

John Hitt or Successor
County Administrator
94235 Moore Street, Suite 122
Gold Beach, Oregon 97444
(541) 247-3296
hittj@co.curry.or.us

2. Section 17 "Modification" add the following language:
"Contract Administrator is authorized to sign modifications approving changes in CCEC personnel, and approving rate increases outlined in the original agreement."

All other terms of the Original Agreement remain in effect.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed and become effective upon passage.

DATED this _____ day of _____, 2018.

Curry County Board of Commissioners

Sue Gold, Chair

Thomas Huxley, Vice Chair

Court Boice, Commissioner

Coos-Curry Electric Cooperative, Inc.

Roger Meader
General Manager/Chief Executive Officer

Approved as to Form:

John Huttl
Curry County Counsel

BEFORE THE BOARD OF COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON

In the Matter of an Order)
Amending Agreement Between)
Curry County and Coos Curry)
Electric for Information)
Technology Services)

ORDER No. _____

WHEREAS, Curry County has created the office and position of County Administrator; and

WHEREAS, the County Administrator (alone) "...shall be responsible to the Board of Commissioners for the administration and management of the County and shall have control and supervision of all County Departments, Divisions, and Offices, except County Sheriff, County Counsel and District Attorney.." (Curry County Code Section 1.17.060); and

WHEREAS, the County Administrator shall be responsible for "executing, enforcing and administering all contracts and grants as per Board Order or Ordinance (Curry County Code Section 1.17.060(2)(n)); and

WHEREAS, Information Technology Services Agreement between Curry County and Coos Curry Electric, filed as CJ:2016-248, #5014, executed on December 21, 2016 lists, County Counsel/Risk Manager John Huttl as Contract Administrator; and

WHEREAS, Per Curry County Code Section 1.17.060 the County Administrator should be the IT contract administrator; and

NOW, THEREFORE, THE BOARD OF CURRY COUNTY COMMISSIONERS HEREBY ORDERS that the Amendment No. 1 to the Curry County and Coos Curry Electric Cooperative, Inc. Agreement is effective immediately.

DATED, this 7th day of February, 2018.

Board of Curry County Commissioners

Sue Gold, Chair

Thomas Huxley, Vice Chair

Court Boice, Commissioner

Approved as to Form:

John Hutt
Curry County Counsel

CURRY COUNTY BOARD OF COMMISSIONERS**AGENDA ITEM ROUTING SLIP**

FORM 10-001.1 Rev. 1-5-2018

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US**PROPOSED AGENDA ITEM TITLE: Lease Extension & Amendment for Representative David Brock Smith, County Annex Office Space****TIMELY FILED** Yes ☒ No ☐

If No, justification to include with next BOC Meeting

AGENDA DATE^a: 02-07-18 **DEPARTMENT:** Counsel **TIME NEEDED:** 5 min(^aSubmit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period))**MEMO ATTACHED** Yes ☐ No ☐ Hitt? Marshall?**CONTACT PERSON:** J. HuttI **PHONE/EXT:** 3218 **TODAY'S DATE:** 01-18-18**BRIEF BACKGROUND OR NOTE: (If no memo attached)** State Representative David Brock Smith requested a lease renewal, but also requested moving to a different office, which did become available**FILES ATTACHED:**

- (1) Lease
- (2) Lease Extension & Amendment with Exhibit A
- 3) Order

QUESTIONS:

- 1. Would this item be a departure from the Annual Budget if approved? Yes ☐ No ☒
(If Yes, brief detail)
- 2. Does this agenda item impact any other County department? Yes ☐ No ☒
(If Yes, brief detail)
- 3. Does Agenda Item impact County personnel resources? Yes ☐ No ☒
(If Yes, brief detail)

INSTRUCTIONS ONCE SIGNED:☐ No Additional Activity Required

OR

☒ File with County Clerk

Name: State Rep. David Brock Smith

☐ Send Printed Copy to:

Address: 900 Court St., NE H-379

☐ Email a Digital Copy to:

City/State/Zip: Salem, Oregon 97301

☐ Other

Phone:

Note: Most signed documents are filed/recorded with the Clerk per standard process.*PART III - FINANCE DEPARTMENT REVIEW****EVALUATION CRITERIA 1-4:**

- 1. Confirmed Submitting Department's finance-related responses Yes ☐ No ☐ N/A ☐
Comment:
- 2. Confirmed Submitting Department's personnel-related materials Yes ☐ No ☐ N/A ☐
Comment:
- 3. If job description, Salary Committee reviewed: Yes ☐ No ☐ N/A ☒
- 4. If hire order requires a Personnel Action Form (PAF)? Pending ☐ N/A ☒ No ☐ HR ☐

PART IV – COUNTY ADMINISTRATOR REVIEW☒ **APPROVED FOR** 02/07/18 **BOC MEETING** ☐ **Not Approved for BOC Agenda because****LEGAL ASSESSMENT:** Does this agenda item have a legal impact? Yes ☐ No ☐

(If Yes, brief detail)

ASSIGNED TO: CONSENT**PART V – BOARD OF COMMISSIONERS AGENDA APPROVAL****COMMISSIONERS' REQUEST TO ADD TO AGENDA:**Commissioner Sue Gold Yes ☐ No ☐Commissioner Thomas Huxley Yes ☐ No ☐Commissioner Court Boice Yes ☐ No ☐

AFTER RECORDING RETURN TO:

David Brock Smith, State Representative
P.O. Box 951
2858 Port Orford Loop Road
Port Orford, Oregon 97465

Amendment No. 1
And Lease Extension
MOORE STREET PROPERTY OFFICE BUILDING LEASE

Dated: February 7, 2018
Between: Curry County, a Political Subdivision of the State of Oregon
94235 Moore Street, Suite 122
Gold Beach, Oregon 97444 **LANDLORD**
And: David Brock Smith, State Representative
P.O. Box 951
2858 Port Orford Loop Rd.
Port Orford, Oregon 97465 **TENANT**

It is hereby agreed to by and between the above-referenced parties that the lease between them for the Office Building located in Courthouse Annex Building, 94235 Moore Street, Gold Beach, Oregon, filed in the Commissioners' Journal as CJ:2017-18.

Extension:

This Amendment extends the original lease term for an additional year until December 31, 2018.

Amendment: Change in physical office space. Tenant is moving from the 400 sq. ft. office space referenced in Original Lease, to the office next door which is 108 sq. ft. (refer to Exhibit "A" attached).

Amendment: Change in square foot rate. Original lease of 400 sq. ft. space was \$100 per month for a rate of \$0.25 per square foot. This Amendment changes the lease rate to the County's average not-for-profit lease rate of \$0.95 per square foot. The new space is 108 sq. feet, at \$0.95 per sq. foot for a total monthly payment of \$102.50.

All other terms and conditions of the lease remain the same.

LANDLORD: Curry County Board of Commissioners

Sue Gold, Chair

Date

Thomas Huxley, Vice Chair

Date

Court Boice, Commissioner

Date

State of Oregon)
) ss.
County of Curry)

Acknowledged before me this _____ day of February, 2018 by

Notary Public of Oregon

My Commission Expires: _____

TENANT: **David Brock Smith, State Representative**



David Brock Smith

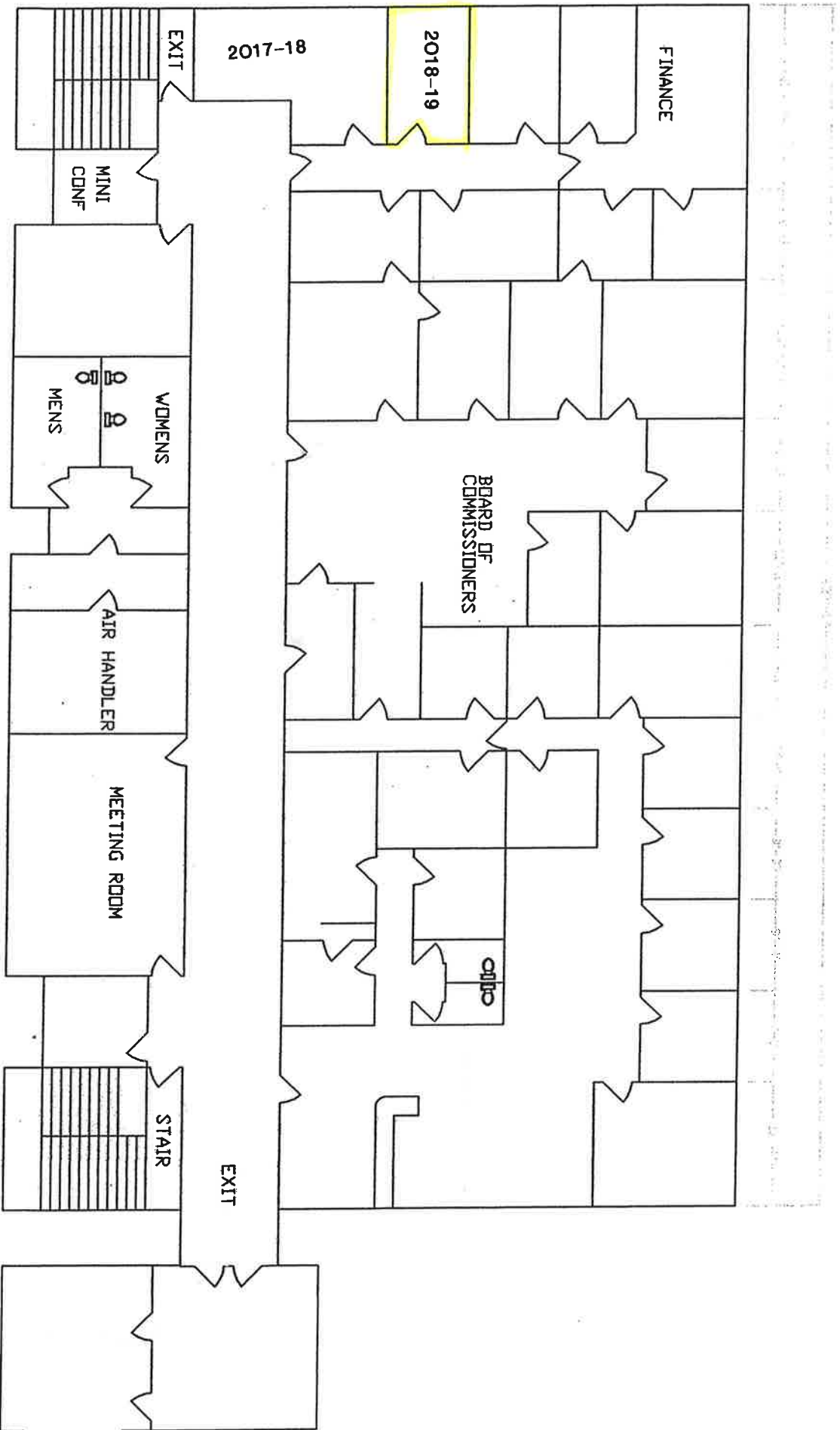
1-22-18

Date

Approved as to Form:

John Hutt
Curry County Counsel

EXHIBIT "A"



FIRST FLOOR FLOORPLAN - ANNEX

BEFORE THE BOARD OF COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON

In the Matter of an Order)
Authorizing the Amendment)
and Extension)
of a Moore Street Property)
Office Building Lease Located)
at 94235 Moore Street, Gold)
Beach, Oregon 97444)

ORDER NO. _____

WHEREAS, on December 21, 2016, Curry County leased property located at 94235 Moore Street, Gold Beach, Oregon to David Brock Smith, State Representative for a term beginning on January 1, 2017 and continuing to December 31, 2017; and

WHEREAS, the underlying lease is filed with the Clerk as CJ: 2017-18; and

WHEREAS, David Brock Smith has requested a one year extension through December 31, 2018, and an Amendment No. 1 to change office space and location; and

WHEREAS, Rent for the 400 sq. foot office space was at \$0.25 per square foot and the new office space of 108 square feet is rented at \$0.95 per square foot; and

WHEREAS, the Board finds that pursuant to ORS 271.310 and ORS 271.360, that the public interest would be furthered by amending and extending the lease; and

NOW, THEREFORE, THE BOARD OF CURRY COUNTY COMMISSIONERS HEREBY ORDERS that it is authorized to execute a one year lease extension and amending the existing Lease effective January 1, 2018 through December 31, 2018 of the Moore Street Property Office Building under the same terms and conditions.

DATED, this 7th day of February, 2018.

Board of Curry County Commissioners

Thomas Huxley, Chair

Sue Gold, Vice Chair

Court Boice, Commissioner

Approved as to Form:

John Huttl
Curry County Counsel

CURRY COUNTY BOARD OF COMMISSIONERS**AGENDA ITEM ROUTING SLIP**

FORM 10-001.1 Rev. 1-5-2018

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US**PROPOSED AGENDA ITEM TITLE:** Citizen Public Nuisance Complaint**TIMELY FILED** Yes ☒ No ☐

If No, justification to include with next BOC Meeting

AGENDA DATE^a: 01/07/18 **DEPARTMENT:** Admin **TIME NEEDED:** 50 min^a(Submit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period))**MEMO ATTACHED** Yes ☐ No ☒ If no memo, explain: No detailed information available as of the date of this AGRS.**CONTACT PERSON:** John Hitt **PHONE/EXT:** 3287 **TODAY'S DATE:** 02/01**BRIEF BACKGROUND OR NOTE:** (If no memo attached) Mr. Davis Lee at the 01/31 Special Meeting discussed a public nuisance property at 97904B W. Benham Lane, Brookings. This complaint is now on your agenda for possible BOC direction to staff to investigate the complaint and possibly set a hearing on this matter.**FILES ATTACHED:**

- (1) Email Complaint from David Lee
- (2) Photos
- (3)

QUESTIONS:

- 1. Would this item be a departure from the Annual Budget if approved? Yes ☒ No ☐
(If Yes, brief detail) No county funding set aside for Nuisance Abatement
- 2. Does this agenda item impact any other County department? Yes ☒ No ☐
(If Yes, brief detail) Legal
- 3. Does Agenda Item impact County personnel resources? Yes ☐ No ☒
(If Yes, brief detail)

INSTRUCTIONS ONCE SIGNED:☐ No Additional Activity Required

OR

☒ File with County Clerk

Name:

☐ Send Printed Copy to:

Address:

☐ Email a Digital Copy to:

City/State/Zip:

☐ Other

Phone:

Note: Most signed documents are filed/recorded with the Clerk per standard process.*PART III - FINANCE DEPARTMENT REVIEW****EVALUATION CRITERIA 1-4:**

- 1. Confirmed Submitting Department's finance-related responses Yes ☒ No ☐ N/A ☐
Comment:
- 2. Confirmed Submitting Department's personnel-related materials Yes ☐ No ☐ N/A ☒
Comment:
- 3. If job description, Salary Committee reviewed: Yes ☐ No ☐ N/A ☒
- 4. If hire order requires a Personnel Action Form (PAF)? Pending ☐ N/A ☒ No ☐ HR ☐

PART IV – COUNTY ADMINISTRATOR REVIEW☒ APPROVED FOR __02/07/18__ BOC MEETING ☐ Not Approved for BOC Agenda because**LEGAL ASSESSMENT:** Does this agenda item have a legal impact? Yes ☒ No ☐

(If Yes, brief detail) May require formal legal action

ASSIGNED TO: ORDER**PART V – BOARD OF COMMISSIONERS AGENDA APPROVAL****COMMISSIONERS' REQUEST TO ADD TO AGENDA:**

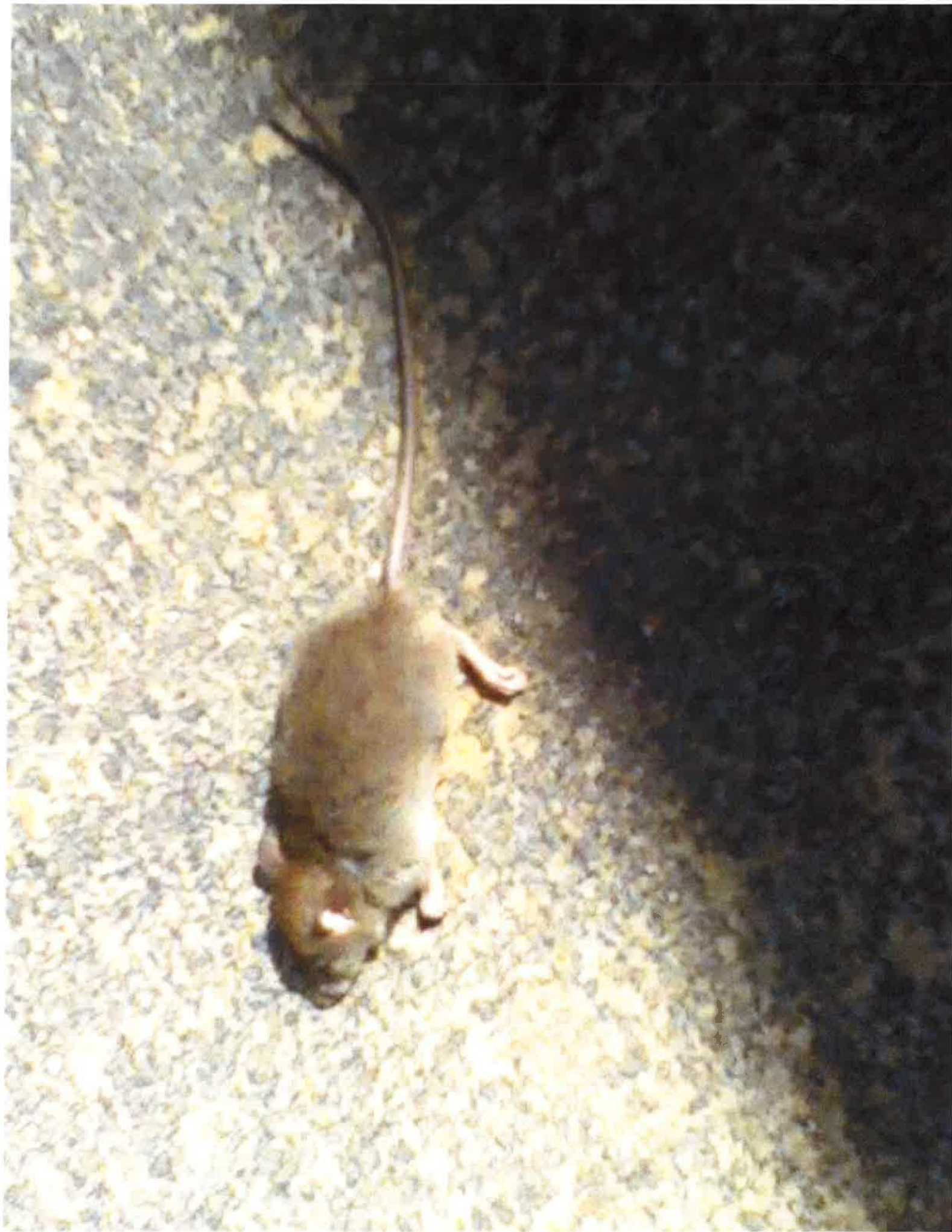
Commissioner Sue Gold	Yes <input type="checkbox"/> No <input type="checkbox"/>
Commissioner Thomas Huxley	Yes <input type="checkbox"/> No <input type="checkbox"/>
Commissioner Court Boice	Yes <input type="checkbox"/> No <input type="checkbox"/>













BEFORE THE BOARD OF COMMISSIONERS

FOR THE COUNTY OF CURRY

CURRY COUNTY, a General)	
Law County Political Subdivision)	ORDER
State of Oregon)	To Investigate Nuisance
)	To Issue Show Cause
v.)	To Raiter, Julie Etal
)	Does I-x
Raiter, Julie Etal)	
and Does I – X)	
_____)	Curry Code Article 6.01.020

WHEREAS, Curry County Ordinance Article 6.01.20 and Article 6.01.030 state that hazardous solid wastes, and solid wastes visible from public right of way are nuisances.

WHEREAS, on January 31, 2018 a citizen came to a public meeting and described circumstances at 97904 W. Benham Lane, Brookings, Oregon that a nuisance is being committed in violation of Curry Code Article 6.01.020 and Article 6.01.030.

WHEREAS, in open meeting on January 31, 2018, the Curry County Board of Commissioners indicated they wanted this alleged nuisance further investigated; and

WHEREAS, the Board of Commissioners for Curry County determines that for the good of the public health, safety and welfare of the Citizens of Curry County further process is needed to determine with more certainty whether a nuisance exists and if so to order its abatement;

NOW THEREFORE THE BOARD OF COMMISSIONERS FOR CURRY COUNTY ORDERS:

1. The County Administrator or designee shall investigate the conditions at 97904 W. Benham Lane, Brookings, Oregon 97415 to determine whether Curry County Ordinance 6.01.020 and 6.01.030 are being violated.

2. The county Administrator or designee shall issue notice of an Order to Appear and Show Cause why a nuisance does not exist, by regular and certified US mail to the property owner by posting on the property at 97904 W. Benham Lane, Brookings, Oregon . The date and time of the Hearing to Show Cause shall be March 7, 2018 at 1:30pm at the Curry County Office Building, 94235 Moore Street, Gold Beach, OR 97444.

DATED this 7th day of February, 2018.

Chair

Vice Chair

Commissioner

Approved as to Form:

John R. HuttI, Curry County Counsel

CURRY COUNTY BOARD OF COMMISSIONERS**AGENDA ITEM ROUTING SLIP**

FORM 10-001.1 Rev. 1-5-2018

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US**PROPOSED AGENDA ITEM TITLE: Order Directing Sheriff Auction Sale of County Property located at 438 Pine Street, Brookings, Oregon****TIMELY FILED** Yes ☒ No ☐

If No, justification to include with next BOC Meeting

AGENDA DATE^a: 02-07-18 **DEPARTMENT:** Counsel **TIME NEEDED:** 5 min

(*Submit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period))

MEMO ATTACHED Yes ☐ No ☐**CONTACT PERSON:** J. Hutt **PHONE/EXT:** 3218 **TODAY'S DATE:** 01-18-18**BRIEF BACKGROUND OR NOTE: (If no memo attached)** Consistent with property recommendations, and based upon numerous inquiries from interested parties, staff recommends that it is in the best interest of the county to sell the above property to the highest bidder. The appraiser's office estimates the value of the property to have a high range of \$185,000, but could find no comparable sales below \$200,000. The property has a dilapidated building on it, and would be sold "as-is," therefore staff recommends a minimum bid of \$185,000. If the county does not sell at auction for minimum bid, we can directly negotiate sale transaction with any party on mutually agreeable terms, subject to Board approval.**FILES ATTACHED:**

- (1) Order
- (2) Exhibit "A"
- (3)

QUESTIONS:

- 1. Would this item be a departure from the Annual Budget if approved? Yes ☐ No ☐
(If Yes, brief detail)
- 2. Does this agenda item impact any other County department? Yes ☐ No ☐
(If Yes, brief detail)
- 3. Does Agenda Item impact County personnel resources? Yes ☐ No ☐
(If Yes, brief detail)

INSTRUCTIONS ONCE SIGNED:☐ No Additional Activity Required

OR

☒ File with County Clerk

Name:

☐ Send Printed Copy to:

Address:

☐ Email a Digital Copy to:

City/State/Zip:

☒ Other **certified copy to Sheriff's Office – Civil Deputy Allen-Steineke**

Phone:

Note: Most signed documents are filed/recorded with the Clerk per standard process.*PART III - FINANCE DEPARTMENT REVIEW****EVALUATION CRITERIA 1-4:**

- 1. Confirmed Submitting Department's finance-related responses Yes ☐ No ☐ N/A ☐
Comment:
- 2. Confirmed Submitting Department's personnel-related materials Yes ☐ No ☐ N/A ☐
Comment:
- 3. If job description, Salary Committee reviewed: Yes ☐ No ☐ N/A ☒
- 4. If hire order requires a Personnel Action Form (PAF)? Pending ☐ N/A ☒ No ☐ HR ☐

PART IV – COUNTY ADMINISTRATOR REVIEW☒ **APPROVED FOR** 02/07/18 **BOC MEETING** ☐ **Not Approved for BOC Agenda because****LEGAL ASSESSMENT:** Does this agenda item have a legal impact? Yes ☒ No ☐

(If Yes, brief detail) Requirement to proceed with Sheriff auction sale of property

ASSIGNED TO: CONSENT**PART V – BOARD OF COMMISSIONERS AGENDA APPROVAL**

COMMISSIONERS' REQUEST TO ADD TO AGENDA:

Commissioner Sue Gold

Yes ☐ No ☐

Commissioner Thomas Huxley

Yes ☐ No ☐

Commissioner Court Boice

Yes ☐ No ☐

IN THE BOARD OF COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON

In the Matter of an Order)
To Sell a Parcel of County)
Owned Land)
ORDER NO. _____

WHEREAS, ORS 275.110 allows any county to sell any real property acquired in any manner by such county whenever the Board of Curry County Commissioners considers it in the County's best interest to do so; and

WHEREAS, the County owned property is located at 438 Pine Street, Brookings, Oregon 97415 described in the attached Exhibit "A"; and

WHEREAS, the Board of Commissioners determines that it is in the County's best interest to sell the County owned property at 438 Pine Street, Brookings, Oregon;

NOW, THEREFORE, THE BOARD OF CURRY COUNTY COMMISSIONERS ORDERS as follows:

1. That Curry County through the Curry County Sheriff shall hold a surplus lands auction for the real property listed on the attached Exhibit "A" on the front steps of the Curry County Courthouse, 28821 Ellensburg Ave., Gold Beach, Or. 97444, at 11:00 A.M. on Tuesday, March 27, 2018.
2. The minimum bid for the property shall be as listed on Exhibit "A". The sale shall be to the highest and best bidder for cash; no installment agreements will be allowed.
3. The property to be sold will be conveyed by Bargain and Sale deed. Curry County makes no warranties, whether express or implied, with respect to the property. It is suggested that any potential purchaser investigate the title and condition of the property before bidding.
4. A successful purchaser will be required to record the deed with the Curry County Clerk's Office within 30 days after acquiring the deed.
5. Pursuant to ORS 275.120, the Curry County Sheriff shall publish notice of the sale in a newspaper of general circulation printed and published within Curry County, to wit: Two designated papers - the Curry Coastal Pilot and the Curry County Reporter once each week for four consecutive weeks prior to the sale.

DATED this 7th day of February, 2018.

BOARD OF CURRY COUNTY COMMISSIONERS

Sue Gold, Chair

Thomas Huxley, Vice Chair

Court Boice, Commissioner

Reviewed as to Form:

John Hutt
Curry County Counsel

EXHIBIT "A"

R15543

Lot 11 of the Barrett Tract, City of Brookings, Curry County, Oregon (a.k.a. Assessor's Map 41-13-5BC tax lot 6700)

Minimum Bid: \$185,000.00

CURRY COUNTY BOARD OF COMMISSIONERS**AGENDA ITEM ROUTING SLIP**

FORM 10-001.1 Rev. 1-5-2018

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US**PROPOSED AGENDA ITEM TITLE:** Appointment of Citizens Revenue Task Force Members**TIMELY FILED** Yes ☒ No ☐

If No, justification to include with next BOC Meeting

AGENDA DATE^a: 02/07/18 **DEPARTMENT:** Admin. **TIME NEEDED:** 20 min^a(Submit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period))**MEMO ATTACHED** Yes ☐ No ☒ If no memo, explain: No new information available**CONTACT PERSON:** John Hitt **PHONE/EXT:** 3287 **TODAY'S DATE:** 02/01/18**BRIEF BACKGROUND OR NOTE:** (If no memo attached) We have only two applicants for this committee, both of which were previously submitted and attached here as well. Another press release was done and an article appeared in at least one county newspaper. If additional applications are received, they will be brought to the 02/07 meeting. Unless there are additional applicants, or the BOC members have other individuals to nominate, the matter should be closed as the Task Force would need at least five (5) members to function effectively.**FILES ATTACHED:**

- (1) 2 applications
- (2)
- (3)

QUESTIONS:

- 1. Would this item be a departure from the Annual Budget if approved? Yes ☐ No ☒
(If Yes, brief detail)
- 2. Does this agenda item impact any other County department? Yes ☐ No ☒
(If Yes, brief detail)
- 3. Does Agenda Item impact County personnel resources? Yes ☐ No ☒
(If Yes, brief detail)

INSTRUCTIONS ONCE SIGNED:☒ No Additional Activity Required

OR

☐ File with County Clerk

Name:

☐ Send Printed Copy to:

Address:

☐ Email a Digital Copy to:

City/State/Zip:

☐ Other

Phone:

Note: Most signed documents are filed/recorded with the Clerk per standard process.*PART III - FINANCE DEPARTMENT REVIEW****EVALUATION CRITERIA 1-4:**

- 1. Confirmed Submitting Department's finance-related responses Yes ☐ No ☐ N/A ☒
Comment:
- 2. Confirmed Submitting Department's personnel-related materials Yes ☐ No ☐ N/A ☒
Comment:
- 3. If job description, Salary Committee reviewed: Yes ☐ No ☐ N/A ☒
- 4. If hire order requires a Personnel Action Form (PAF)? Pending ☐ N/A ☒ No ☐ HR ☐

PART IV – COUNTY ADMINISTRATOR REVIEW☒ APPROVED FOR __02/07/18__ BOC MEETING ☐ Not Approved for BOC Agenda because**LEGAL ASSESSMENT:** Does this agenda item have a legal impact? Yes ☐ No ☒
(If Yes, brief detail)**ASSIGNED TO:** APPOINTMENT**PART V – BOARD OF COMMISSIONERS AGENDA APPROVAL**

COMMISSIONERS' REQUEST TO ADD TO AGENDA:

Commissioner Sue Gold

Yes ☐ No ☐

Commissioner Thomas Huxley

Yes ☐ No ☐

Commissioner Court Boice

Yes ☐ No ☐



Application for Volunteer Boards, Commissions, Councils, Committees or Task Forces

Board of Curry County Commissioners
94235 Moore Street, Suite 122
Gold Beach, OR 97444
Phone: 541-247-3296 Fax: 541-247-2718 Email: BOC_Office@co.curry.or.us

Please complete both pages of this form. Information submitted as part of this application is available and shall be considered public information as it pertains to Oregon Public Records.

NOTE: A separate application may be required for each Board, Commission, Council, Committee or Task Force for which you are applying.

Please print or type clearly

Name: Roxann Haynes Date: 1-8-17

Please indicate which Board, Commission, Council, Committee or Task Force on which you are interested in serving.

<input type="checkbox"/> Ambulance Service Area Advisory Committee	<input type="checkbox"/> Coos Curry Housing Authority
<input type="checkbox"/> Board of Property Tax Appeals	<input type="checkbox"/> Fair Board
<input type="checkbox"/> Brookings Airport Advisory Committee	<input type="checkbox"/> Farm Board of Review
<input type="checkbox"/> Budget Committee	<input type="checkbox"/> Local Public Safety Coordinating Council
<input type="checkbox"/> Building Codes Appeal Board	<input type="checkbox"/> Planning Commission
<input type="checkbox"/> CCD Business Development Corporation	<input type="checkbox"/> RSVP Advisory Board
<input type="checkbox"/> Citizen Involvement Committee	<input type="checkbox"/> Solid Waste Advisory Committee
<input type="checkbox"/> Compensation Board	<input type="checkbox"/> Veteran's Advisory Council
<input checked="" type="checkbox"/> Other <u>Citizens Revenue Task Force</u>	

Are you currently serving on a Board, Commission, Council, Committee or Task Force for Curry County?

☐ Yes ☒ No If Yes, list which committee(s):

What experience, training or qualifications do you have for this particular Board, Commission, Council, Committee or Task Force? I am the executive Director

of the Del Norte Economic Development
Corporation. Specialising in finding ways to
improve Curry County economics

What community topics concern you that relate to this Board, Commission, Council, Committee or Task Force? _____

Ways to keep income coming into County.
even when we have off years like 2017

Describe your previous experience in this appointed position or a similar position: _____

Other volunteer activities:

Former CASA, Steering Committee
for Del Norte Non-Profit Alliance, Committee
Member for the Chetco Bay Fire Committee

Does your schedule allow you to attend daytime meetings?

☒ Yes ☐ No

Does your schedule allow you to attend evening meetings?

☒ Yes ☐ No

Does your schedule limit the days you could attend meetings?

☐ Yes ☐ No

If Yes, please explain

Weekends are hard

Have you ever been convicted of a crime?

☐ Yes ☒ No

If Yes, please explain

Signature

Date

My signature above indicates my desire to serve Curry County in a voluntary capacity as a member of one of its Boards, Commissions, Councils, Committees or Task Forces. I understand that there is no financial compensation for serving.

Thank you for your application.

Please return your completed application to the Curry County Commissioners' Office at the address or email listed on page one of this form or you may submit your application on the county's website at www.co.curry.or.us.

Per ORS 192.502(3), the following can only be disclosed to the public following a public record request that shows clear and convincing evidence that the public interest requires disclosure.

Your mailing address

Best phone number

E-Mail address:

(b) (1) (A)

(b) (1) (A)



Application for Volunteer Boards, Commissions, Councils, Committees or Task Forces

Board of Curry County Commissioners

94235 Moore Street, Suite 122

Gold Beach, OR 97444

Phone: 541-247-3296 Fax: 541-247-2718 Email: BOC_Office@co.curry.or.us

Please complete both pages of this form. Information submitted as part of this application is available and shall be considered public information as it pertains to Oregon Public Records.

NOTE: A separate application may be required for each Board, Commission, Council, Committee or Task Force for which you are applying.

Please print or type clearly

Name: Catherine Wiley Date: 1/15/2018

Please indicate which Board, Commission, Council, Committee or Task Force on which you are interested in serving.

<input type="checkbox"/> Ambulance Service Area Advisory Committee	<input type="checkbox"/> Coos Curry Housing Authority
<input type="checkbox"/> Board of Property Tax Appeals	<input type="checkbox"/> Fair Board
<input type="checkbox"/> Brookings Airport Advisory Committee	<input type="checkbox"/> Farm Board of Review
<input type="checkbox"/> Budget Committee	<input type="checkbox"/> Local Public Safety Coordinating Council
<input type="checkbox"/> Building Codes Appeal Board	<input type="checkbox"/> Planning Commission
<input type="checkbox"/> CCD Business Development Corporation	<input type="checkbox"/> RSVP Advisory Board
<input type="checkbox"/> Citizen Involvement Committee	<input type="checkbox"/> Solid Waste Advisory Committee
<input type="checkbox"/> Compensation Board	<input type="checkbox"/> Veteran's Advisory Council
<input checked="" type="checkbox"/> Other <u>Revenue Committee</u>	

Are you currently serving on a Board, Commission, Council, Committee or Task Force for Curry County?

☐ Yes ☒ No If Yes, list which committee(s):

What experience, training or qualifications do you have for this particular Board, Commission, Council, Committee or Task Force? Explanation of sustainable and expanded economical resources is needed.

I have experience in grant research & writing. I have experience with running a large medical service business as well as environmental and community activism.

What community topics concern you that relate to this Board, Commission, Council, Committee or Task Force?

We need to expand concepts of employment & sustainability beyond commercial fisheries and the timber industry

Describe your previous experience in this appointed position or a similar position: 10+ years on CC Comm

on Children & Families. Two + years on Curry Natural
Resource Committee

Other volunteer activities: Health care service expansion.

Does your schedule allow you to attend daytime meetings?

☒ Yes ☐ No

Does your schedule allow you to attend evening meetings?

☒ Yes ☐ No

Does your schedule limit the days you could attend meetings?

☐ Yes ☒ No

If Yes, please explain _____

Have you ever been convicted of a crime?

☐ Yes ☒ No

If Yes, please explain _____

Catherine Wiley

Signature

1/15/2018

Date

My signature above indicates my desire to serve Curry County in a voluntary capacity as a member of one of its Boards, Commissions, Councils, Committees or Task Forces. I understand that there is no financial compensation for serving.

Thank you for your application.

Please return your completed application to the Curry County Commissioners' Office at the address or email listed on page one of this form or you may submit your application on the county's website at www.co.curry.or.us.

Per ORS 192.502(3), the following can only be disclosed to the public following a public record request that shows clear and convincing evidence that the public interest requires disclosure.

Your mailing address

Best phone number to

E-Mail address: _____

(b) (1) (A)

CURRY COUNTY BOARD OF COMMISSIONERS**AGENDA ITEM ROUTING SLIP**

FORM 10-001.1 Rev. 1-5-2018

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US**PROPOSED AGENDA ITEM TITLE:** Appointments to the Curry County Planning Commission**TIMELY FILED** Yes ☒ No ☐

If No, justification to include with next BOC Meeting

AGENDA DATE^a: 03.07.2018**DEPARTMENT:** Community Development**TIME NEEDED:** 20 minutes^a(Submit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period))**MEMO ATTACHED** Yes ☒ No ☐ If no memo, explain:**CONTACT PERSON:** Carolyn Johnson, Community Development Director**PHONE/EXT:** 3228**TODAY'S DATE:** 02.01.2018**BRIEF BACKGROUND OR NOTE:** One appointment to the Planning Commission.**FILES ATTACHED:**

(1) See attached memo

(2)

(3)

QUESTIONS:

1. Would this item be a departure from the Annual Budget if approved? Yes ☐ No ☒
(If Yes, brief detail)
2. Does this agenda item impact any other County department? Yes ☐ No ☒
(If Yes, brief detail)
3. Does Agenda Item impact County personnel resources? Yes ☐ No ☒
(If Yes, brief detail)

INSTRUCTIONS ONCE SIGNED:☐ No Additional Activity Required

OR

☒ File with County Clerk

Name:

☐ Send Printed Copy to:

Address:

☒ Email a Digital Copy to: johnsone@co.curry.or.us City/State/Zip:☐ Other

Phone:

^aNote: Most signed documents are filed/recorded with the Clerk per standard process.**PART III - FINANCE DEPARTMENT REVIEW****EVALUATION CRITERIA 1-4:**

1. Confirmed Submitting Department's finance-related responses Yes ☐ No ☐ N/A ☒
Comment:
2. Confirmed Submitting Department's personnel-related materials Yes ☐ No ☐ N/A ☒
Comment:
3. If job description, Salary Committee reviewed: Yes ☐ No ☐ N/A ☒
4. If hire order requires a Personnel Action Form (PAF)? Pending ☐ N/A ☒ No ☐ HR ☐

PART IV – COUNTY ADMINISTRATOR REVIEW☒ APPROVED FOR 02/07/18 BOC MEETING ☐ Not Approved for BOC Agenda because**LEGAL ASSESSMENT:** Does this agenda item have a legal impact? Yes ☐ No ☒

(If Yes, brief detail)

ASSIGNED TO: APPOINTMENT**PART V – BOARD OF COMMISSIONERS AGENDA APPROVAL****COMMISSIONERS' REQUEST TO ADD TO AGENDA:**

Commissioner Sue Gold	Yes <input type="checkbox"/> No <input type="checkbox"/>
Commissioner Thomas Huxley	Yes <input type="checkbox"/> No <input type="checkbox"/>
Commissioner Court Boice	Yes <input type="checkbox"/> No <input type="checkbox"/>



BOARD OF COMMISSIONERS AGENDA REPORT

Meeting Date: March 7, 2018

Prepared by: Carolyn Johnson, Community Development Director

Subject: Becky Crockett application for a Planning Commission position representing the south county.
Kevin McHugh application for renewal of Planning Commissioner position representing the north county.
Ted Freeman application for renewal of Planning Commissioner position representing the south county.

Summary: An application for a Curry County Planning Commission four year term representing the south county has been submitted by Ms. Becky Crockett. Applications for two other Planning Commission positions have been submitted by Commissioner Kevin McHugh and Commissioner Ted Freeman. The applications of each Commissioner can be found on Attachment B of this report.

Ms. Crockett appointment and Commissioner Freeman's re-appointment would result in three individuals representing the south county, Commissioner Mr. McHugh's reappointment would result in three individuals representing the north county. Currently there are two Planning Commissioners representing the central county. Ms. Crockett and Commissioners McHugh and Freeman are available at the Board meeting to answer questions prior to making a decision on the applications.

Attachments

Attachment 1 - Board order appointing Ms. Crockett to the Planning Commission.
Attachment 2 - Board order appointing Commissioner McHugh to the Planning Commission.
Attachment 3 - Board order appointing Commissioner Freeman to the Planning Commission.
Attachment 4 - Planning Commission applications and other background.

ATTACHMENT 1
BOARD ORDER
Appointment of Becky Crockett

Curry County Board of Commissioners)
Order in and for the County)
Of Curry, Oregon, and a Planning Commission)
Appointment of Ms. Becky Crockett for a term)
Expiring March 7, 2023)

ORDER _____

WHEREAS, there is a vacancy for a Planning Commissioner from the south part of Curry County; and,

WHEREAS, Ms. Becky Crockett has applied for a Planning Commission position representing the south County and is qualified to serve.

NOW, THEREFORE, IT IS HEREBY ORDERED that Ms. Becky Crockett is appointed to a south county Curry County Planning Commission position with her term expiring March 7, 2023.

DATED this 7th day of March, 2018.

BOARD OF CURRY COUNTY COMMISSIONERS

Approved as to Form:

Sue Gold, Chair

John Hutt
Curry County Legal Counsel

Thomas Huxley, Vice Chair

Court Boice, Commissioner

ATTACHMENT 2
BOARD ORDER
Appointment of Kevin McHugh

Curry County Board of Commissioners)
Order in and for the County)
Of Curry, Oregon, and a Planning Commission)
Re-appointment of Mr. Kevin McHugh for a term)
Expiring March 31, 2023)

ORDER _____

WHEREAS, as of March 31, 2019, there will be a vacancy for a Planning Commissioner from the north part of Curry County; and,

WHEREAS, Ms. Kevin McHugh has re-applied for a Planning Commission position representing the north County and is qualified to serve.

NOW, THEREFORE, IT IS HEREBY ORDERED that Mr. Kevin McHugh is appointed to a north county Curry County Planning Commission position with his term expiring March 31, 2023.

DATED this 7th day of March, 2018.

BOARD OF CURRY COUNTY COMMISSIONERS

Approved as to Form:

Sue Gold, Chair

John Huttli
Curry County Legal Counsel

Thomas Huxley, Vice Chair

Court Boice, Commissioner

Attachment 3
BOARD ORDER
Appointment of Ted Freeman

Curry County Board of Commissioners)
Order in and for the County)
Of Curry, Oregon, and a Planning Commission)
Re-appointment of Mr. Ted Freeman for a term)
Expiring March 31, 2023)

ORDER _____

WHEREAS, as of March 31, 2019, there will be a vacancy for a Planning Commissioner from the north part of Curry County; and,

WHEREAS, Ms. Ted Freeman has re-applied for a Planning Commission position representing the south County and is qualified to serve.

NOW, THEREFORE, IT IS HEREBY ORDERED that Mr. Ted Freeman is appointed to a south county Curry County Planning Commission position with his term expiring March 31, 2023.

DATED this 7th day of March, 2018.

BOARD OF CURRY COUNTY COMMISSIONERS

Approved as to Form:

Sue Gold, Chair

John Hutt
Curry County Legal Counsel

Thomas Huxley, Vice Chair

Court Boice, Commissioner

Attachment 4
Applications and background



**Application for Volunteer Boards, Commissions, Councils,
Committees or Task Forces RECEIVED**

Board of Curry County Commissioners
94235 Moore Street, Suite 122
Gold Beach, OR 97444
Phone: 541-247-3296 Fax: 541-247-2718 Email: BOC_Office@co.curry.or.us

JAN 22 2018

Board of Commissioners
Curry County, Oregon

Please complete both pages of this form. Information submitted as part of this application is available and shall be considered public information as it pertains to Oregon Public Records.

NOTE: A separate application may be required for each Board, Commission, Council, Committee or Task Force for which you are applying.

Please print or type clearly

Name: Becky Crockett Date: January 19, 2018

Please indicate which Board, Commission, Council, Committee or Task Force on which you are interested in serving.

<input type="checkbox"/> Ambulance Service Area Advisory Committee	<input type="checkbox"/> Coos Curry Housing Authority
<input type="checkbox"/> Board of Property Tax Appeals	<input type="checkbox"/> Fair Board
<input type="checkbox"/> Brookings Airport Advisory Committee	<input type="checkbox"/> Farm Board of Review
<input type="checkbox"/> Budget Committee	<input type="checkbox"/> Local Public Safety Coordinating Council
<input type="checkbox"/> Building Codes Appeal Board	<input checked="" type="checkbox"/> Planning Commission
<input type="checkbox"/> CCD Business Development Corporation	<input type="checkbox"/> RSVP Advisory Board
<input type="checkbox"/> Citizen Involvement Committee	<input type="checkbox"/> Solid Waste Advisory Committee
<input type="checkbox"/> Compensation Board	<input type="checkbox"/> Veteran's Advisory Council
<input type="checkbox"/> Other	

Are you currently serving on a Board, Commission, Council, Committee or Task Force for Curry County?

☐ Yes ☒ No If Yes, list which committee(s):

What experience, training or qualifications do you have for this particular Board, Commission, Council, Committee or Task Force? Currently own and manage timberland and commercial wasabi

greenhouses in southern Curry County. Involved in land use issues associated with multi-generation family timber and agriculture in Curry County. See attached resume for additional qualifications.

What community topics concern you that relate to this Board, Commission, Council, Committee or Task Force?

Need for future planning to stimulate economic development and provisions for more housing opportunities.

Describe your previous experience in this appointed position or a similar position: Have served on and managed multiple committees addressing various topics including Curry County water quality committee, Coos-Curry Farm Bureau, DEQ's committee to address the North Fork Smith River in Curry County.

Other volunteer activities: Ongoing volunteer adviser and supporter of agricultural issues in both Curry and Del Norte Counties.

Does your schedule allow you to attend daytime meetings? ☒ Yes ☐ No

Does your schedule allow you to attend evening meetings? ☒ Yes ☐ No

Does your schedule limit the days you could attend meetings? ☐ Yes ☒ No

If Yes, please explain _____

Have you ever been convicted of a crime? ☐ Yes ☒ No

If Yes, please explain _____

Berby Crockett
Signature

January 19, 2018
Date

My signature above indicates my desire to serve Curry County in a voluntary capacity as a member of one of its Boards, Commissions, Councils, Committees or Task Forces. I understand that there is no financial compensation for serving.

Thank you for your application.

Please return your completed application to the Curry County Commissioners' Office at the address or email listed on page one of this form or you may submit your application on the county's website at www.co.curry.or.us.

Per ORS 192.502(3), the following can only be disclosed to the public following a public record request that shows clear and convincing evidence that the public interest requires disclosure.

Your mailing address: (b) (1) (A)

Best phone number to call you: (b) (1) (A)

E-Mail address: (b) (1) (A)

RECEIVED

JAN 22 2018

**Board of Commissioners
Curry County, Oregon**

Becky Crockett

RECEIVED

JAN 22 2018

Board of Commissioners
Curry County, Oregon

Education

- Bachelor of Science in Environmental Sciences, Oregon State University
- Ongoing Education in Engineering, Portland State University
- Ongoing Education in Environmental Sciences, Portland State University
- Various courses & certificates in Management, Water Rights, Wetland Delineation, Land Use Law, NEPA, Affordable Care Act, and OSHA Requirements

Work History

Oregon Department of Transportation Geo-Environmental Manager, Region 1 (October 2008 – July 2015)

Program Manager for biology, wetlands permits, water resources, cultural resources, NEPA compliance, roadside development, erosion control, geotechnical, engineering geology, hydraulic engineering, hazardous materials and emergency response.

Included managing 24 employees; budget development; resource management; contracting and overseeing consultant services; personnel management; policy development and leadership on statewide issues. Provided services for design, environmental review, construction, maintenance, planning and special projects for 200+ projects annually within 5 counties, 36 cities in the Portland metro region.

Crockett Environmental Owner & Sole Proprietor (2003 – 2008)

Worked with federal, state and local governments to address regulatory, land use and environmental issues. Included policy and technical analysis, preparing complex environmental documents for development of public works projects (dams, pipelines, water & wastewater treatment plants, water intakes, wastewater outfalls, pump stations, reservoirs), facilitating design workshops, business management, accounting, budgets, contract management and marketing. Worked closely with a variety of private (PGE, Tidewater, Inc.) semi-private (Mt. Ashland Ski Association, California Farm Bureau, Del Norte Resource Conservation District) and public (City of Portland, ODOT, Lincoln City, Astoria, Clean Water Services) clients.

**Montgomery Watson (MWH)
Principal Environmental Planner
(1994-2003)**

Managed the environmental planning group for MWH's Portland office. MWH is a world-wide engineering firm focused on water and waste water. Completed environmental projects and regulatory compliance for public works projects throughout the Pacific Northwest (City of Portland, Clean Water Services, Tigard, Wilsonville, Hillsboro, McMinnville, etc). Duties included project management, employee supervision, marketing, contract management and budget development. Managed small public works projects including the planning, design, regulatory compliance and construction of the Crescent City seafood wastewater pipeline. Worked for MWH on contract as Crockett Environmental from 2003 – 2008.

**Parametrix, Inc.
Senior Environmental Planner
(1992 – 1994)**

Managed the environmental and solid waste planning groups including preparing an EIS for the Westside light rail, analysis of regional water supply options, and writing solid waste plans for Jackson, Josephine and Marion Counties.

**Metro
Urban Services Manager
(1986 – 1992)**

Managed the development of the Portland Region's Solid Waste Management Planning and Emergency Preparedness Programs. Duties included managing employees; preparing budgets (approximately 1.2 Million annually); managing contracts; completing technical and policy analysis; managing a complex organization of committees; preparing and making presentations before the Metro Council and multiple City Councils, County Commissioners, local government staff and the public.
Received the 1990 American Planning Association (APA) Professional Achievement Award for the completion of the Metro Regional Solid Waste Management Plan

**Ada County, Idaho & Coos County, Oregon
Land Use Planner
(1983 – 1986)**

Duties included writing Plan and Code sections for environmental, agricultural, forestry and rural lands; working the zoning counter; writing staff reports; and preparing presentations for the Planning Commission. Worked closely with Chuck Nordstrom writing sections of both the Curry and Coos County Plans to gain LCDC plan adoption.

RECEIVED

JAN 22 2018

**Board of Commissioners
Curry County, Oregon**



Application for Volunteer Boards, Commissions, Councils, Committees or Task Forces

Board of Curry County Commissioners
94235 Moore Street, Suite 122
Gold Beach, OR 97444
Phone: 541-247-3296 Fax: 541-247-2718 Email: BOC_Office@co.curry.or.us

Please complete both pages of this form. Information submitted as part of this application is available and shall be considered public information as it pertains to Oregon Public Records.

NOTE: A separate application may be required for each Board, Commission, Council, Committee or Task Force for which you are applying.

Please print or type clearly

Name: Kevin McHugh Date: February 1, 2018

Please indicate which Board, Commission, Council, Committee or Task Force on which you are interested in serving.

<input type="checkbox"/> Ambulance Service Area Advisory Committee	<input type="checkbox"/> Coos Curry Housing Authority
<input type="checkbox"/> Board of Property Tax Appeals	<input type="checkbox"/> Fair Board
<input type="checkbox"/> Brookings Airport Advisory Committee	<input type="checkbox"/> Farm Board of Review
<input type="checkbox"/> Budget Committee	<input type="checkbox"/> Local Public Safety Coordinating Council
<input type="checkbox"/> Building Codes Appeal Board	<input checked="" type="checkbox"/> Planning Commission
<input type="checkbox"/> CCD Business Development Corporation	<input type="checkbox"/> RSVP Advisory Board
<input type="checkbox"/> Citizen Involvement Committee	<input type="checkbox"/> Solid Waste Advisory Committee
<input type="checkbox"/> Compensation Board	<input type="checkbox"/> Veteran's Advisory Council
<input type="checkbox"/> Other	

Are you currently serving on a Board, Commission, Council, Committee or Task Force for Curry County?

☒ Yes ☐ No If Yes, list which committee(s):

Planning Commission, Citizen Involvement Committee, Compensation Board

What experience, training or qualifications do you have for this particular Board, Commission, Council, Committee or Task Force? Pima County, Arizona Planning and Zoning Commission, Board of Adjustments, Administrative Hearings Officer; City of Port Orford Planning Commission; City of Port Orford Committee for Citizen Involvement

What community topics concern you that relate to this Board, Commission, Council, Committee or Task Force? _____

Community involvement in the planning process, balancing viable long-term economic development with the rural character of the county, protecting existing and promoting new tourism opportunities.

Describe your previous experience in this appointed position or a similar position: Curry County Planning

Commission, 2014 - Present; City of Port Orford Planning Commission, 2014 - Present; City of Port Orford Committee for Citizen Involvement, 2014 - Present

Other volunteer activities: _____

Does your schedule allow you to attend daytime meetings? ☒ Yes ☐ No

Does your schedule allow you to attend evening meetings? ☒ Yes ☐ No

Does your schedule limit the days you could attend meetings? ☐ Yes ☒ No

If Yes, please explain _____

Have you ever been convicted of a crime? ☐ Yes ☒ No

If Yes, please explain _____

/s/ Kevin B McHugh

February 1, 2018

Signature

Date

My signature above indicates my desire to serve Curry County in a voluntary capacity as a member of one of its Boards, Commissions, Councils, Committees or Task Forces. I understand that there is no financial compensation for serving.

Thank you for your application.

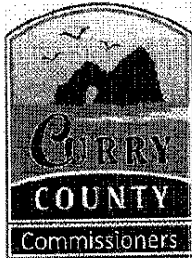
Please return your completed application to the Curry County Commissioners' Office at the address or email listed on page one of this form or you may submit your application on the county's website at www.co.curry.or.us.

Per ORS 192.502(3), the following can only be disclosed to the public following a public record request that shows clear and convincing evidence that the public interest requires disclosure.

Your mailing address: (b) [REDACTED] _____

Best phone number to call you: (A) [REDACTED] _____

E-Mail address: (A) [REDACTED] _____



Application for Volunteer Boards, Commissions, Councils, Committees or Task Forces

Board of Curry County Commissioners
94235 Moore Street, Suite 122
Gold Beach, OR 97444
Phone: 541-247-3296 Fax: 541-247-2718 Email: BOC_Office@co.curry.or.us

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NOTE: A separate application may be required for each Board, Commission, Council, Committee or Task Force for which you are applying.

Please print or type clearly

Name: TED FREEMAN Date: 02/01/2018

Please indicate which Board, Commission, Council, Committee or Task Force on which you are interested in serving.

<input type="checkbox"/> Ambulance Service Area Advisory Committee	<input type="checkbox"/> Coos Curry Housing Authority
<input type="checkbox"/> Board of Property Tax Appeals	<input type="checkbox"/> Fair Board
<input type="checkbox"/> Brookings Airport Advisory Committee	<input type="checkbox"/> Farm Board of Review
<input type="checkbox"/> Budget Committee	<input type="checkbox"/> Local Public Safety Coordinating Council
<input type="checkbox"/> Building Codes Appeal Board	<input checked="" type="checkbox"/> Planning Commission
<input type="checkbox"/> CCD Business Development Corporation	<input type="checkbox"/> RSVP Advisory Board
<input type="checkbox"/> Citizen Involvement Committee	<input type="checkbox"/> Solid Waste Advisory Committee
<input type="checkbox"/> Compensation Board	<input type="checkbox"/> Veteran's Advisory Council
<input type="checkbox"/> Other	

Are you currently serving on a Board, Commission, Council, Committee or Task Force for Curry County?

☒ Yes ☐ No If Yes, list which committee(s):

PLANNING COMMISSION

What experience, training or qualifications do you have for this particular Board, Commission, Council, Committee or Task Force? 17 YEARS ON CITY OF BROOKINGS PLANNING COMM.

LIFE LONG RESIDENT OF CURRY CO.

PAST OWNER OF A COMPANY THAT USED NATURAL RESOURCES & VERY KNOWLEDGABLE OF COUNTY, STATE + FED PERMITTING

What community topics concern you that relate to this Board, Commission, Council, Committee or Task Force? ZONING CUP GROWTH

Describe your previous experience in this appointed position or a similar position: _____

SOME TIMES FRUSTRATING

Other volunteer activities: EMT ; Pee Wee Basketball ; Little League
2 terms Port of Brookings Harbor Comm. ; JCI Senator
OZMA member & Chair person 8yrs.

Does your schedule allow you to attend daytime meetings? ☒ Yes ☐ No

Does your schedule allow you to attend evening meetings? ☒ Yes ☐ No

Does your schedule limit the days you could attend meetings? ☐ Yes ☒ No

If Yes, please explain _____

Have you ever been convicted of a crime? ☐ Yes ☒ No

If Yes, please explain _____

(b) (1) (A)
Sig _____ Date 02/01/2018

My signature above indicates my desire to serve Curry County in a voluntary capacity as a member of one of its Boards, Commissions, Councils, Committees or Task Forces. I understand that there is no financial compensation for serving.

Thank you for your application.

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Your mailing address: (b) (1) (A)

Best phone number to call you: (b) (1) (A)

E-Mail address: (b) (1) (A)



Application for Volunteer Boards, Commissions, Councils,
Committees or Task Forces **RECEIVED**

Board of Curry County Commissioners
94235 Moore Street, Suite 122
Gold Beach, OR 97444
Phone: 541-247-3296 Fax: 541-247-2718 Email: BOC_Office@co.curry.or.us

JAN 22 2018

Board of Commissioners
Curry County, Oregon

Please complete both pages of this form. Information submitted as part of this application is available and shall be considered public information as it pertains to Oregon Public Records.

NOTE: A separate application may be required for each Board, Commission, Council, Committee or Task Force for which you are applying.

Please print or type clearly

Name: Becky Crockett Date: January 19, 2018

Please indicate which Board, Commission, Council, Committee or Task Force on which you are interested in serving.

<input type="checkbox"/> Ambulance Service Area Advisory Committee	<input type="checkbox"/> Coos Curry Housing Authority
<input type="checkbox"/> Board of Property Tax Appeals	<input type="checkbox"/> Fair Board
<input type="checkbox"/> Brookings Airport Advisory Committee	<input type="checkbox"/> Farm Board of Review
<input type="checkbox"/> Budget Committee	<input type="checkbox"/> Local Public Safety Coordinating Council
<input type="checkbox"/> Building Codes Appeal Board	<input checked="" type="checkbox"/> Planning Commission
<input type="checkbox"/> CCD Business Development Corporation	<input type="checkbox"/> RSVP Advisory Board
<input type="checkbox"/> Citizen Involvement Committee	<input type="checkbox"/> Solid Waste Advisory Committee
<input type="checkbox"/> Compensation Board	<input type="checkbox"/> Veteran's Advisory Council
<input type="checkbox"/> Other	

Are you currently serving on a Board, Commission, Council, Committee or Task Force for Curry County?

☐ Yes ☒ No If Yes, list which committee(s):

What experience, training or qualifications do you have for this particular Board, Commission, Council, Committee or Task Force? Currently own and manage timberland and commercial wasabi

greenhouses in southern Curry County. Involved in land use issues associated with multi-generation family timber and agriculture in Curry County. See attached resume for additional qualifications.

What community topics concern you that relate to this Board, Commission, Council, Committee or Task Force? _____

Need for future planning to stimulate economic development and provisions for more housing opportunities.

Describe your previous experience in this appointed position or a similar position: Have served on and managed multiple committees addressing various topics including Curry County water quality committee, Coos-Curry Farm Bureau, DEQ's committee to address the North Fork Smith River in Curry County.

Other volunteer activities: Ongoing volunteer advisor and supporter of agricultural issues in both Curry and Del Norte Counties.

Does your schedule allow you to attend daytime meetings? ☒ Yes ☐ No

Does your schedule allow you to attend evening meetings? ☒ Yes ☐ No

Does your schedule limit the days you could attend meetings? ☐ Yes ☒ No

If Yes, please explain _____

Have you ever been convicted of a crime? ☐ Yes ☒ No

If Yes, please explain _____

Becky Crockett
Signature

January 19, 2018
Date

My signature above indicates my desire to serve Curry County in a voluntary capacity as a member of one of its Boards, Commissions, Councils, Committees or Task Forces. I understand that there is no financial compensation for serving.

Thank you for your application.

Please return your completed application to the Curry County Commissioners' Office at the address or email listed on page one of this form or you may submit your application on the county's website at www.co.curry.or.us.

Per ORS 192.502(3), the following can only be disclosed to the public following a public record request that shows clear and convincing evidence that the public interest requires disclosure.

Your mailing address: (b) (1) (A)

Best phone number to call you: (b) (1) (A)

E-Mail address: (b) (1) (A)

RECEIVED

JAN 22 2018

Board of Commissioners
Curry County, Oregon



Application for Volunteer Boards, Commissions, Councils, Committees or Task Forces

Board of Curry County Commissioners

94235 Moore Street, Suite 122

Gold Beach, OR 97444

Phone: 541-247-3296 Fax: 541-247-2718 Email: BOC_Office@co.curry.or.us

Please complete both pages of this form. Information submitted as part of this application is available and shall be considered public information as it pertains to Oregon Public Records.

NOTE: A separate application may be required for each Board, Commission, Council, Committee or Task Force for which you are applying.

Please print or type clearly

Name: Kevin McHugh Date: February 1, 2018

Please indicate which Board, Commission, Council, Committee or Task Force on which you are interested in serving.

<input type="checkbox"/> Ambulance Service Area Advisory Committee	<input type="checkbox"/> Coos Curry Housing Authority
<input type="checkbox"/> Board of Property Tax Appeals	<input type="checkbox"/> Fair Board
<input type="checkbox"/> Brookings Airport Advisory Committee	<input type="checkbox"/> Farm Board of Review
<input type="checkbox"/> Budget Committee	<input type="checkbox"/> Local Public Safety Coordinating Council
<input type="checkbox"/> Building Codes Appeal Board	<input checked="" type="checkbox"/> Planning Commission
<input type="checkbox"/> CCD Business Development Corporation	<input type="checkbox"/> RSVP Advisory Board
<input type="checkbox"/> Citizen Involvement Committee	<input type="checkbox"/> Solid Waste Advisory Committee
<input type="checkbox"/> Compensation Board	<input type="checkbox"/> Veteran's Advisory Council
<input type="checkbox"/> Other	

Are you currently serving on a Board, Commission, Council, Committee or Task Force for Curry County?

☒ Yes ☐ No If Yes, list which committee(s):

Planning Commission, Citizen Involvement Committee, Compensation Board

What experience, training or qualifications do you have for this particular Board, Commission, Council, Committee or Task Force? Pima County, Arizona Planning and Zoning Commission, Board of Adjustments, Administrative Hearings Officer; City of Port Orford Planning Commission; City of Port Orford Committee for Citizen Involvement

What community topics concern you that relate to this Board, Commission, Council, Committee or Task Force? Community involvement in the planning process, balancing viable long-term economic development with the rural character of the county, protecting existing and promoting new tourism opportunities.

Describe your previous experience in this appointed position or a similar position: Curry County Planning

Commission, 2014 - Present; City of Port Orford Planning Commission, 2014 - Present; City of Port Orford Committee for Citizen Involvement, 2014 - Present

Other volunteer activities: _____

Does your schedule allow you to attend daytime meetings? ☒ Yes ☐ No

Does your schedule allow you to attend evening meetings? ☒ Yes ☐ No

Does your schedule limit the days you could attend meetings? ☐ Yes ☒ No

If Yes, please explain _____

Have you ever been convicted of a crime? ☐ Yes ☒ No

If Yes, please explain _____

/s/ Kevin B McHugh
Signature

February 1, 2018
Date

My signature above indicates my desire to serve Curry County in a voluntary capacity as a member of one of its Boards, Commissions, Councils, Committees or Task Forces. I understand that there is no financial compensation for serving.

Thank you for your application.

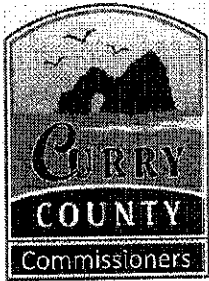
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Your mailing address: (b) (7) (A) _____

Best phone number to call you: (b) (7) (A) _____

E-Mail address: _____



Application for Volunteer Boards, Commissions, Councils, Committees or Task Forces

Board of Curry County Commissioners

94235 Moore Street, Suite 122

Gold Beach, OR 97444

Phone: 541-247-3296 Fax: 541-247-2718 Email: BOC_Office@co.curry.or.us

Please complete both pages of this form. Information submitted as part of this application is available and shall be considered public information as it pertains to Oregon Public Records.

NOTE: A separate application may be required for each Board, Commission, Council, Committee or Task Force for which you are applying.

Please print or type clearly

Name: TED FREEMAN Date: 02/01/2018

Please indicate which Board, Commission, Council, Committee or Task Force on which you are interested in serving.

<input type="checkbox"/> Ambulance Service Area Advisory Committee	<input type="checkbox"/> Coos Curry Housing Authority
<input type="checkbox"/> Board of Property Tax Appeals	<input type="checkbox"/> Fair Board
<input type="checkbox"/> Brookings Airport Advisory Committee	<input type="checkbox"/> Farm Board of Review
<input type="checkbox"/> Budget Committee	<input type="checkbox"/> Local Public Safety Coordinating Council
<input type="checkbox"/> Building Codes Appeal Board	<input checked="" type="checkbox"/> Planning Commission
<input type="checkbox"/> CCD Business Development Corporation	<input type="checkbox"/> RSVP Advisory Board
<input type="checkbox"/> Citizen Involvement Committee	<input type="checkbox"/> Solid Waste Advisory Committee
<input type="checkbox"/> Compensation Board	<input type="checkbox"/> Veteran's Advisory Council
<input type="checkbox"/> Other	

Are you currently serving on a Board, Commission, Council, Committee or Task Force for Curry County?

☒ Yes ☐ No If Yes, list which committee(s):

PLANNING COMMISSION

What experience, training or qualifications do you have for this particular Board, Commission, Council, Committee or Task Force? 17 YEARS ON CITY OF BROOKINGS PLANNING COMM.

LIFE LONG RESIDENT OF CURRY CO.

PAST OWNER OF A COMPANY THAT USED NATURAL RESOURCES & VERY KNOWLEDGABLE OF COUNTY, STATE & FED PERMITTING

What community topics concern you that relate to this Board, Commission, Council, Committee or Task Force? ZONING CUP GROWTH

Describe your previous experience in this appointed position or a similar position: _____

SOME TIMES FRUSTRATING

Other volunteer activities: EMT ; PEE WEE BASKETBALL ; LITTLE LEAGUE
2 terms PORT OF BROOKINGS HARBOR COMM. ; JCI SENATOR
OCCMA member & chair person 8yrs.

Does your schedule allow you to attend daytime meetings? ☒ Yes ☐ No

Does your schedule allow you to attend evening meetings? ☒ Yes ☐ No

Does your schedule limit the days you could attend meetings? ☐ Yes ☒ No

If Yes, please explain _____

Have you ever been convicted of a crime? ☐ Yes ☒ No

If Yes, please explain _____

(b) (1) (A)

Sig

Date

02/01/2018

My signature above indicates my desire to serve Curry County in a voluntary capacity as a member of one of its Boards, Commissions, Councils, Committees or Task Forces. I understand that there is no financial compensation for serving.

Thank you for your application.

Please return your completed application to the Curry County Commissioners' Office at the address or email listed on page one of this form or you may submit your application on the county's website at www.co.curry.or.us.

Per ORS 192.502(3), the following can only be disclosed to the public following a public record request that shows clear and convincing evidence that the public interest requires disclosure.

Your mailing address: _____

Best phone number to call you: _____

E-Mail address: _____

(b) (1) (A)

(b) (1) (A)

CURRY COUNTY BOARD OF COMMISSIONERS**AGENDA ITEM ROUTING SLIP**

FORM 10-001.1 Rev. 1-5-2018

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US**PROPOSED AGENDA ITEM TITLE:** Appointments to the Curry County Budget Committee**TIMELY FILED** Yes ☒ No ☐

If No, justification to include with next BOC Meeting

AGENDA DATE^a: 02.07.2018**DEPARTMENT:** Board of Commissioners**TIME NEEDED:** 10 minutes^aSubmit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period))**MEMO ATTACHED** Yes ☒ No ☐ If no memo, explain:**CONTACT PERSON:** John Hitt Interim County Administrator**PHONE/EXT:** 3287**TODAY'S DATE:** 02.02.2018**BRIEF BACKGROUND OR NOTE:** One appointment to the Budget Committee. Three applicants. Board order to presented at meeting.**FILES ATTACHED:**

- (1)
- (2)
- (3)

QUESTIONS:

1. Would this item be a departure from the Annual Budget if approved? Yes ☐ No ☒
(If Yes, brief detail)
2. Does this agenda item impact any other County department? Yes ☐ No ☒
(If Yes, brief detail)
3. Does Agenda Item impact County personnel resources? Yes ☐ No ☒
(If Yes, brief detail)

INSTRUCTIONS ONCE SIGNED:☐ No Additional Activity Required

OR

☒ File with County Clerk

Name:

☐ Send Printed Copy to:

Address:

☒ Email a Digital Copy to: hittj@co.curry.or.us City/State/Zip:☐ Other

Phone:

^aNote: Most signed documents are filed/recorded with the Clerk per standard process.**PART III - FINANCE DEPARTMENT REVIEW****EVALUATION CRITERIA 1-4:**

1. Confirmed Submitting Department's finance-related responses Yes ☐ No ☐ N/A ☒
Comment:
2. Confirmed Submitting Department's personnel-related materials Yes ☐ No ☐ N/A ☒
Comment:
3. If job description, Salary Committee reviewed: Yes ☐ No ☐ N/A ☒
4. If hire order requires a Personnel Action Form (PAF)? Pending ☐ N/A ☒ No ☐ HR ☐

PART IV – COUNTY ADMINISTRATOR REVIEW☒ APPROVED FOR 02/07/18 BOC MEETING ☐ Not Approved for BOC Agenda because**LEGAL ASSESSMENT:** Does this agenda item have a legal impact?Yes ☐ No ☒

(If Yes, brief detail)

ASSIGNED TO: APPOINTMENT**PART V – BOARD OF COMMISSIONERS AGENDA APPROVAL****COMMISSIONERS' REQUEST TO ADD TO AGENDA:**

Commissioner Sue Gold

Yes ☐ No ☐

Commissioner Thomas Huxley	Yes <input type="checkbox"/> No <input type="checkbox"/>
Commissioner Court Boice	Yes <input type="checkbox"/> No <input type="checkbox"/>



Application for Volunteer Boards, Commissions, Councils, Committees or Task Forces

Board of Curry County Commissioners

94235 Moore Street, Suite 122

Gold Beach, OR 97444

Phone: 541-247-3296 Fax: 541-247-2718 Email: BOC_Office@co.curry.or.us

RECEIVED

DEC 22 2017

Board of Curry County Commissioners
City of Gold Beach, Oregon

Please complete both pages of this form. Information submitted as part of this application is available and shall be considered public information as it pertains to Oregon Public Records.

NOTE: A separate application may be required for each Board, Commission, Council, Committee or Task Force for which you are applying.

Please print or type clearly

Name: William J. Ostrowski _____ Date: 12/26/17

Please indicate which Board, Commission, Council, Committee or Task Force on which you are interested in serving.

<input type="checkbox"/> Ambulance Service Area Advisory Committee	<input type="checkbox"/> Coos Curry Housing Authority
<input type="checkbox"/> Board of Property Tax Appeals	<input type="checkbox"/> Fair Board
<input type="checkbox"/> Brookings Airport Advisory Committee	<input type="checkbox"/> Farm Board of Review
XX Budget Committee	<input type="checkbox"/> Local Public Safety Coordinating Council
<input type="checkbox"/> Building Codes Appeal Board	<input type="checkbox"/> Planning Commission
<input type="checkbox"/> CCD Business Development Corporation	<input type="checkbox"/> RSVP Advisory Board
<input type="checkbox"/> Citizen Involvement Committee	<input type="checkbox"/> Solid Waste Advisory Committee
<input type="checkbox"/> Compensation Board	<input type="checkbox"/> Veteran's Advisory Council
<input type="checkbox"/> Other	

Are you currently serving on a Board, Commission, Council, Committee or Task Force for Curry County?

☐ Yes XX No If Yes, list which committee(s): _____

What experience, training or qualifications do you have for this particular Board, Commission, Council, Committee or Task Force? B.S. Degree San Jose State (Accounting, Finance). 35 years' experience in various management and executive positions with major international corporations in domestic and international accounting, internal auditing, budget and corporate compliance and controls. Corporate Compliance Officer and VP Internal Audit for a Johnson and Johnson company.

What community topics concern you that relate to this Board, Commission, Council, Committee or Task Force? Public Safety, Health Care, Fiscal Accountability and Veteran Care.

Describe your previous experience in this appointed position or a similar position: I have no previous experience in the appointed position for which I am applying. However, my professional work experience has provided me with an excellent understanding of fiscal and budgetary matters with the ability to identify and question unusual trends and see the big picture with a focus on the overall organization. I am confident I can use this experience as a member of the Budget Committee. I believe it is important that such a committee and its members not only ensure the services provide by the county are correctly funded but, that the welfare of the citizens of Curry County are also included in the process.

Other volunteer activities: Four years as a volunteer at the local animal shelter. Fundraiser for the shelter. Member of the shelter's Board of Director for two years. Held the position of treasure on the board for two years. Member of the local VFW.

Does your schedule allow you to attend daytime meetings? XX ☐ Yes ☐ No

Does your schedule allow you to attend evening meetings? XX ☐ Yes ☐ No

Does your schedule limit the days you could attend meetings? ☐ Yes XX ☐ No

If Yes, please explain _____

Have you ever been convicted of a crime? ☐ Yes XX ☐ No

If Yes, please explain _____

(b) (1) (A)

(b)
(1)
(A)

Signature

(b) (1) (A)

Date

12-21-17

My signature above indicates my desire to serve Curry County in a voluntary capacity as a member of one of its Boards, Commissions, Councils, Committees or Task Forces. I understand that there is no financial compensation for serving.

Thank you for your application.

Please return your completed application to the Curry County Commissioners' Office at the address or email listed on page one of this form or you may submit your application on the county's website at www.co.curry.or.us.

Per ORS 192.502(3), the following can only be disclosed to the public following a public record request that shows clear and convincing evidence that the public interest requires disclosure.

Your mailing address: _____

Best phone number to call you: _____

E-Mail address: _____

RECEIVED

DEC 22 2017

Curry County Commissioners
Curry County, Oregon



Application for Volunteer Boards, Commissions, Councils,
Committees or Task Forces **RECEIVED**

Board of Curry County Commissioners

94235 Moore Street, Suite 122

Gold Beach, OR 97444

Phone: 541-247-3296 Fax: 541-247-2718 Email: BOC_Office@co.curry.or.us

JAN 24 2018

Board of Commissioners
Curry County, Oregon

Please complete both pages of this form. Information submitted as part of this application is available and shall be considered public information as it pertains to Oregon Public Records.

NOTE: A separate application may be required for each Board, Commission, Council, Committee or Task Force for which you are applying.

Please print or type clearly

Name: James J. (Jim) Auburn Date: 18 Jan. 2018

Please indicate which Board, Commission, Council, Committee or Task Force on which you are interested in serving.

<input type="checkbox"/> Ambulance Service Area Advisory Committee	<input type="checkbox"/> Coos Curry Housing Authority
<input type="checkbox"/> Board of Property Tax Appeals	<input type="checkbox"/> Fair Board
<input type="checkbox"/> Brookings Airport Advisory Committee	<input type="checkbox"/> Farm Board of Review
<input checked="" type="checkbox"/> Budget Committee	<input type="checkbox"/> Local Public Safety Coordinating Council
<input type="checkbox"/> Building Codes Appeal Board	<input type="checkbox"/> Planning Commission
<input type="checkbox"/> CCD Business Development Corporation	<input type="checkbox"/> RSVP Advisory Board
<input type="checkbox"/> Citizen Involvement Committee	<input type="checkbox"/> Solid Waste Advisory Committee
<input type="checkbox"/> Compensation Board	<input type="checkbox"/> Veteran's Advisory Council
<input type="checkbox"/> Other	

Are you currently serving on a Board, Commission, Council, Committee or Task Force for Curry County?

☐ Yes ☒ No If Yes, list which committee(s):

What experience, training or qualifications do you have for this particular Board, Commission, Council, Committee or Task Force? Port Orford City Council, Former Mayor (12 yrs.)

What community topics concern you that relate to this Board, Commission, Council, Committee or Task Force?

Budget & Taxation Law Enforcement. Economic Development.

Describe your previous experience in this appointed position or a similar position: Mayor, City of Port Orford

Port Onford City Council, Regional Solutions Advisory Team, OSP
Land Water Conservation Rousier, Law Enforcement Task Force

Other volunteer activities: Port Onford Main Street, Leisure to Port Onford &
North Curry County Chamber of Commerce, Port Onford Rotary,
Curry County Democrats

Does your schedule allow you to attend daytime meetings? ☒ Yes ☐ No

Does your schedule allow you to attend evening meetings? ☒ Yes ☐ No

Does your schedule limit the days you could attend meetings? ☒ Yes ☐ No

If Yes, please explain occasional health problems

Have you ever been convicted of a crime? ☐ Yes ☒ No

If Yes, please explain _____

(b) (1) (A)

Signature

18 Jan 2018

Date

My signature above indicates my desire to serve Curry County in a voluntary capacity as a member of one of its Boards, Commissions, Councils, Committees or Task Forces. I understand that there is no financial compensation for serving.

Thank you for your application.

Please return your completed application to the Curry County Commissioners' Office at the address or email listed on page one of this form or you may submit your application on the county's website at www.co.curry.or.us.

Per ORS 192.502(3), the following can only be disclosed to the public following a public record request that shows clear and convincing evidence that the public interest requires disclosure.

Your mailing address: _____

Best phone number to call y _____

E-Mail address: _____

RECEIVED

JAN 24 2018

Board of Commissioners
Curry County, Oregon

Please complete both pages of this form. Information submitted as part of this application is available and shall be considered public information as it pertains to Oregon Public Records.

NOTE: A separate application may be required for each Board, Commission, Council, Committee or Task Force for which you are applying.

Please print or type clearly

Name: Ed R. Conyers Date: 12-15-17

Please indicate which Board, Commission, Council, Committee or Task Force on which you are interested in serving.

<input type="checkbox"/> Ambulance Service Area Advisory Committee	<input type="checkbox"/> Coos Curry Housing Authority
<input type="checkbox"/> Board of Property Tax Appeals	<input type="checkbox"/> Fair Board
<input type="checkbox"/> Brookings Airport Advisory Committee	<input type="checkbox"/> Farm Board of Review
<input checked="" type="checkbox"/> Budget Committee	<input type="checkbox"/> Local Public Safety Coordinating Council
<input type="checkbox"/> Building Codes Appeal Board	<input type="checkbox"/> Planning Commission
<input type="checkbox"/> CCD Business Development Corporation	<input type="checkbox"/> RSVP Advisory Board
<input type="checkbox"/> Citizen Involvement Committee	<input type="checkbox"/> Solid Waste Advisory Committee
<input type="checkbox"/> Compensation Board	<input type="checkbox"/> Veteran's Advisory Council
<input type="checkbox"/> Other	

Are you currently serving on a Board, Commission, Council, Committee or Task Force for Curry County?

☒ Yes ☐ No If Yes, list which committee(s): PORFD Board, CCH Board

What experience, training or qualifications do you have for this particular Board, Commission, Council, Committee or Task Force? Anchorage School District Administrator, Anchorage, Alaska, Bachelor Degree with double major in Math, Earth Science, and minor in Philosophy, Masters Degree in Education

What community topics concern you that relate to this Board, Commission, Council, Committee or Task Force? The need for County funding for roads, education, law enforcement, etc. _____

Describe your previous experience in this appointed position or a similar position: Supplementary Budget Committee

Other volunteer activities: North Fork Hubbard Creek Road Home Owners Association

Does your schedule allow you to attend daytime meetings? ☒ Yes ☐ No

Does your schedule allow you to attend evening meetings? ☒ Yes ☐ No

Does your schedule limit the days you could attend meetings? ☐ Yes ☒ No

If Yes, please explain _____

Have you ever been convicted of a crime? ☐ Yes ☒ No

If Yes, please explain _____

Ed R.

Conyers _____ 12-14-17

Signature

Date

My signature above indicates my desire to serve Curry County in a voluntary capacity as a member of one of its Boards, Commissions, Councils, Committees or Task Forces. I understand that there is no financial compensation for serving.

Thank you for your application.

Please return your completed application to the Curry County Commissioners' Office at the address or email listed on page one of this form or you may submit your application on the county's website at www.co.curry.or.us.

Per ORS 192.502(3), the following can only be disclosed to the public following a public record request that shows clear and convincing evidence that the public interest requires disclosure.

Your mailing address: (b) (1) (A)

[REDACTED]

Best phone number to call you: (b) (1) (A)

E-Mail address: (b) (1) (A)

CURRY COUNTY BOARD OF COMMISSIONERS**AGENDA ITEM ROUTING SLIP**

FORM 10-001.1 Rev. 11-21-2017

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US**PROPOSED AGENDA ITEM TITLE:** Resolution Regarding Curry County Wildfires**TIMELY FILED** Yes ☒ No ☐

If No, justification to include with next BOC Meeting

AGENDA DATE^a: 02/07/18 **DEPARTMENT:** BOC **TIME NEEDED:** 20 Mins.^a(Submit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period))**MEMO ATTACHED** Yes ☐ No ☒ If no memo, explain: Previously submitted to BOC**CONTACT PERSON:** John Hitt **PHONE/EXT:** 3287 **TODAY'S DATE:** 01/23/18**BRIEF BACKGROUND OR NOTE: (If no memo attached)** This resolution was presented at the 01/31/ Special Meeting. At that time the BOC asked staff to implement some minor wording changes, and bring back 02/07. These changes have been made and are attached**FILES ATTACHED:**

- (1) Revision #4 of Former "No Confidence" resolution
- (2)
- (3)

QUESTIONS:

- 1. Would this item be a departure from the Annual Budget if approved? Yes ☐ No ☒
(If Yes, brief detail)
- 2. Does this agenda item impact any other County department? Yes ☐ No ☒
(If Yes, brief detail)
- 3. Does Agenda Item impact County personnel resources? Yes ☐ No ☒
(If Yes, brief detail)

INSTRUCTIONS ONCE SIGNED:☐ No Additional Activity Required

OR

☒ File with County Clerk

Name:

☐ Send Printed Copy to:

Address:

☐ Email a Digital Copy to:

City/State/Zip:

☐ Other

Phone:

Note: Most signed documents are filed/recorded with the Clerk per standard process.*PART III - FINANCE DEPARTMENT REVIEW****EVALUATION CRITERIA 1-4:**

- 1. Confirmed Submitting Department's finance-related responses Yes ☐ No ☐ N/A ☒
Comment:
- 2. Confirmed Submitting Department's personnel-related materials Yes ☐ No ☐ N/A ☒
Comment:
- 3. If job description, Salary Committee reviewed: Yes ☐ No ☐ N/A ☒
- 4. If hire order requires a Personnel Action Form (PAF)? Pending ☐ N/A ☒ No ☐ HR ☐

PART IV – COUNTY ADMINISTRATOR REVIEW☒ **APPROVED FOR** 02/07/18 **BOC MEETING** ☐ **Not Approved for BOC Agenda because****LEGAL ASSESSMENT:** Does this agenda item have a legal impact? Yes ☐ No ☒

(If Yes, brief detail)

ASSIGNED TO: RESOLUTION**PART V – BOARD OF COMMISSIONERS AGENDA APPROVAL****COMMISSIONERS' REQUEST TO ADD TO AGENDA:**Commissioner Thomas Huxley Yes ☐ No ☐Commissioner Sue Gold Yes ☐ No ☐

Commissioner Court Boice

Yes ☐ No ☐

BEFORE THE CURRY COUNTY BOARD OF COMMISSIONERS

STATE OF OREGON

Regarding Chetco Bar Fire 2017)	RESOLUTION
and Prior Fire Response s)	Regarding Reducing the Number
Practices, Policy)	and Impact of Forest Fires in Curry
Personnel)	County and United States Forest
)	Service Practices and Policies

WHEREAS the United States Forest Service is responsible for managing 2 million acres of public property in the Rogue Siskiyou National Forest and nearly 16 million acres of Public Lands in Oregon; and

WHEREAS during 2017, the Wildland fires in Oregon consumed nearly 680,000 acres of Federally protected lands which required \$340 million in firefighting costs; and

WHEREAS the largest fire in Oregon, the Curry County Chetco Bar Fire, destroyed 191,000 acres and cost the United States taxpayers over \$70 million in firefighting costs specific to that fire; and

WHEREAS, multiple Mega Fires have occurred primarily in Curry County: The Chetco Bar (2017), Biscuit (2002), and Silver Creek (1987) fires; and

WHEREAS unfortunate errors in judgment, strategy, and process may have occurred during the fires; and

WHEREAS these Mega Fires impact the local County's businesses, the Air Quality and health of its residents; as well as cause long-term damage to our environment, wildlife, and ecosystems;

NOW THEREFORE BE IT RESOLVED

The Curry County Board of Commissioners urges the United States Congress to assure that adequate funding be provided to the USFS and Bureau of Land Management (BLM) to better prevent future forest fires and to prepare for an effective response to small fires before they become mega fires; and

BE IT FURTHER RESOLVED that:

The Curry County Board of Commissioners will continue to aid and cooperate with other county governments, State Officials and Federal Officials, in order to contribute to constructive and effective solutions that will locally address these problems and ensure the protections of County residents.

BE IT FURTHER RESOLVED that:

The Board of Commissioners urges the US Congress to fully fund the prevention and fighting of wildfires with funding separate from, and in addition to, the USFS regular budget, with the aim of providing adequate financial resources for proactive forest management measures.

BE IT FURTHER RESOLVED that:

The USFS and associated agencies have the funding in order to carefully consider, evaluate and implement feasible measures to reduce fire risk, especially at the urban and forest interface

DATED this ____ day of January, 2018

Sue Gold

Chair

Thomas Huxley

Vice Chair

Court Boice

Commissioner

Approved to Form

John HuttI, County

Counsel

CURRY COUNTY BOARD OF COMMISSIONERS**AGENDA ITEM ROUTING SLIP**

FORM 10-001.1 Rev. 1-5-2018

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US**PROPOSED AGENDA ITEM TITLE: Order to Abate Nuisance at Hamilton Lane, Harbor****TIMELY FILED** Yes ☒ No ☐

If No, justification to include with next BOC Meeting

AGENDA DATE^a: 02-07-2018 **DEPARTMENT:** BOC **TIME NEEDED:** 5 min^a(Submit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period))**MEMO ATTACHED** Yes ☐ No ☒ If no memo, explain: **Brief Background Below****CONTACT PERSON:** J. HuttI **PHONE/EXT:** 3218 **TODAY'S DATE:** 01-26-18**BRIEF BACKGROUND OR NOTE: (If no memo attached)** Attached Order reflects Board vote after Public Hearing on Nuisance at Hamilton Lane. Declares a Nuisance, Orders Defendants to Abate, Authorizes Counsel to Sue if not Abated within 30 days.**FILES ATTACHED:**

- (1) Order
- (2) Supporting Documentation
- (3)

QUESTIONS:

- 1. Would this item be a departure from the Annual Budget if approved? Yes ☐ No ☐
(If Yes, brief detail)
- 2. Does this agenda item impact any other County department? Yes ☐ No ☐
(If Yes, brief detail)
- 3. Does Agenda Item impact County personnel resources? Yes ☐ No ☐
(If Yes, brief detail)

INSTRUCTIONS ONCE SIGNED:☐ No Additional Activity Required

OR

☐ File with County Clerk

Name:

☐ Send Printed Copy to:

Address:

☐ Email a Digital Copy to:

City/State/Zip:

☐ Other

Phone:

^aNote: Most signed documents are filed/recorded with the Clerk per standard process.**PART III - FINANCE DEPARTMENT REVIEW****EVALUATION CRITERIA 1-4:**

- 1. Confirmed Submitting Department's finance-related responses Yes ☐ No ☐ N/A ☐
Comment:
- 2. Confirmed Submitting Department's personnel-related materials Yes ☐ No ☐ N/A ☐
Comment:
- 3. If job description, Salary Committee reviewed: Yes ☐ No ☐ N/A ☐
- 4. If hire order requires a Personnel Action Form (PAF)? Pending ☐ N/A ☐ No ☐ HR ☐

PART IV – COUNTY ADMINISTRATOR REVIEW☐ **APPROVED FOR** _____ **BOC MEETING** ☐ **Not Approved for BOC Agenda because****LEGAL ASSESSMENT:** Does this agenda item have a legal impact? Yes ☒ No ☐

(If Yes, brief detail) Order Required by Curry County Code

ASSIGNED TO: OTHER**PART V – BOARD OF COMMISSIONERS AGENDA APPROVAL****COMMISSIONERS' REQUEST TO ADD TO AGENDA:**Commissioner Sue Gold Yes ☐ No ☐Commissioner Thomas Huxley Yes ☐ No ☐Commissioner Court Boice Yes ☐ No ☐

BEFORE THE BOARD OF COMMISSIONERS

FOR THE COUNTY OF CURRY

CURRY COUNTY, a General)	ORDER
Law County Political Subdivision)	(a) Declaring Nuisance
State of Oregon)	(b) Directing Defendants
)	to Abate Nuisance;
v.)	(c) Authorizing Counsel to Sue
)	if not Abated by Defendants
Estate of Robert Hamilton, Suzanne Hamilton,)	Curry County Code
Greg Hamilton and Does I – X)	Article 6.01.060
)	Article 6.01.070

WHEREAS, Curry County Ordinance Article 6.01.020 and Article 6.01.030 state that hazardous solid wastes, are nuisances; and

WHEREAS, the Curry County Board of Commissioners heard from members of the public that nuisance conditions existed 97851 Hamilton Lane, Brookings, Oregon mailing address; and

WHEREAS, based upon the information contained in those citizen complaints, the Board of Commissioners ordered the County Administrator to investigate the claimed nuisance; and further ordered that Notice of Hearing on Violation be issued; and

WHEREAS, said investigation was undertaken, and said notice was duly issued, and results of which were described in a memorandum from legal counsel January 25, 2018 with exhibits; and

WHEREAS, on January 31, 2018, the Curry County Board of Commissioners held a public hearing on the nuisance, having heard presentation from County Counsel, witnesses including but not limited to: Curry County Sheriff, Curry County Building Official and Harbor Fire District Chief, with two neighboring citizens providing testimony, and whereas Suzanne Hamilton appearing by telephone; and

WHEREAS, Defendants Estate of Robert Hamilton by and through Greg Hamilton, and Suzanne Hamilton both have expressed desire to keep all persons off the property; and both have expressed desire to clean up the property and demolish the structures. No appearance by any DOES I – X.

NOW THEREFORE the Board of Commissioners for Curry County FINDS and CONCLUSIONS:

A Solid Waste Nuisance exists per Article 6.01.030 (1)(a)(b)(d)(e)(f)&(g). This finding is supported by the above recitals, the oral staff report presented January 31, 2018, the testimony and exhibits presented on January 31, 2018, with said exhibits reports and testimony adopted and incorporated by reference herein (excluding irrelevant evidence regarding testimony about other nuisance properties, and Suzanne Hamilton parenting); and

Having considered options of remedy, weighing the hardships as outlined in the January 25, 2018 memorandum from counsel, the proper remedy being demolition; the Board of Commissioners concludes that demolition of the house and garage structures is appropriate; and

NOW THEREFORE the Board of Commissioners for Curry County HEREBY ORDERS:

- 1) Defendants Estate of Robert Hamilton, Greg Hamilton, Suzanne Hamilton and DOES I-X shall abate the nuisance by demolishing the house and garage and clean up the lot of all solid waste within 30 days of the date of this order; and
- 2) Defendants Estate of Robert Hamilton, Greg Hamilton, Suzanne Hamilton shall take all actions including suit for ejectment to remove all trespassers at the property within 30 days of the date of this order; and
- 3) If the nuisance conditions and conduct are not abated as per above by that time, County Counsel shall commence suit in Circuit Court to abate the nuisance by injunctive relief. Said action to eject
- 4) County Counsel to issue notice of the above to all defendants.

DATED this 7th day of February 2018

Sue Gold

Chair

Tom Huxley

Vice Chair

Court Boice

Commissioner

Approved as to Form:

John R. Huttli, Curry County Counsel

CURRY COUNTY BOARD OF COMMISSIONERS**AGENDA ITEM ROUTING SLIP**

FORM 10-001.1 Rev. 1-5-2018

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US**PROPOSED AGENDA ITEM TITLE:** Proposed AOC Legislative Concept, RE: Marijuana Taxation**TIMELY FILED** Yes ☐ No ☒ Was initially missed as an agenda item
If No, justification to include with next BOC Meeting**AGENDA DATE^a:** 02/07 **DEPARTMENT:** BOC **TIME NEEDED:** 15 min
(*Submit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period))**MEMO ATTACHED** Yes ☐ No ☒ If no memo, explain: AOC Requests Support for proposed legislation to amend marijuana taxation rules, but did not provide additional information**CONTACT PERSON:** Court Boice **PHONE/EXT:** 3229 **TODAY'S DATE:** 01/19**BRIEF BACKGROUND OR NOTE:** On January 24th the BOC discussed an AOC legislative concept to amend current ORS taxation rules on marijuana producers. Since then the AOC has submitted a revised concept, attached. The AOC is asking counties to consider passing a motion in support of the concept. While many details remain open, staff believes the basic concept deserves support. Despite numerous attempts to date, staff has not been able to obtain information concerning marijuana production or sales in Curry County. There are 36 marijuana licensees in the county: 4 – Processors, 18 – Producers, 14-Retailers.**FILES ATTACHED:**

- (1) Revised AOC Legislative Concept
- (2)
- (3)

QUESTIONS:

- 1. Would this item be a departure from the Annual Budget if approved? Yes ☐ No ☒
(If Yes, brief detail)
- 2. Does this agenda item impact any other County department? Yes ☐ No ☒
(If Yes, brief detail)
- 3. Does Agenda Item impact County personnel resources? Yes ☐ No ☒
(If Yes, brief detail)

INSTRUCTIONS ONCE SIGNED:☒ No Additional Activity Required

OR

☐ File with County Clerk

Name:

☐ Send Printed Copy to:

Address:

☐ Email a Digital Copy to:

City/State/Zip:

☐ Other

Phone:

Note: Most signed documents are filed/recorded with the Clerk per standard process.*PART III - FINANCE DEPARTMENT REVIEW****EVALUATION CRITERIA 1-4:**

- 1. Confirmed Submitting Department's finance-related responses Yes ☐ No ☐ N/A ☒
Comment:
- 2. Confirmed Submitting Department's personnel-related materials Yes ☐ No ☐ N/A ☒
Comment:
- 3. If job description, Salary Committee reviewed: Yes ☐ No ☐ N/A ☐
- 4. If hire order requires a Personnel Action Form (PAF)? Pending ☐ N/A ☒ No ☐ HR ☐

PART IV – COUNTY ADMINISTRATOR REVIEW☒ APPROVED FOR ___02/07___ BOC MEETING ☐ Not Approved for BOC Agenda because**LEGAL ASSESSMENT:** Does this agenda item have a legal impact? Yes ☐ No ☒
(If Yes, brief detail)

ASSIGNED TO: OLD BUSINESS, ETC

PART V – BOARD OF COMMISSIONERS AGENDA APPROVAL

COMMISSIONERS' REQUEST TO ADD TO AGENDA:

Commissioner Sue Gold Yes ☐ No ☐

Commissioner Thomas Huxley Yes ☐ No ☐

Commissioner Court Boice Yes ☐ No ☐

1/24/18 (REB)

Legislative Concept

SUMMARY

Permits certain counties to impose an annual business license fee on marijuana production sites located in the unincorporated area of the county. Requires approval of county voters at general election. Defines marijuana production sites to include both licensed recreational producers and designated medical growers. Defines qualifying counties to include only those counties that received payments under the federal Secure Rural Schools Program in calendar year 2008 in an amount that was equal to at least 40 percent of all moneys deposited into the county general fund in that year. Requires that annual license fees be based on maximum canopy size for retail producers, and maximum mature plant count for designated medical growers. Sets caps on the maximum amount of the annual fee.

A BILL FOR AN ACT

Relating to county business licenses for marijuana production sites; amending ORS 475B.345.

Be It Enacted by the People of the State of Oregon:

SECTION 1. ORS 475B.345 is amended to read:

475B.345. (1)(a) Except as expressly authorized by this section, the authority to impose a tax or fee on the production, processing or sale of marijuana items in this state is vested solely in the Legislative Assembly.

(b) Except as expressly authorized by this section, a county, city or other municipal corporation or district may not adopt or enact ordinances imposing a tax or fee on the production, processing or sale of marijuana items in this state.

(2) Subject to subsection [(4)] (3) of this section, the governing body of a city or county may adopt an ordinance to be referred to the electors of the city or county as described in subsection (3) of this section that imposes a tax or a fee on the sale of marijuana items that are sold in the area subject to the jurisdiction of the city or the unincorporated area subject to the jurisdiction of a county by a marijuana retailer that holds a license issued under ORS 475B.110.

[(3) If the governing body of a city or county adopts an ordinance under this section, the governing body shall refer the measure of the ordinance to the electors of the city or county for approval at the next statewide general election.]

[(4)] (3) An ordinance adopted under subsection (2) of this section may not impose a tax or fee in excess of three percent.

(4)(a) Subject to subsection (5) of this section, the governing body of a qualifying county may adopt an ordinance that imposes an annual business license fee on each marijuana production site located in the unincorporated area subject to the jurisdiction of the county.

1 (b) An annual business license fee imposed under this subsection shall be based on:

2 (i) For a marijuana production site of a person licensed under ORS 475B.070, the maximum
3 canopy size allowed under the license issued for that site.

4 (ii) For a marijuana production site of a person designated to produce marijuana by a
5 registry identification cardholder, the maximum number of mature plants allowed for that site.

6 (c) Failure to pay an annual business license fee under this subsection is grounds for the
7 Oregon Liquor Control Commission or the Oregon Health Authority to suspend, revoke, or refuse
8 to renew the license or registration of the person that failed to pay the fee.

9 (d) Notwithstanding any other law, the Oregon Liquor Control Commission and the Oregon
10 Health Authority shall provide counties that impose a tax under this subsection with all
11 information in their possession that is necessary to implement the imposition and collection of the
12 tax, including, but not limited to, producer identification, site location, mailing address, maximum
13 allowable mature plant count, and maximum licensed canopy.

14 (e) As used in this subsection:

15 (A) “Marijuana production site” includes all locations that are the subject of a license
16 issued under ORS 475B.070 or the marijuana grow site of a person designated to produce
17 marijuana by a registry identification cardholder.

18 (B) “Qualifying county” means a county that received payments under the federal Secure
19 Rural Schools Program in calendar year 2008 in an amount that was equal to at least 40 percent of
20 all moneys deposited into the county general fund in the same period.

21 (5) An ordinance adopted under subsection (4) of this section may not impose a tax or fee in
22 excess of:

23 (i) For a marijuana production site of a person licensed under ORS 475B.070, \$___ per
24 square foot of canopy allowed for that site.

25 (ii) For a marijuana production site of a person designated to produce marijuana by a
26 registry identification cardholder, \$___ per mature plant allowed for that site.

27 (6)(a) The imposition of a tax under subsection (2) of this section does not preclude the
28 imposition of a tax under subsection (4) of this section.

29 (b) The imposition of a tax under subsection (4) of this section does not preclude the
30 imposition of a tax under subsection (2) of this section

31 (7) If the governing body of a city or county adopts an ordinance under this section, the
32 governing body shall refer the measure of the ordinance to the electors of the city or county for
33 approval at the next statewide general election.

CURRY COUNTY BOARD OF COMMISSIONERS**AGENDA ITEM ROUTING SLIP**

FORM 10-001.1 Rev. 1-5-2018

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US**PROPOSED AGENDA ITEM TITLE:** Authorization of new position job description and funding for Code enforcement and planning administration duties.**TIMELY FILED** Yes ☒ No ☐

If No, justification to include with next BOC Meeting

AGENDA DATE^a: 02.07.2018 **DEPARTMENT:** Interim County Administrator**TIME NEEDED:** 20 minutes(^aSubmit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period))**MEMO ATTACHED** Yes ☒ No ☐ If no memo, explain:**CONTACT PERSON:** John Hitt, Interim County Administrator/Personnel Officer
or Carolyn Johnson, Community Development Director **PHONE/EXT:** 3228**TODAY'S DATE:** 02.01.2018**BRIEF BACKGROUND OR NOTE: (If no memo attached)****FILES ATTACHED:**

- (1) Staff report
- (2) Job Description
- (3) Supplemental Budget

QUESTIONS:

- 1. Would this item be a departure from the Annual Budget if approved? Yes ☒ No ☐
(If Yes, brief detail) Supplemental Budget Attached.
- 2. Does this agenda item impact any other County department? Yes ☐ No ☒
(If Yes, brief detail)
- 3. Does Agenda Item impact County personnel resources? Yes ☐ No ☒
(If Yes, brief detail)

INSTRUCTIONS ONCE SIGNED:☐ No Additional Activity Required

OR

☒ File with County Clerk

Name:

☐ Send Printed Copy to:

Address:

☒ Email a Digital Copy to: johnsonc@co.curry.or.us City/State/Zip:☐ Other

Phone:

^aNote: Most signed documents are filed/recorded with the Clerk per standard process.**PART III - FINANCE DEPARTMENT REVIEW****EVALUATION CRITERIA 1-4:**

- 1. Confirmed Submitting Department's finance-related responses Yes ☐ No ☐ N/A ☒
Comment:
- 2. Confirmed Submitting Department's personnel-related materials Yes ☒ No ☐ N/A ☒
Comment:
- 3. If job description, Salary Committee reviewed: Yes ☐ No ☐ N/A ☒
- 4. If hire order requires a Personnel Action Form (PAF)? Pending ☐ N/A ☒ No ☐ HR ☐

PART IV – COUNTY ADMINISTRATOR REVIEW☒ APPROVED FOR 02/07/18 BOC MEETING ☐ Not Approved for BOC Agenda because**LEGAL ASSESSMENT:** Does this agenda item have a legal impact? Yes ☐ No ☒
(If Yes, brief detail)**ASSIGNED TO:****PART V – BOARD OF COMMISSIONERS AGENDA APPROVAL**

COMMISSIONERS' REQUEST TO ADD TO AGENDA:

Commissioner Sue Gold

Yes ☐ No ☐

Commissioner Thomas Huxley

Yes ☐ No ☐

Commissioner Court Boice

Yes ☐ No ☐



BOARD OF COMMISSIONERS
Agenda Report

Date: February 7, 2018

From: John Hitt, Interim County Administrator/Personnel Officer
Carolyn Johnson, Community Development Director

Issue/Agenda Title: Authorization of new position job description and funding for Code enforcement and planning administration duties.

Recommendation: Adopt Order

The Board is asked to review and authorize the attached order for a supplemental budget and a new position job description. The position is titled "Senior Planner" and the individual hired would be responsible for the County's code enforcement duties for nuisances, planning ordinance violations, and some planning administration as outlined in the job description.

The hiring of the position would be accompanied by a shift of work in the Planning Division with the Planner assisting with the paperwork associated with code enforcement. The position would be under the supervision of the Community Development Director.

See attachment 1 for an FY 2017/2018 supplemental budget for the position from March – June 30 and the job description.

Attachments: Order

**BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

ORDER NO: _____

**N-10
Range**

Dated this 07th day of February, 2018.

CURRY COUNTY BOARD OF COMMISSIONERS

Approved as to form:

Sue Gold, Chair

John Hutt
Curry County Legal Counsel

Tom Huxley, Vice Chair

Court Boice, Commissioner

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Senior Planner – Community Development

EXEMPT:	No	
SALARY LEVEL:	N-10	
SUPERVISOR:	Community Development Director	
PREPARED BY:	Community Development Director	February 2018

POSITION SUMMARY:

Under the oversight of the Community Development Director, the Senior Planner performs professional planning and code enforcement work for the County.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Processes Administrative Planning Permits.
2. Prepares staff reports and as necessary, provides presentations to the Planning Commission, professional groups, task forces and committees as necessary.
3. Administers the County Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance, Flood Management Ordinance and County Code Article 10 – Enforcement of County Codes and other County codes related to land use.
4. Responds to public inquiries regarding County land use regulations and code enforcement of County codes and meeting with project applicants, other County departments, state and federal agency representatives and citizens regarding land use matters and Code violations.
5. Prepares correspondence and documentation related to all facets of the position.
6. Researches County records and legal documents as needed for execution of job duties.
7. Performs other duties as assigned.
8. Prepares correspondence and documentation of specific violations and copies to Legal Counsel and affected department. Researches deeds and tax records or other legal documents in relation to enforcement complaints.

JOB DESCRIPTION
JOB TITLE: Senior Planner – Community Development – Page 2

ESSENTIAL DUTIES AND RESPONSIBILITIES: (cont.)

9. Serves legal papers on behalf of the County. May provide sworn testimony on conditions or enforcement of zoning and health, and appear in court representing the County.
10. Maintains accurate records of the type and number of actions being processed. Will input/retrieve data for situs information, permit history, land use status, environmental health related issues/permits, ownership information, etc. Will provide written reports at regular intervals.
11. Works with County Counsel on the submission of necessary legal documents to the court to support enforcement actions.
12. Performs other related code enforcement duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Provide administrative oversight of the Planner.

QUALIFICATION REQUIREMENTS:

A detailed knowledge and familiarity with relevant Oregon land use laws and regulations. Detailed knowledge and familiarity with governmental and legal procedures that are utilized in the practice of land use planning by local government.

Ability to perform research and compile data; prepare technical reports; write and verbally communicate clearly; is able to work effectively with little supervision; and to organize and supervise the work of other subordinate employees.

Ability to perform research compiles and analyzes data, prepare technical reports and communicate effectively both verbally and in writing, critical thinker.

Ability and skill in establishing and maintaining effective and respectful working relationships with co-workers, County department staff, other agencies and the public.

Ability to work with the public to obtain compliance through professional and courteous persuasion and reason.

JOB DESCRIPTION

JOB TITLE: Senior Planner – Community Development – Page 3

QUALIFICATION REQUIREMENTS: (cont.)

Knowledge of or capacity and willingness to learn a variety of County enforcement ordinances, state statutes and any other regulations that serve as authority for enforcement actions including, but not limited, rules on search and seizure, evidence, and courtroom testimony.

Writing skills to effectively compose written material in a professional and understandable manner.

Good verbal skills.

Ability to maintain composure when dealing in stressful situations and dealing with difficult people.

Commitment to maintain confidentiality on sensitive issues;

Willingness to wear a uniform appropriately, if required.

Knowledge of safety procedures and equipment specific to the position's area of assignment.

Knowledge of modern office practices and ability to use office equipment.

Ability to work in a variety of weather conditions, high places, and confined areas.

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree in planning or a related field, plus three years' of experience in city, county or regional planning that includes code enforcement

or

Completion of college coursework or professional certification in planning and/or code enforcement and two years' experience working with the public in areas that relate to planning, ordinance enforcement, or building and land use requirements.

JOB DESCRIPTION

JOB TITLE: Senior Planner – Community Development – Page 4

PHYSICAL DEMANDS:

Visual/hearing ability sufficient to comprehend written/verbal communication.

Ability to perform tasks involving physical activity, which may include bending, standing, walking, or sitting may be required.

Ability to deal with stress

Ability to make presentations in public meetings to potentially hostile audiences.

Ability to drive a vehicle in a variety of adverse weather conditions, occasionally for lengthy distances, or at night.

Ability to attend public meetings in the evening hours.

WORK ENVIRONMENT:

Some duties of this position require field inspections in an outdoor environment and during adverse weather conditions. Field inspections may be at relatively remote sites in the county. Employee may encounter various situations or environmental hazards in performing site visits.

Work may require evening and weekend assignments. Schedule may be adjusted depending on job needs

Work requires visual and sensory inspection of a variety of conditions concerning construction, health and safety issues involving entering private property, businesses, and assessing obstructions in the right-of-way. Enforcement duties require presenting unwelcome information in a courteous manner, and interacting with the public, businesses, and property owners who may react negatively to the enforcement.

Office duties will be in a work environment where the noise level is low to moderate.

JOB DESCRIPTION

JOB TITLE: Senior Planner – Community Development – Page 5

NECESSARY SPECIAL REQUIREMENTS:

1. Possession of or ability to possess within 30 days of hire, a valid Oregon driver license and the ability to meet County driving standards. Must maintain an acceptable driver's record.
2. Must pass a criminal history background investigation.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY**

IN THE MATTER OF REALLOCATION OF)
APPROPRIATIONS BETWEEN CATEGORIES)
IN THE **2017-2018 FISCAL YEAR BUDGET**) **RESOLUTION**

WHEREAS, there exists a need to transfer appropriated spending authority in the Curry County budget between expenditure categories for the purpose of providing for costs beyond the amount that was anticipated in the 2017-2018 fiscal year budget: and,

WHEREAS, such increase and reallocation of appropriation is allowed under ORS 294.471; now,

BE IT RESOLVED that the 2017-2018 fiscal year budget for Curry County be modified as detailed in ***Exhibits A, B, C and D*** for the specific purpose of providing appropriations to cover expenditures through June 30, 2018.

Dated this _____ day of February, 2018.

CURRY COUNTY BOARD OF COMMISSIONERS

Sue Gold, Chair

Thomas Huxley, Vice Chair

Court Boice, Commissioner

Approved as to form:

John Huttl
Curry County Counsel

Supplemental Budget # FY2017-18

Fund Budget Must Balance To \$0.00

Department: PUBLIC HEALTH ENVIRONMENTAL		BUDGET		
G/L ACCT NUMBER	ACCT DESCRIPTION	EXISTING BUDGET	CHANGE + = increase - = decrease	NEW Budget
Revenue				
-334.00-000-00		-	-	-
-399.01-000-00	Assigned Fund Balance			-
-399.01-000-00	Restricted Fund Balance			-
	Total Resources	-	-	-
Personal Services				
CODE ENFORCEMENT OFFICER				
2.19-441.50-490.00-110-00	Sal-Regular	37,962	3,892	41,854
-490.00-120-00	Sal-Irregular	-	-	-
-490.00-130-00	Sal-Overtime	-	-	-
2.19-441.50-490.00-213-00	Ben-Health Ins	6,000	1,000	7,000
2.19-441.50-490.00-214-00	Ben-Life Ins	40	7	47
2.19-441.50-490.00-220-00	Ben- FICA 7.65%	2,904	298	3,202
2.19-441.50-490.00-230-00	PERS-County	2,154	436	2,590
-490.00-235-00	PERS-Employee	-	-	-
2.19-441.50-490.00-260-00	Ben-Workers Comp	78	38	116
2.19-441.50-490.00-290-00	Ben-OR W/Comp Assessment	44	5	49
2.19-441.50-490.00-290-00	IGS - 3.10 Unemp Self Ins Reserve	285	29	314
	Total Personal Services -	49,467	5,705	55,172
Materials & Services				
2.19-441.31-490.00-310-00	Pro Services-Training	-	250	250
2.19-441.31-490.00-330-00	Pro Services-Environmental Health	108,033	(7,955)	100,078
2.19-441.31-490.00-416-00	Util-Cell Phone	-	200	200
2.19-441.31-490.00-581-00	IGS - 2.21 Assigned Vehicles		125	125
2.19-441.31-490.00-600-00	Supplies-Office		375	375
2.19-441.31-490.00-602-00	Supplies-Uniforms		375	375
2.19-441.31-490.00-610-00	Supplies-Non-Capital		750	750
2.19-441.31-490.00-650-00	Dues & Memberships		50	50
2.19-441.31-490.00-824-00	IGS - 2.20 Occupancy		125	125
	Total Materials & Services	108,033	(5,705)	102,328
Debt, Capital, Transfers				
-490.00-847-00	Debt Interest Payments			-
-490.00-849-00	Debt Principal Payments			-
-490.00-849-00	Capital Outlay - Motor Vehicle	-		-
-490.00-849-00	Capital Outlay			-
-491. - - -00	Tran To	-		-
-491. - - -00	Tran To			-
-492. - - -00	Tran To (use 492 for Tran within a Fund)			-
	Total Expenditures	157,500	-	157,500
Total Change should = 0 >> -				
Note: Total change should = 0, or Total Revenue change should match Total Expense change.				
Prepared By	Louise Kallstrom	Date	2/1/2018	
Elected Official or Department Head		Date		
Approved By	John E. Kallstrom	Date	02/02/18	Supp #5

Supplemental Budget # FY2017-18

Fund Budget Must Balance To \$0.00

Department: COMM DEV-BUILDING		BUDGET CHANGE		NEW Budget
G/L ACCT NUMBER	ACCT DESCRIPTION	EXISTING BUDGET	+ = increase - = decrease	
Revenue				
-334.00-000-00		-	-	-
-399.03-000-00	Assigned Fund Balance			-
2.17-424.20-399.03-000-00	Restricted Fund Balance	76,084	7,955	84,039
	Total Resources	76,084	7,955	84,039
Personal Services				
CODE ENFORCEMENT OFFICER				
2.17-424.20-490.00-110-00	Sal-Regular	145,167	3,892	149,059
-490.00-120-00	Sal-Irregular	-	-	-
-490.00-130-00	Sal-Overtime	-	-	-
2.17-424.20-490.00-213-00	Ben-Health Ins	34,200	1,000	35,200
2.17-424.20-490.00-214-00	Ben-Life Ins	264	7	271
2.17-424.20-490.00-220-00	Ben- FICA 7.65%	15,265	298	15,563
2.17-424.20-490.00-230-00	PERS-County	16,385	436	16,821
2.17-424.20-490.00-260-00	Ben-Workers Comp	2,022	38	2,060
2.17-424.20-490.00-290-00	Ben-OR W/Comp Assessment	199	5	204
2.17-424.20-490.00-290-00	IGS - 3.10 Unemp Self Ins Reserve	1,489	29	1,518
	Total Personal Services -	214,991	5,705	220,696
Materials & Services				
2.17-424.20-490.00-310-00	Pro Services-Training	1,750	250	2,000
2.17-424.20-490.00-416-00	Util-Cell Phone	1,800	200	2,000
2.17-424.20-490.00-581-00	IGS - 2.21 Assigned Vehicles	5,500	125	5,625
2.17-424.20-490.00-600-00	Supplies-Office	1,000	375	1,375
2.17-424.20-490.00-602-00	Supplies-Uniforms	-	375	375
2.17-424.20-490.00-610-00	Supplies-Non-Capital	-	750	750
2.17-424.20-490.00-650-00	Dues & Memberships	500	50	550
2.17-424.20-490.00-824-00	IGS - 2.20 Occupancy	4,792	125	4,917
	Total Materials & Services	15,342	2,250	17,592
Debt, Capital, Transfers				
-490.00-847-00	Debt Interest Payments			-
-490.00-849-00	Debt Principal Payments			-
-490.00-849-00	Capital Outlay - Motor Vehicle	-		-
-490.00-849-00	Capital Outlay			-
-491.-.-00	Tran To	-		-
-491.-.-00	Tran To			-
-492.-.-00	Tran To (use 492 for Tran within a Fund)			-
	Total Expenditures	230,333	7,955	238,288
Total Change should = 0 >>				
Note: Total change should = 0, or Total Revenue change should match Total Expense change.				
Prepared By Louise Kallstrom Date 2/1/2018				
Elected Official or Department Head Date				
Approved By John G. Kall Date 02/02/18				
Liasion Commissioner Supp #5				

Supplemental Budget #

FY2017-18

Fund Budget Must Balance To \$0.00

Department: COMM DEV-PLANNING		BUDGET		
G/L ACCT NUMBER	ACCT DESCRIPTION	EXISTING BUDGET	CHANGE + = increase - = decrease	NEW Budget
Revenue				
-334.00-000-00		-	-	-
-399.03-000-00	Assigned Fund Balance	-	-	-
-399.03-000-00	Restricted Fund Balance	-	-	-
	Total Resources	-	-	-
Personal Services				
CODE ENFORCEMENT OFFICER				
1.10-419.10-490.00-110-00	Sal-Regular	53,509	3,892	57,401
-490.00-120-00	Sal-Irregular	-	-	-
-490.00-130-00	Sal-Overtime	-	-	-
1.10-419.10-490.00-213-00	Ben-Health Ins	13,800	1,000	14,800
1.10-419.10-490.00-214-00	Ben-Life Ins	90	7	97
1.10-419.10-490.00-220-00	Ben- FICA 7.65%	4,093	298	4,391
1.10-419.10-490.00-230-00	PERS-County	5,998	436	6,434
1.10-419.10-490.00-260-00	Ben-Workers Comp	304	38	342
1.10-419.10-490.00-290-00	Ben-OR W/Comp Assessment	64	5	69
1.10-419.10-490.00-290-00	IGS - 3.10 Unemp Self Ins Reserve	401	29	430
	Total Personal Services -	78,259	5,705	83,964
Materials & Services				
1.10-419.10-490.00-310-00	Pro Services-Training	-	250	250
1.10-419.10-490.00-416-00	Util-Cell Phone	-	200	200
1.10-419.10-490.00-581-00	IGS - 2.21 Assigned Vehicles	-	125	125
1.10-419.10-490.00-600-00	Supplies-Office	850	375	1,225
1.10-419.10-490.00-602-00	Supplies-Uniforms	-	375	375
1.10-419.10-490.00-610-00	Supplies-Non-Capital	-	750	750
1.10-413.90-490.00-615-00	NON-DEPT OTHER MAT & SUPP	60,000	(7,955)	52,045
1.10-419.10-490.00-650-00	Dues & Memberships	-	50	50
1.10-419.10-490.00-824-00	IGS - 2.20 Occupancy	5,018	125	5,143
	Total Materials & Services	65,868	(5,705)	60,163
Debt, Capital, Transfers				
-490.00-847-00	Debt Interest Payments			-
-490.00-849-00	Debt Principal Payments			-
-490.00-849-00	Capital Outlay - Motor Vehicle	-		-
-490.00-849-00	Capital Outlay			-
-491.- -00	Tran To	-		-
-491.- -00	Tran To			-
-492.- -00	Tran To (use 492 for Tran within a Fund)			-
	Total Expenditures	144,127	-	144,127
Total Change should = 0 >>				
Note: Total change should = 0, or Total Revenue change should match Total Expense change.				
Prepared By	Louise Kallstrom	Date	2/1/2018	
Elected Official or Department Head		Date		
Approved By	<i>John E. Nett</i>	Date		
Liasion Commissioner				Supp #5

Supplemental Budget # FY2017-18

Fund Budget Must Balance To \$0.00

Department: NON-DEPARTMENTAL		EXISTING BUDGET	BUDGET CHANGE + = increase - = decrease	NEW Budget
G/L ACCT NUMBER	ACCT DESCRIPTION			
Revenue				
-334.00-000-00		-	-	-
-399.03-000-00	Assigned Fund Balance	-	-	-
-399.03-000-00	Restricted Fund Balance	-	-	-
	Total Resources	-	-	-
Personal Services	CODE ENFORCEMENT OFFICER			
1.10-413.90-490.00-110-00	Sal-Regular	-	3,892	3,892
-490.00-120-00	Sal-Irregular	-	-	-
-490.00-130-00	Sal-Overtime	-	-	-
1.10-413.90-490.00-213-00	Ben-Health Ins	-	1,000	1,000
1.10-413.90-490.00-214-00	Ben-Life Ins	-	7	7
1.10-413.90-490.00-220-00	Ben- FICA 7.65%	-	298	298
1.10-413.90-490.00-230-00	PERS-County	-	436	436
1.10-413.90-490.00-260-00	Ben-Workers Comp	-	38	38
1.10-413.90-490.00-290-00	Ben-OR W/Comp Assessment	-	5	5
1.10-413.90-490.00-290-00	IGS - 3.10 Unemp Self Ins Reserve	-	29	29
	Total Personal Services -	-	5,705	5,705
Materials & Services				
1.10-413.90-490.00-310-00	Pro Services-Training	-	250	250
1.10-413.90-490.00-416-00	Util-Cell Phone	-	200	200
1.10-413.90-490.00-581-00	IGS - 2.21 Assigned Vehicles	-	125	125
1.10-413.90-490.00-600-00	Supplies-Office	-	375	375
1.10-413.90-490.00-602-00	Supplies-Uniforms	-	375	375
1.10-413.90-490.00-610-00	Supplies-Non-Capital	-	750	750
1.10-413.90-490.00-615-00	NON-DEPT OTHER MAT & SUPP	52,045	(7,955)	44,090
1.10-413.90-490.00-650-00	Dues & Memberships	-	50	50
1.10-413.90-490.00-824-00	IGS - 2.20 Occupancy	-	125	125
	Total Materials & Services	52,045	(5,705)	46,340
Debt, Capital, Transfers				
-490.00-847-00	Debt Interest Payments			-
-490.00-849-00	Debt Principal Payments			-
-490.00-849-00	Capital Outlay - Motor Vehicle	-		-
-490.00-849-00	Capital Outlay			-
-491. - -00	Tran To	-		-
-491. - -00	Tran To			-
-492. - -00	Tran To (use 492 for Tran within a Fund)			-
	Total Expenditures	52,045	-	52,045
Total Change should = 0 >> -				
Note: Total change should = 0, or Total Revenue change should match Total Expense change.				
Prepared By	Louise Kallstrom	Date	2/1/2018	
Elected Official or Department Head		Date		
Approved By	<i>John E. Hall</i>	Date	02/02/18	
Liasion Commissioner			Supp #5	

CURRY COUNTY BOARD OF COMMISSIONERS**AGENDA ITEM ROUTING SLIP**

FORM 10-001.1 Rev. 1-5-2018

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US**PROPOSED AGENDA ITEM TITLE:** Executive Session – Hiring of a County Administrator**TIMELY FILED** Yes ☒ No ☐

If No, justification to include with next BOC Meeting

AGENDA DATE^a: 02/07 **DEPARTMENT:** Admin **TIME NEEDED:** 15 min^aSubmit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period))**MEMO ATTACHED** Yes ☐ No ☒ If no memo, explain: No additional information available as of this date.**CONTACT PERSON:** John Hitt
02/01/18**PHONE/EXT:** 3287**TODAY'S DATE:****BRIEF BACKGROUND OR NOTE:** (If no memo attached) At the 01/31 Exec. Mtg. the BOC asked some questions concerning Prothman Inc. fees. Prothman has been contacted to answer these questions, however as of the date of this memo, they have not responded**FILES ATTACHED:**

- (1)
- (2)
- (3)

QUESTIONS:

1. Would this item be a departure from the Annual Budget if approved? Yes ☐ No ☒
(If Yes, brief detail)
2. Does this agenda item impact any other County department? Yes ☐ No ☒
(If Yes, brief detail)
3. Does Agenda Item impact County personnel resources? Yes ☐ No ☒
(If Yes, brief detail)

INSTRUCTIONS ONCE SIGNED:☒ No Additional Activity Required

OR

☐ File with County Clerk

Name:

☐ Send Printed Copy to:

Address:

☐ Email a Digital Copy to:

City/State/Zip:

☐ Other

Phone:

Note: Most signed documents are filed/recorded with the Clerk per standard process.*PART III - FINANCE DEPARTMENT REVIEW****EVALUATION CRITERIA 1-4:**

1. Confirmed Submitting Department's finance-related responses Yes ☐ No ☐ N/A ☒
Comment:
2. Confirmed Submitting Department's personnel-related materials Yes ☒ No ☐ N/A ☒
Comment:
3. If job description, Salary Committee reviewed: Yes ☐ No ☐ N/A ☒
4. If hire order requires a Personnel Action Form (PAF)? Pending ☐ N/A ☒ No ☐ HR ☐

PART IV – COUNTY ADMINISTRATOR REVIEW☒ APPROVED FOR 02/07/18 BOC MEETING ☐ Not Approved for BOC Agenda because**LEGAL ASSESSMENT:** Does this agenda item have a legal impact? Yes ☐ No ☐

(If Yes, brief detail)

ASSIGNED TO: OTHER**PART V – BOARD OF COMMISSIONERS AGENDA APPROVAL****COMMISSIONERS' REQUEST TO ADD TO AGENDA:**

Commissioner Sue Gold	Yes <input type="checkbox"/> No <input type="checkbox"/>
Commissioner Thomas Huxley	Yes <input type="checkbox"/> No <input type="checkbox"/>
Commissioner Court Boice	Yes <input type="checkbox"/> No <input type="checkbox"/>