



CURRY COUNTY BOARD OF COMMISSIONERS

GENERAL MEETING

Wednesday, February 15, 2017 – 10:00 A.M.
Commissioners' Hearing Room, Courthouse Annex
94235 Moore Street, Gold Beach, Oregon
www.co.curry.or.us

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.*

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE

2. AGENDA AMENDMENTS

- A. Declaration of Emergency for the Port of Brookings-Harbor – BOC (5 min.)

3. APPROVAL OF AGENDA

4. ANNOUNCEMENTS

County offices will be closed for the holiday on Monday, February 20th, 2017 in observance of Presidents' Day.

The Citizen's Budget Advisory Committee meeting schedule is available on the Curry County website at: www.co.curry.or.us/Public-Notices.

5. PUBLIC COMMENTS

6. CONSENT CALENDAR

- A. Suspension of the Del Norte Detention Contract – Juvenile (5 min.)
- B. Personnel Rules Update, Article 9 FMLA – Personnel (3 min.)
- C. Intergovernmental Agreement for Continuous Operations Variance Permit – Roads (3min.)
- D. Order Appointing Commissioner Boice as AOC Representative and Forest Mgmt. Committee – BOC (10 min.)
- E. Order Appointing Commissioner Boice to the Local Public Safety Coordinating Council (LPSCC) (5 min.)
- F. VISA Request for Commissioner Boice and Commissioner Gold – Finance (3 min.)

7. ADMINISTRATIVE ACTIONS/APPOINTMENTS

- A. Agreement for Sale of Surplus Property on Boat Basin Road – Roads (10 min.)
- B. Order Appointing a South County Representative to the Budget Committee – BOC (5 min.)
- C. Pay Increase for Ben Cannon, Curry County Public Health Administrator– CCH (5 min.)
- D. Hiring Freeze with Exceptions Order – BOC (10 min.)
- E. Pay Increase for Louise Kallstrom, Finance Director - BOC (5 min.)

8. PROCLAMATIONS/RESOLUTIONS/LEGISLATIVE ACTIONS

- A. Resolution of a 2017 Transportation Funding Package – Roads (10 min.)

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.

9. NEW BUSINESS

- A. Discussion of a County Administrator Position – BOC (20 min.)
- B. Order Establishing Ground Rules for Commissioners Meetings – BOC (20 min.)
- C. Order Amending Curry County Policy Chapter 14 – BOC (20 min.)
- D. Consideration of an Outside Agent for Collective Bargaining – BOC (10 min.)
- E. Insurance Agent of Record Agreement – Risk Management (5 min.)

10. OLD BUSINESS

- A. South Coast Business Employment Corporation (SCBEC) Appointment Review – BOC (5 min.)

11. PRESENTATIONS TO THE BOARD

- A. Years of Service Recognition for Jared Gray – Sheriff (10 min.)
- B. Report from Candie Wilkes of Curry, Transfer & Recycling (CTR) – BOC (15 min.)

12. COMMISSIONER UPDATES/LIAISON & DEPARTMENT ACTIVITY REPORTS

- A. GIS Update – BOC (5 min.)
- B. Community Development Monthly Report – Comm Dev (3 min.)
- C. Discussion of Donation of Funds to Veteran's Services – BOC (10 min.)

13. EXECUTIVE SESSION

192.660 Executive sessions permitted on certain matters; procedures; news media representatives' attendance; limits.

(2) The governing body of a public body may hold an executive session:

(f) To consider information or records that are exempt by law from public inspection.

(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

14. ADJOURN

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

FORM 10-001.1 Rev. 01-13-2017

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US**AGENDA ITEM TITLE:** Emergency Declaration regarding Port of Brookings Harbor**AGENDA DATE^a:** 02/15/2017 **DEPARTMENT:** Commissioners **TIME NEEDED:** 10 min^aSubmit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period)**CONTACT PERSON:** Hutt/I/Kendall **PHONE/EXT:** 3291/3208 **TODAY'S DATE:** 02/10/17**BRIEF BACKGROUND OR NOTE^b:** A brief discussion was presented by Emergency Manager Don Kendall at the February 1, 2017 Board Meeting. On February 7, 2017 the Port of Brookings Harbor Commissioners adopted an emergency declaration; On February 8, 2017 a copy of the declaration with supporting documents was delivered to Curry County Commissioners Office. Per Curry County Policy 14, Article I, section 14.110, this is brought to the Board as an Agenda Amendment. The Board will vote to decide whether to consider.^bIndicate if more than one copy to be signed**FILES ATTACHED:****SUBMISSION TYPE:** Declaration

(1) Curry County Emergency Declaration

(2) Port of Brookings Harbor Emergency Declaration with supporting materials

Are there originals in route (paper copies with pre-existing signatures) Yes ☐ No ☒**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. If Land Transaction, filed with the clerk? Yes ☐ No ☐ N/A ☐

INSTRUCTIONS ONCE SIGNED:☐ No Additional Activity Required

OR

☒ File with County Clerk

Name: Oregon Governor; OEM; Port

☒ Send Printed Copy to:

Address: On file

☐ Email a Digital Copy to:

City/State/Zip:

☐ Other

Phone:

Due date to send: 02 /16 / 2017

Email:

^cNote: Most signed documents are filed/recorded with the Clerk per standard process.**PART II – COUNTY CLERK REVIEW****EVALUATION CRITERIA:****CLERK ASSESSMENT:** Does this agenda item meet filing/recording standards? Yes ☐ No ☐ N/A ☐

(If No, brief detail)

PART III - FINANCE DEPARTMENT REVIEW**EVALUATION CRITERIA 1-4:**

1. Confirmed Submitting Department's finance-related responses Yes ☐ No ☐
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 an UA, is it approved? Yes ☐ No ☐ Pending ☐ N/A ☐

PART IV – COUNTY COUNSEL REVIEW**AGENDA ASSIGNMENT TYPE:** Agenda Amendments**LEGAL ASSESSMENT:** Does this agenda item have a legal impact?
(If Yes, brief detail) Emergency Declaration ORS 401.165Yes ☒ No ☐**PART V – BOARD OF COMMISSIONER REVIEW/COMMENT****LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:**Commissioner Thomas Huxley Yes ☐ No ☐

Commissioner Sue Gold

Yes ☐ No ☐

Commissioner Court Boice

Yes ☐ No ☐

Not applicable to Sheriff's Department since they do not have a liaison ☐

**PORT OF BROOKINGS HARBOR
CURRY COUNTY, OREGON**

**RESOLUTION NO. 465
A RESOLUTION DECLARING A LOCAL EMERGENCY**

WHEREAS, during the period January 10, 2017 through January 21, 2017, severe storms swept through Port of Brookings Harbor threatening life and destroying property; and

WHEREAS, severe storms caused significant infrastructure damage to the Port of Brookings Harbor; and

WHEREAS, Port of Brookings Harbor preliminary infrastructure damage and loss assessment includes, but is not limited to the loss of embankments, debris damage to RV Park, fuel station ramp damage, damage to boat launch and sport basin docks, storm drain debris into the harbor; and

WHEREAS, the Port Commission has declared an emergency for the Port of Brookings Harbor; and

WHEREAS, the Port of Brookings Harbor sustained extensive structural damage due to the severe storms which prompted the closure of docks, and infrastructures, causing Port of Brookings Harbor to request Emergency Action; and

WHEREAS, the severe storms and subsequent loss of critical infrastructure at the Port of Brookings Harbor threatens the life and safety of the fleet and has compromised the economic vitality of the local marine fisheries, which has fundamental economic benefits to Curry county, Oregon and the West Coast of the United States;

NOW, THEREFORE, BE IT RESOLVED:

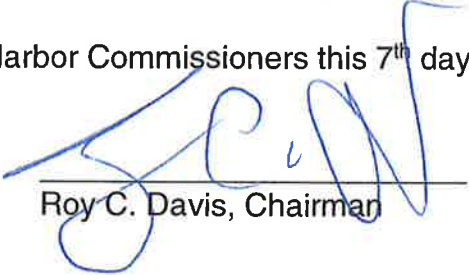
That a Local Emergency exists at Port of Brookings Harbor; and

**THE BOARD OF PORT OF BROOKINGS HARBOR COMMISSIONERS HEREBY
FURTHER RESOLVES:**


to request with this resolution, that Curry County request, Kate Brown; Governor of Oregon, declare a State of Emergency and consider Port of Brookings Harbor an "emergency area" as provided for in ORS 401.165 and provide assistance as requested by Port of Brookings Harbor and Curry County, and available by the State of Oregon.

Port of Brookings Harbor Commissioners further requests that the Governor request additional assistance from the President of the United States, if needed.

ADOPTED by the Port of Brookings Harbor Commissioners this 7th day of February, 2017.


Roy C. Davis, Chairman

ATTEST:


Port of Brookings Harbor Commissioner

BEFORE THE BOARD OF COUNTY COMMISSIONERS

IN AND FOR THE COUNTY OF CURRY, OREGON

In the Matter of Declaring an)	RESOLUTION _____
Emergency within Curry)	
County and Requesting a Governor's)	Declaring an Emergency
Declaration of a State of Emergency)	Requesting State and Federal Relief
Re Port of Brookings Harbor)	Authorizing Local Emergency Action

WHEREAS, on February 8, 2017, the Curry County Board of Commissioners (Board) received Resolution 465 adopted by the Port of Brookings Harbor Commissioners (Port) declaring an emergency (Exhibit A), with supporting materials on file; and

WHEREAS, in the Board of Commissioner's Declaration of Emergency for Winter of 2015-16, the Board of Commissioners acknowledged "the Port of Brookings-Harbor has sustained damages in the way of catastrophic levels of silt, mud and debris run-off into the harbor; the nature of the silt, run-off and damages are ongoing," and similar conditions resulted in similar damages from the period of January 10, 2017 through January 21, 2017; and

WHEREAS, by making this declaration, the Board does not accept any responsibility for "storm drain debris into the harbor," as described by the Port's emergency declaration; and

WHEREAS, pursuant to ORS 401.165(2)(a) Curry County does not have the resources to assist with the depth of infrastructure loss and private property damage to the Port of Brookings Harbor, our residents and businesses by this event, and therefore all local resources are expended; and

WHEREAS, pursuant to ORS 401.165(2)(b) the direct and indirect costs associated with the damage caused by the emergent conditions will reach into the millions of dollars and exceed the County's ability to assist; and

WHEREAS, the Curry County Board of Commissioners has determined that there is a need for state assistance including but not limited to equipment, supplies, and human resources to respond to and recover from the severe storm event and subsequent emergency condition; and

NOW, THEREFORE, THE BOARD OF CURRY COUNTY COMMISSIONERS HEREBY RESOLVES:

That an Emergency exists in Curry County; the initial assessment of damage to the county reaches into the millions of dollars range and exhausts the County's resources; that Curry County does not possess the adequate resources to appropriately respond to the emergency that is declared for the purposes of assessment, evaluation and acquiring the ability to provide the appropriate resources where needed; and

THE BOARD OF CURRY COUNTY COMMISSIONERS HEREBY FURTHER RESOLVES:

To request with this resolution, that Kate Brown, Governor of Oregon, declare a State of Emergency and consider Curry County and the Port of Brookings Harbor an "emergency area" as provided for in ORS 401.165 and provide such assistance as requested by Curry County and available by the State of Oregon.

THE BOARD OF CURRY COUNTY COMMISSIONERS HEREBY FURTHER RESOLVES:

To request that the Governor request additional assistance from the President of the United States, if needed.

THE BOARD OF CURRY COUNTY COMMISSIONERS HEREBY FURTHER RESOLVES:

This resolution declaring an emergency shall exist for the duration of the emergency, including time taken to sufficiently address impacts in order to recover from the emergency.

THE BOARD OF CURRY COUNTY COMMISSIONERS HEREBY FURTHER RESOLVES:

The County is authorized to procure work, materials and supplies and housing if necessary under emergency category of procurement under state and local public contracting law to respond and recover from the emergency;

THE BOARD OF CURRY COUNTY COMMISSIONERS HEREBY FURTHER RESOLVES:

To suspend County Land Use and Zoning ordinances and regulations to allow for the use of all available parcels in the county for staging, fill, disposal and other support uses to mitigate, respond and recover from this emergency, subject to coordination with other agencies including but not limited to State DEQ;

THE BOARD OF CURRY COUNTY COMMISSIONERS HEREBY FURTHER RESOLVES:

All Curry County Departments, shall monitor and document impacts from this event, including but not limited to, use of personnel and equipment; for example Roads Department with respect to monitoring and evaluating use of County roads, storm drains and equipment; Sheriff Department with respect to personnel and equipment for crowd and traffic control;

THE BOARD OF CURRY COUNTY COMMISSIONERS HEREBY FURTHER RESOLVES:

The Curry County Department of Emergency Management is authorized to order mandatory evacuation of residences and businesses when necessary for the public safety or when necessary for the efficient conduct of activities that minimize or mitigate the effects of the emergency.

DATED this 15th day of February, 2017.

BOARD OF CURRY COUNTY COMMISSIONERS

Thomas Huxley, Chair

Sue Gold, Vice Chair

Court Boice, Commissioner

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

FORM 10-001.1 Rev. 01-13-2017

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US**AGENDA ITEM TITLE:** Agreement to Suspend Del Norte Detention Contract**AGENDA DATE^a:** February 15, 2017 **DEPARTMENT:** Juvenile **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)**CONTACT PERSON:** Jay Trost **PHONE/EXT:** 3235 **TODAY'S DATE:** February 8, 2017**BRIEF BACKGROUND OR NOTE^b:** Print two originals of agreement for signature^bIndicate if more than one copy to be signed**FILES ATTACHED:****SUBMISSION TYPE:** Agreement

(1)Cover Letter & Suspension Agreement

(2)

Are there originals in route (paper copies with pre-existing signatures) Yes ☐ No ☒**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. If Land Transaction, filed with the clerk? Yes ☐ No ☐ N/A ☐

INSTRUCTIONS ONCE SIGNED:☐ No Additional Activity Required

OR

☐ File with County Clerk

Name: Penny Hudgens

☒ Send Printed Copy to:

Address: Juvenile

☐ Email a Digital Copy to:

City/State/Zip:

☐ Other

Phone: 3236

Due date to send: 2 /15 / 2017

Email:

Note: Most signed documents are filed/recorded with the Clerk per standard process.*PART II – COUNTY CLERK REVIEW****EVALUATION CRITERIA:****CLERK ASSESSMENT:** Does this agenda item meet filing/recording standards? Yes ☒ No ☐ N/A ☐

(If No, brief detail)

PART III - FINANCE DEPARTMENT REVIEW**EVALUATION CRITERIA 1-4:**

1. Confirmed Submitting Department's finance-related responses Yes ☐ No ☐
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 an UA, is it approved? Yes ☐ No ☐ Pending ☐ N/A ☒

PART IV – COUNTY COUNSEL REVIEW**AGENDA ASSIGNMENT TYPE:** (Select)**LEGAL ASSESSMENT:** Does this agenda item have a legal impact?Yes ☐ No ☐

(If Yes, brief detail)

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT**LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:**Commissioner Thomas Huxley Yes ☐ No ☐Commissioner Sue Gold Yes ☐ No ☐Commissioner Court Boice Yes ☐ No ☐Not applicable to Sheriff's Department since they do not have a liaison ☐

Curry County Juvenile Department

94235 Moore Street, Suite 231
Gold Beach, Oregon 97444

Jonathan J. Trost, Director



February 9, 2017

Re: Del Norte Detention Contract Suspension

Due to staffing issues at the Del Norte Juvenile Detention center they will no longer be able to accommodate the services that are outlined in our contract agreement for 24 hour supervision of youth.

They will be moving to a "Day Detention" providing 12 hours of daily supervision. Del Norte plans to continue in this fashion for up to a year. During this time they will work to hire, train and develop staff to be at adequate levels to return to providing 24 hour supervision.

We need to suspend this contract until Del Norte can provide the services outlined in the contract.

Thank you

Jonathan Trost

SUSPENSION OF DEL NORTE COUNTY JUVENILE HALL
JOINT EXERCISE OF POWERS AGREEMENT
BY AND BETWEEN DEL NORTE COUNTY, CALIFORNIA AND CURRY COUNTY, OREGON

This Suspension of Agreement entered into this ____ day of _____, 2017 by and between the County of Del Norte a political subdivision of the State of California, and the County of Curry, a political subdivision of the State of Oregon.

WHEREAS, pursuant to Section 850 et. seq, of the California Welfare and Institutions Code, Del Norte County has been operating the Del Norte County Juvenile Hall in Crescent City, California;

WHEREAS, Del Norte County and Curry County entered into a Joint Exercise of Powers Agreement to which Curry County, for consideration, had certain rights under that Agreement dated July 20th, 2016 which included but was not limited use of beds at the Juvenile Hall;

WHEREAS, Del Norte County is temporarily suspending the use of the Juvenile Hall as a 24 hour per day placement for juveniles and instead intends to operate the Hall as a 12 hour per day placement;

WHEREAS, the reduction in hours from 24 to 12 creates an impossibility for Curry County to continue to use the Juvenile Hall to serve their purposes under the original Joint Exercise of Powers Agreement;

NOW, THEREFORE, in consideration of the mutual promises in this agreement, and other good and valuable consideration, the sufficiency of which is acknowledged by the parties, Del Norte and Curry enter into the following agreement:

Agreement to Suspend

The parties hereby agree to suspend the rights and obligations under the Joint Exercise of Powers Agreement until the time Del Norte continues the 24 hour per day program.

At the time when Del Norte continues the 24 hour per day program, all rights and obligations under the agreement dated July 20, 2016 will be reinstated for the remainder of the term stated therein.

IN WITNESS THEREOF, Del Norte and Curry counties have caused this agreement to be executed by their authorized officers on this ____ day of _____, 2017.

Curry County Board of Commissioners

Thomas Huxley, Chair

Sue Gold, Vice Chair

Court Boice, Commissioner

Approved as to Form:

John Huttl, County Legal Counsel

Del Norte County Board of Supervisors

Board Chair

Approved as to Form:

County Legal Counsel

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

FORM 10-001.1 Rev. 01-13-2017

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_Office@CO.CURRY.OR.US**AGENDA ITEM TITLE:** Personnel Rules Update Article 19 - FMLA**AGENDA DATE^a:** 2/15/17 **DEPARTMENT:** Personnel **TIME NEEDED:** 3 minutes^aSubmit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period)**CONTACT PERSON:** Julie Swift **PHONE/EXT:** 3233 **TODAY'S DATE:** 2/6/17**BRIEF BACKGROUND OR NOTE^b:** Update Article 19 to add Bereavement Leave and Oregon Military Family Leave as suggested by CIS^bIndicate if more than one copy to be signed**FILES ATTACHED:****SUBMISSION TYPE:** Order

(1)Exhibit A

(2)Order

Are there originals in route (paper copies with pre-existing signatures) Yes ☐ No ☒**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. If Land Transaction, filed with the clerk? Yes ☐ No ☐ N/A ☒**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:

Due date to send: / /

Email:

^{*}Note: Most signed documents are filed/recorded with the Clerk per standard process.**PART II – COUNTY CLERK REVIEW****EVALUATION CRITERIA:****CLERK ASSESSMENT:** Does this agenda item meet filing/recording standards? Yes ☒ No ☐ N/A ☐

(If No, brief detail)

PART III - FINANCE DEPARTMENT REVIEW**EVALUATION CRITERIA 1-4:**1. Confirmed Submitting Department's finance-related responses Yes ☐ No ☐

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 an UA, is it approved? Yes ☐ No ☐ Pending ☐ N/A ☒**PART IV – COUNTY COUNSEL REVIEW****AGENDA ASSIGNMENT TYPE:** (Select)**LEGAL ASSESSMENT:** Does this agenda item have a legal impact?Yes ☐ No ☐

(If Yes, brief detail)

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT**LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:**Commissioner Thomas Huxley Yes ☐ No ☐Commissioner Sue Gold Yes ☐ No ☐Commissioner Court Boice Yes ☐ No ☐Not applicable to Sheriff's Department since they do not have a liaison ☐

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

In the Matter of an Order Amending)
The Curry County Personnel Rules) ORDER NO. _____
Regarding Article 19 - FMLA)

WHEREAS, Curry County has in place a set of Personnel Rules that were last revised in June of 2014; and

WHEREAS, The Oregon Family Leave Act was modified and added Bereavement Leave and Oregon Military Family Leave Act (OMFLA) effective January 1, 2015; and

WHEREAS, Article 19 (Family and Medical Leave and Domestic Violence Leave) of the Curry County Personnel Rules is amended to reflect the changes as attached in Exhibit "A"; and

NOW, THEREFORE, THE BOARD OF CURRY COUNTY COMMISSIONERS HEREBY ORDERS that effective February 15, 2017, the above referenced changes are made to the Curry County Personnel Rules.

IT IS FURTHER ORDERED that the Payroll and Personnel Coordinator is authorized to incorporate these changes into the Curry County Personnel Rules, and to electronically distribute the amended Curry County Personnel Rules to all County employees and elected officials.

IT IS ALSO ORDERED that all other parts of the Personnel Rules shall remain the same until further order of the Board.

DATED this 15th day of February, 2017.

BOARD OF CURRY COUNTY COMMISSIONERS

Thomas Huxley, Chair

Sue Gold, Vice Chair

Court Boice, Commissioner

Approved as to Form:

John HuttI
Curry County Legal Counsel

EXHIBIT A

ARTICLE 19 FAMILY AND MEDICAL LEAVE AND DOMESTIC VIOLENCE LEAVE

A. BACKGROUND

1. It is the policy of Curry County to provide Family & Medical Leave in accordance with applicable law. Curry County's Family & Medical Leave Policy has been designed to consolidate provisions of both State and Federal law, including the Americans with Disabilities Act, in such a way as to allow employees the maximum advantage of both.
2. Eligible employees are entitled to up to twelve (12) weeks of leave per twelve (12) months for one of the following reasons:
 - a. Parental leave to care for the employee's newborn, newly adopted, or newly placed foster child.
 - b. For a serious health condition of a member of the employee's immediate family or defacto parent of the employee. A defacto parent is a person with whom the employee has developed a parental relationship in the absence of a biological or adoptive parent.
 - c. For a serious health condition of the employee.
 - d. Sick-child leave taken to care for an employee's child with a non-serious health condition requiring home care.
 - e. *Bereavement leave of up to two weeks to make funeral arrangements, attend the funeral or to grieve an immediate family member or defacto parent who has passed away (OFLA only).*
3. An additional twelve (12) weeks leave is available for an illness, injury or condition related to pregnancy or childbirth that disables the employee. Further, employees who use the full twelve (12) weeks of parental leave are entitled an additional twelve weeks to care for a sick child.
4. Employees will be required to utilize any accrued sick leave, vacation leave, personal time, personal day and compensatory time during the twelve week FMLA leave and any qualifying leave under the Oregon Family Leave Act. After all accrued benefits have been exhausted, the leave will be unpaid; paid and unpaid leave combined is not to exceed that allowed by FMLA and/or OFLA.

EXHIBIT A

B. SERIOUS HEALTH CONDITION DEFINED

- 1. "Serious health condition" means an illness, injury, impairment or physical or mental condition of an employee or family member:**
 - a. That requires inpatient care in a medical care facility such as a hospital, hospice or residential facility such as a nursing home. When a family member resides in a long-term residential care facility, leave applies only to:**
 - 1) Transition periods spent moving the family member from one home or facility to another, including time to make arrangements for such transitions;**
 - 2) Transportation or other assistance required for a family member to obtain care from a physician; or**
 - 3) Serious health conditions as described in (1) (b) through (h) below.**
 - b. That the treating health care provider judges to pose an imminent danger of death, or that is terminal in prognosis with a reasonable possibility of death in the near future;**
 - c. That requires constant or continuing care such as home care administered by a health care professional;**
 - d. That involves a period of incapacity. Incapacity is the inability to perform at least one essential job function, or to attend school or perform regular daily activities for more than three consecutive calendar days and any subsequent required treatment or recovery period relating to the same condition. This incapacity must involve:**
 - 1) Two or more treatments by a health care provider; or**
 - 2) One treatment plus a regimen of continuing care.**
 - e. That results in a period of incapacity or treatment for a chronic serious health condition that requires periodic visits for treatment by a health care provider, continues over an extended period of time, and may cause episodic rather than a continuing period of incapacity, such as asthma, diabetes or epilepsy;**

EXHIBIT A

- f. That involves permanent or long-term incapacity due to a condition for which treatment may not be effective, such as Alzheimer's disease, a severe stroke or terminal stages of a disease. The employee or family member must be under the continuing care of a health care provider, but need not be receiving active treatment;
- g. That involves multiple treatments for restorative surgery or for a condition such as chemotherapy for cancer, physical therapy for arthritis, or dialysis for kidney disease that if not treated would likely result in incapacity of more than three days; or
- h. That involves any period of disability of a female due to pregnancy or childbirth or period of absence for prenatal care.

C. ELIGIBILITY

- 1. All Curry County employees who have been employed for one hundred eighty (180) days are eligible for parental leave.
- 2. For all other types of leave an employee must work an average of at least twenty-five (25) hours per week during the one hundred eighty (180) days immediately preceding the beginning date of the leave.

D. DURATION OF LEAVE

- 1. An eligible employee is entitled to as much as 12 weeks of FMLA/OFLA leave in any "rolling" 12-month period. The "rolling" 12-month period is measured backward from the date the leave is effective. Exceptions include:
 - a. A female employee may take up to 12 weeks of pregnancy disability leave in addition to 12 weeks of OFLA leave for any leave purpose.
 - b. An employee taking the entire 12 weeks of OFLA leave for parental leave may take an additional 12 weeks of sick child leave within the same leave year. If the employee does not consecutively use 12 weeks of parental leave, no additional sick child leave is available, unless the employee has a balance remaining in his/her initial 12 weeks. The employee may also use this balance for any other OFLA leave purpose. Curry County usually does not allow intermittent parental leave.
 - c. As a result of the above a female employee may be eligible to take up to 36 weeks of OFLA in one leave year. The 36 weeks of OFLA leave may be taken, for example, under the following circumstances:

EXHIBIT A

The female employee takes 12 weeks of pregnancy disability leave, followed by;
12 weeks of parental leave, followed by;
12 weeks of sick child leave.

- d. A male employee may be eligible for up to 24 weeks of OFLA leave in one leave year, but only under the following circumstances:

The male employee takes 12 weeks of parental leave, followed by;
12 weeks of sick child leave.

2. Intermittent leave (e.g. one (1) week per month) or a reduced leave schedule (e.g. four (4) or five (5) hours a day) may be provided.
 - a. Such a schedule must be medically necessary to care for a family member with a serious health condition or the employee's own serious health condition.
 - b. Intermittent or reduced schedule leave taken for parental leave must be approved by the appointing authority.
 - c. If an employee's request for intermittent leave is foreseeable based on planned medical treatment, the employee may be required to transfer temporarily to an alternative position (with equivalent pay and benefits) in order to better accommodate repeated periods of absence.
3. If an employee has two (2) or more qualifying events occur during a twelve (12)-month period, the employee is still only eligible for a total of twelve (12) weeks of leave with benefits. This period will be determined on a "rolling" twelve (12)-month basis, in which the twelve (12)-month period is measured backward from the date the leave is effective.

E. TOTAL FAMILY BENEFIT

1. If both parents of a child work for Curry County, the Family & Medical Leave may be staggered so that both employees are not out during the same twelve (12) week period.
2. In the event the leave is to care for an ill parent or parent-in-law, the total family benefit of twelve weeks applies.
3. In instances of other qualifying events, such as an employee's own illness, where both a husband and wife work for Curry County, each employee is entitled to twelve (12) weeks of Family & Medical Leave.
4. Twelve (12) weeks of parental leave must be taken and concluded within one (1) year from the date of birth or placement.

EXHIBIT A

F. CERTIFICATION OF A SERIOUS HEALTH CONDITION

1. The County will require certification from the attending health care provider for leave to care for an employee's family member with a serious health condition or the employee's own serious health condition.
2. If the serious health condition is related to a family member, the attending health care provider must indicate on the **MEDICAL CERTIFICATION** form that the employee is needed to provide care.

G. HEALTH CARE PROVIDER DEFINED

A "health care provider" is the person primarily responsible for providing health care to an eligible employee or to a family member of an eligible employee and who is one of the following:

1. A physician licensed to practice medicine or surgery, including a doctor of osteopathy.
2. Podiatrist, dentist, clinical psychologist, optometrist, naturopath, nurse practitioner, licensed physician's assistant, direct entry midwife, nurse-midwife or clinical social worker authorized to practice and perform within the scope of a professional license as provided by law.
3. Christian Science practitioners listed with the First Church of Christ Scientist in Boston, MA.
4. Chiropractor, but only to the extent that a chiropractor provides treatment consisting of manual manipulation of the spine to correct a subluxation demonstrated to exist by X-rays.

H. CONTINUATION OF BENEFITS

1. Eligible employees are entitled to continued benefit coverage while on approved Family & Medical Leave for up to twelve (12) weeks in any twelve (12)-month period.
2. Benefits continue during an approved Family & Medical Leave include:
 - a. Medical, vision and dental coverage
 - b. Prescription drug coverage
 - c. Group term life insurance.

EXHIBIT A

- 3. An employee will be able to continue contributions to his/her already established payroll deduction items.**
 - a. If an employee is in an unpaid status during the leave, s/he will be responsible for paying his/her share of any payroll deduction items, that have been established prior to the leave, on an after tax basis, prior to the due date for each contribution.**
 - b. If the employee is in a paid status at the time the premiums and/or payments are normally collected, the employee's contributions will be withheld from his/her pay on a pre-tax basis, if applicable.**
- 4. Leave does not result in the loss of any benefit accrued prior to the date the leave began.**

I. FAILURE TO RETURN FROM LEAVE

- 1. If the employee fails to return to work at the end of the leave, the County may recoup premiums paid for maintaining the employee's health and insurance coverage.**
- 2. The above mentioned premiums will not be recouped when an employee fails to return to work due to a continuation or recurrence of a serious health condition.**
- 3. In the event that the failure to return to work is beyond the control of the employee, benefits will be subject to the provisions of the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA). COBRA continuation eligibility begins at the end of the twelve (12)-week period of continued County paid benefits.**

J. SERVICE ACCRUAL AND OTHER BENEFITS

- 1. Seniority, longevity, time towards salary increases, sick leave and vacation leave will accrue as usual during paid status during Family & Medical Leave.**

K. REINSTATEMENT

- 1. If an employee has been on leave due to his or her own serious health condition, the employee must provide the Personnel Officer with a doctors release form prior to returning to work.**
- 2. Upon return from an approved Family & Medical Leave, an employee must be reinstated to his or her former position or an equivalent position if the original position no longer exists.**

EXHIBIT A

- a. An employee may be denied reinstatement to the former position only if the position has been eliminated for financial reasons.
 - b. If circumstances are such that the employee cannot be reinstated to the former position or an equivalent position, the employee shall be reinstated to any other position that is an “equivalent, suitable” position, with equivalent pay and benefits.
3. An employee taking an approved Family & Medical Leave may cancel the leave and notify the Personnel Officer who will notify the appointing authority of his/her request to return to work if the conditions of the family member or employee improves and no longer requires constant care.
 - a. Under these circumstances the employee may be reinstated.
 - b. If there is less than one (1) week of the anticipated leave remaining at the time the employee provides notification, the employee may be reinstated at the end of the leave as originally scheduled.

L. REQUEST PROCEDURES

1. An employee must submit a **REQUEST FOR FAMILY & MEDICAL LEAVE FORM** fifteen (15) days in advance of the start of the leave for situations where the need for the leave is anticipated.
2. In situations where an emergency arises and the need for the leave is not anticipated, the employee must provide notification as soon as practical and complete a request form.
3. In instances where the leave is taken for parental leave, a **FAMILY & MEDICAL LEAVE REQUEST** form must be submitted in advance with the anticipated dates on it. A new form must be submitted amending the dates when the actual birth or adoption occurs, if the date is different than the one originally submitted.
4. In instances where the leave is taken for the serious health condition of the employee or family member, the **FAMILY & MEDICAL LEAVE REQUEST** form must be accompanied by a **MEDICAL CERTIFICATION FORM** as to the need for leave.
5. The Personnel Officer may also, upon receiving information of a qualifying condition, evoke FMLA/OFLA without a formal request. The Personnel Officer will notify the appointing authority of any such action taken.

EXHIBIT A

M. OREGON MILITARY FAMILY LEAVE ACT (OMFLA)

1. During a period of military conflict, as defined in ORS 659A.090, an employee who is a spouse or same-sex domestic partner of a member of:

- a. The Armed Forces of the United States,**
- b. The National Guard,**
- c. Or the military reserve forces of the United States, who has been notified of:**
 - i. An impending call or order to active duty, or**
 - ii. Impending leave from deployment**

is entitled to a total of 14 days of unpaid leave per deployment before deployment and/or during leave from deployment.

An employee who intends to take leave must provide the employer with notice of their intention within five (5) business days of receiving official notice of an impending call or order to active duty or of a leave from deployment. Military family leave counts against an employee's general OFLA leave entitlement.

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

FORM 10-001.1 Rev. 01-13-2017

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US**AGENDA ITEM TITLE:** IGA for Continuous Operations Variance Permit Authorization**AGENDA DATE^a:** February 15th, 2017 **DEPARTMENT:** Road **TIME NEEDED:** 2 Min.^aSubmit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period)**CONTACT PERSON:** Doug **PHONE/EXT:** 3393 **TODAY'S DATE:** 2/8/2017**BRIEF BACKGROUND OR NOTE^b:** This IGA gives Oregon State Department of Transportation the authority to issue permits for overweight and oversize vehicles for travel on roads that are under the County's jurisdiction. This will simplify and expedite the issuance of the permits. The term of this IGA is for 10 years. I would recommend the approval of this IGA.^bIndicate if more than one copy to be signed**FILES ATTACHED:****SUBMISSION TYPE:** Discussion/Decision

(1) IGA No. 31528

(2)

Are there originals in route (paper copies with pre-existing signatures) Yes ☐ No ☒**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. If Land Transaction, filed with the clerk? Yes ☐ No ☐ N/A ☒**INSTRUCTIONS ONCE SIGNED:**☐ No Additional Activity Required

OR

☐ File with County Clerk

Name: Christy Jordan-ODOT

☒ Send Printed Copy to:

Address: 3930 FAirview Industrial DR. SE

☐ Email a Digital Copy to:

City/State/Zip: Salem, OR 97302

☐ Other

Phone: 503-378-6192

Due date to send: 2 / 17 / 2017

Email:

^{*}Note: Most signed documents are filed/recorded with the Clerk per standard process.**PART II – COUNTY CLERK REVIEW****EVALUATION CRITERIA:****CLERK ASSESSMENT:** Does this agenda item meet filing/recording standards? Yes ☒ No ☐ N/A ☐
(If No, brief detail)**PART III - FINANCE DEPARTMENT REVIEW****EVALUATION CRITERIA 1-4:**1. Confirmed Submitting Department's finance-related responses Yes ☐ No ☐
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 an UA, is it approved? Yes ☐ No ☐ Pending ☐ N/A ☒**PART IV – COUNTY COUNSEL REVIEW****AGENDA ASSIGNMENT TYPE:** (Select)**LEGAL ASSESSMENT:** Does this agenda item have a legal impact? Yes ☐ No ☐
(If Yes, brief detail)**PART V – BOARD OF COMMISSIONER REVIEW/COMMENT****LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:**Commissioner Thomas Huxley Yes ☐ No ☐Commissioner Sue Gold Yes ☐ No ☐Commissioner Court Boice Yes ☐ No ☐Not applicable to Sheriff's Department since they do not have a liaison ☐

INTERGOVERNMENTAL AGREEMENT
Continuous Operations Variance Permit Authorization
Curry County

THIS AGREEMENT is made and entered into by and between the STATE OF OREGON, acting by and through its Department of Transportation, hereinafter referred to as "State;" and Curry County, acting by and through its elected officials, hereinafter referred to as "County," both herein referred to individually or collectively as "Party" or "Parties."

RECITALS

1. By the authority granted in ORS [190.110](#), state agencies may enter into agreements with units of local government for the performance of any or all functions and activities that a party to the agreement, its officers, or agents have the authority to perform.
2. Under ORS 818 the State administers a variance permit program that allows use of the roads of this state for travel by oversize/overweight vehicles and loads. The permit program includes Oversize/Overweight Continuous Operations Variance Permits (OS/OW COVP).
3. Under ORS 818.205, a OS/OW COVP authorizes oversize and overweight vehicles and loads to maintain continuous travel on specific routes over State highways, county roads and city streets, thereby allowing the permit holder to obtain a single OS/OW COVP with travel authorizations in multiple jurisdictions for the same movement from the State or a county. The State has adopted rules that establish the fees for OS/OW COVP in OAR 734-070-0140.
4. In order to simplify and expedite the issuance of the permits, County desires State to issue OS/OW COVPs that authorize use of roads under County jurisdiction for travel by oversize/overweight vehicles and loads.
5. State desires to issue OS/OW COVPs that authorize use of roads under County jurisdiction for travel by oversize/overweight vehicles and loads according to the terms of this Agreement.

NOW THEREFORE, the premises being in general as stated in the foregoing recitals, it is agreed by and between the parties hereto as follows:

TERMS OF AGREEMENT

1. This Agreement shall supersede and replace Agreement No. GF 18514, and its subsequent amendment(s), in its/their entirety. Agreement No. GF18514 will terminate upon the execution of this Agreement.

2. County grants State, and State's authorized agents, authority to issue OS/OW COVPs for travel over roads which are under the jurisdiction of County, in accordance with the terms of this Agreement. This Agreement addresses only issuance of OS/OW COVPs by State for travel over roads which are under the jurisdiction of County. State is not authorized to issue any other type of oversize/overweight variance permit under this Agreement. .
3. This Agreement becomes effective upon the date all required signatures are obtained and shall automatically **terminate ten (10) years** from the date of execution, unless extended by a fully executed amendment.
4. Each Party will be responsible for their own costs associated with this Agreement.

COUNTY OBLIGATIONS

1. County shall provide State with a list of the roads under County jurisdiction on which travel by oversize/overweight vehicles and loads is permitted. The list shall include the maximum weights allowable for the road or road segment, and allowable dimensions, based on vertical and horizontal clearances, for the road or road segment. County shall provide State written notice of changes in authorized roads at least four (4) weeks prior to the change.
2. County certifies and represents that the individual(s) signing this Agreement has been authorized to enter into and execute this Agreement on behalf of County, under the direction or approval of its governing body, commission, board, officers, members or representatives, and to legally bind County.
3. County's Contact for this Agreement is: Doug Robbins, 28425 Hunter Creek Road Gold Beach, OR 97444 Phone # (541) 247-7097 Email: robbinsd@co.curry.or.us, County shall notify the other Party in writing of any contact information changes during the term of this Agreement.

STATE OBLIGATIONS

1. State shall issue OS/OW COVPs only for travel over specified County roads.
2. State shall collect the fee established in OAR 734-070-0140 for both the State and County. The County fee shall be forwarded to the County for each OS/OW COVP issued through this Agreement on a monthly basis.
3. Unless otherwise directed by County in writing, State shall, in issuing the OS/OW COVPs, stipulate the same general and special provisions for County roads as it does for state highways. The routes and maximum weights and dimensions which may be specified in OS/OW COVPs for County roads shall be those set forth on the list provided to the State under Paragraph 1 of County Obligations unless modified by the County in writing pursuant to this paragraph.

4. State's Contact for this Agreement is: Christy Jordan, Over-Dimension Permit Manage/Freight Mobility Coordinator, ODOT - Motor Carrier Transportation Division, 3930 Fairview Industrial Dr. SE, Salem OR, 97302, 503-378-6192, christy.a.jordan@odot.state.or.us., or assigned designee upon individual's absence. State shall notify the other Party in writing of any contact information changes during the term of this Agreement.

GENERAL PROVISIONS

1. The Parties certify, at the time this Agreement is executed, that sufficient funds are available and authorized for expenditure to finance costs of this Agreement within their current appropriation or limitation of current biennial budget.
2. This Agreement may be terminated by either Party upon thirty (30) days' notice, in writing and delivered by certified mail or in person.
3. The Parties may terminate this Agreement effective upon delivery of written notice to either Party, or at such later date as may be established by the Parties, under any of the following conditions:
 - a. If either Party fails to provide services called for by this Agreement within the time specified herein or any extension thereof.
 - b. If either Party fails to perform any of the other provisions of this Agreement or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from State fails to correct such failures within ten (10) days or such longer period as State may authorize.
 - c. If either Party fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow either Party, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this agreement.
 - d. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or if either Party is prohibited from paying for such work from the planned funding source.
4. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.
5. Both Parties shall comply with all federal, state, and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including, without limitation, the provisions of ORS 279B.220, 279B.225, 279B.230, 279B.235 and 279B.270 incorporated herein by reference and made a part hereof; Without limiting the generality of the foregoing, County expressly agrees to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Title V and Section 504 of the

Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659A.142; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

6. Both Parties shall perform the service under this Agreement as an independent contractor and shall be exclusively responsible for all cost and expenses related to its employment of individuals to perform the work under this Agreement, including, but not limited to, retirement contributions, workers' compensation, unemployment taxes, and state and federal income tax withholdings.
7. All employers that employ subject workers who work under this Agreement in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage unless such employers are exempt under ORS 656.126. Employers Liability insurance with coverage limits of not less than \$500,000 must be included. County shall ensure that each of its contractors complies with these requirements.
8. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against State or County with respect to which the other Party may have liability, the notified Party must promptly notify the other Party in writing of the Third Party Claim and deliver to the other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party's liability with respect to the Third Party Claim.
9. With respect to a Third Party Claim for which State is jointly liable with County (or would be if joined in the Third Party Claim), State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by County in such proportion as is appropriate to reflect the relative fault of State on the one hand and of County on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of State on the one hand and of County on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. State's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if State had sole liability in the proceeding.
10. With respect to a Third Party Claim for which County is jointly liable with State (or would be if joined in the Third Party Claim), County shall contribute to the amount of

expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by State in such proportion as is appropriate to reflect the relative fault of County on the one hand and of State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of County on the one hand and of State on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. County's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.

11. The Parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.
12. This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.
13. This Agreement and attached exhibits constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either party unless in writing and signed by both parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of State to enforce any provision of this Agreement shall not constitute a waiver by State of that or any other provision.

THE PARTIES, by execution of this Agreement, hereby acknowledge that its signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

Signature Page to Follow

County/State
Agreement No. 31528

Curry County, by and through its
elected officials

By _____

Date _____

By _____

Date _____

By _____

Date _____

**APPROVED FOR LEGAL
SUFFICIENCY**

By _____

County Counsel

Date _____

STATE OF OREGON, by and through
its Department of Transportation

By _____

Division Administrator, Motor Carrier
Transportation Division

Date _____

APPROVAL RECOMMENDED

By _____

Motor Carrier Services Section Manager

Date _____

**APPROVED AS TO LEGAL
SUFFICIENCY**

By Mark F. Schumock via email

Assistant Attorney General (If Over
\$150,000)

Date February 3, 2017

County Contact:

Doug Robbins
28425 Hunter Creek Road
Gold Beach, OR 97444
Phone: (541) 247-7097
Email: robbinsd@co.curry.or.us

State Contact:

Christy Jordan, Over-Dimension Permit Manager/Freight Mobility Coordinator
ODOT – Motor Carrier Transportation Division
3930 Fairview Industrial Dr. SE
Salem, OR 97302
503-378-6192
Christy.a.jordan@odot.state.or.us

County/State
Agreement No. 31528

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

FORM 10-001.1 Rev. 01-13-2017

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US**AGENDA ITEM TITLE:** Appointment of Commissioner Boice as AOC Representative and candidate to the AOC Forest Management Subcommittee**AGENDA DATE^a:** 02-15-17 **DEPARTMENT:** Commissioner **TIME NEEDED:** 10^aSubmit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period)**CONTACT PERSON:** **PHONE/EXT:** 3296 **TODAY'S DATE:** 02-17-15**BRIEF BACKGROUND OR NOTE^b:**^bIndicate if more than one copy to be signed**FILES ATTACHED:****SUBMISSION TYPE:** Order

(1)Order

(2)

Are there originals in route (paper copies with pre-existing signatures) Yes ☐ No ☒**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. If Land Transaction, filed with the clerk? Yes ☐ No ☐ N/A ☒**INSTRUCTIONS ONCE SIGNED:**☐ No Additional Activity Required

OR

☒ File with County Clerk

Name: AOC Rep

☒ Send Printed Copy to:

Address:

☐ Email a Digital Copy to:

City/State/Zip:

☐ Other

Phone:

Due date to send: / /

Email:

^cNote: Most signed documents are filed/recorded with the Clerk per standard process.**PART II – COUNTY CLERK REVIEW****EVALUATION CRITERIA:****CLERK ASSESSMENT:** Does this agenda item meet filing/recording standards? Yes ☐ No ☐ N/A ☐

(If No, brief detail)

PART III - FINANCE DEPARTMENT REVIEW**EVALUATION CRITERIA 1-4:**1. Confirmed Submitting Department's finance-related responses Yes ☐ No ☐

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 an UA, is it approved? Yes ☐ No ☐ Pending ☐ N/A ☐**PART IV – COUNTY COUNSEL REVIEW****AGENDA ASSIGNMENT TYPE:** (Select)**LEGAL ASSESSMENT:** Does this agenda item have a legal impact?Yes ☐ No ☐

(If Yes, brief detail)

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT**LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:**Commissioner Thomas Huxley Yes ☐ No ☐Commissioner Sue Gold Yes ☐ No ☐Commissioner Court Boice Yes ☐ No ☐Not applicable to Sheriff's Department since they do not have a liaison ☐

BEFORE THE BOARD OF COUNTY COMMISSIONERS

IN AND FOR THE COUNTY OF CURRY, OREGON

In the Matter of Appointing)
Commissioner Court Boice)
As the Voting Delegate for)
Curry County for the Election)
of the Subcommittee District)
5 Representative and Candidate)
To the AOC Forest Management)
Subcommittee)

ORDER NO. _____

WHEREAS, Curry County desires to have a voting member as a District 5 Representative with Association of Oregon Counties (AOC); and

WHEREAS, Curry County desires to have a voting member on the AOC Forest Management Sub-Committee; and

WHEREAS, Commissioner Court Boice is willing to represent the County in those capacities; and

NOW, THEREFORE, THE CURRY COUNTY BOARD OF COMMISSIONERS hereby appoints Commissioner Court Boice as:

1. Voting delegate for Curry County District 5 Representative, and
2. As necessary, a voting member of the Forest Management Sub-Committee.

DATED this 15th day of February, 2017.

Curry County Board of Commissioners

Thomas Huxley, Chair

Sue Gold, Vice Chair

Court Boice, Commissioner

Approved as to Form:

John Hutt, Curry County Counsel

DRAFT

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

FORM 10-001.1 Rev. 01-13-2017

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US**AGENDA ITEM TITLE:** Appointment of Commissioner Boice to the Local Public Safety Coordinating Counsel (LPSCC)**AGENDA DATE^a:** 02-15-17 **DEPARTMENT:** Commissioners **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)**CONTACT PERSON:** Chair **PHONE/EXT:** 3296 **TODAY'S DATE:** 02-08-17**BRIEF BACKGROUND OR NOTE^b:** This order removes Commissioner Huxley from the Board and appoints Commissioner Boice^bIndicate if more than one copy to be signed**FILES ATTACHED:****SUBMISSION TYPE:** Order

(1) Order

(2)

Are there originals in route (paper copies with pre-existing signatures) Yes ☐ No ☒**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. If Land Transaction, filed with the clerk? Yes ☐ No ☐ N/A ☒

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:

Due date to send: / /

Email:

Note: Most signed documents are filed/recorded with the Clerk per standard process.*PART II – COUNTY CLERK REVIEW****EVALUATION CRITERIA:****CLERK ASSESSMENT:** Does this agenda item meet filing/recording standards? Yes ☒ No ☐ N/A ☐
(If No, brief detail)**PART III - FINANCE DEPARTMENT REVIEW****EVALUATION CRITERIA 1-4:**

1. Confirmed Submitting Department's finance-related responses Yes ☐ No ☐
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 an UA, is it approved? Yes ☐ No ☐ Pending ☐ N/A ☐

PART IV – COUNTY COUNSEL REVIEW**AGENDA ASSIGNMENT TYPE:** Appointments**LEGAL ASSESSMENT:** Does this agenda item have a legal impact? Yes ☒ No ☐
(If Yes, brief detail) Appointment to LPSCC exchanging members until end of term**PART V – BOARD OF COMMISSIONER REVIEW/COMMENT****LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:**Commissioner Thomas Huxley Yes ☐ No ☐Commissioner Sue Gold Yes ☐ No ☐Commissioner Court Boice Yes ☐ No ☐Not applicable to Sheriff's Department since they do not have a liaison ☐

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

In the Matter of an Appointment)
To the Local Public Safety) ORDER NO. _____
Coordinating Council (LPSCC))

WHEREAS, ORS 423.560(1) requires the Board of Curry County Commissioners to convene a Local Public Safety Coordinating Council (LPSCC); and

WHEREAS, pursuant to ORS 423.560(1)(e), the council shall include, among other positions, a County Commissioner; and

WHEREAS, currently Thomas Huxley is the Commissioner Representative on LPSCC, appointed on October 6, 2015 by Order No. 20247; and

WHEREAS, Order No. 20247 has a term due to expire December 31 2018; and

WHEREAS, newly elected Commissioner Boice expressed his willingness to be on the LPSCC Board and Commissioner Thomas Huxley agreed to step down from this Board; and

NOW, THEREFORE, THE BOARD OF CURRY COUNTY COMMISSIONERS HEREBY ORDERS AS FOLLOWS:

- 1) Commissioner Thomas Huxley is no longer appointed as the Commissioner Representative to LPSCC.
- 2) Commissioner Court Boice is appointed as the Commissioner Representative to LPSCC and will fulfill the required term due to expire December 31, 2018.
- 3) This order shall be effective upon its passage.

DATED this 15th day of February, 2017.

BOARD OF CURRY COUNTY COMMISSIONERS

Thomas Huxley, Chair

Sue Gold, Vice Chair

Court Boice, Commissioner

Approved as to Form:

John R. HuttI
Curry County Legal Counsel

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

FORM 10-001.1 Rev. 03-02-2016

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US**AGENDA ITEM TITLE:** VISA Card Requests-Susan Gold, Court Boice**AGENDA DATE^a:** 02/15/17 **DEPARTMENT:** Finance **TIME NEEDED:** 5 minutes^aSubmit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period)**CONTACT PERSON:** Louise **PHONE/EXT:** 3232 **TODAY'S DATE:** 02/08/17**BRIEF BACKGROUND OR NOTE^b:** Need Board of Commissioners directive to order Visa cards for new board members^bIndicate if more than one copy to be signed**FILES ATTACHED:****SUBMISSION TYPE:** Discussion/Decision

(1)

(2)

Are there originals in route (paper copies with pre-existing signatures) Yes ☐ No ☒**QUESTIONS:**1. Would this item be a departure from the Annual Budget if approved? Yes ☐ No ☒

(If Yes, brief detail) Reallocation of current category appropriations

2. Does this agenda item impact any other County department? Yes ☐ No ☒

(If Yes, brief detail) All departments submitting supplemental budgets

3. If Land Transaction, filed with the clerk? Yes ☐ No ☐ N/A ☒**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:

Due date to send: / /

Email:

^cNote: Most signed documents are filed/recorded with the Clerk per standard process.**PART II – COUNTY CLERK REVIEW****EVALUATION CRITERIA:****CLERK ASSESSMENT:** Does this agenda item meet filing/recording standards? Yes ☐ No ☐ N/A ☒

(If No, brief detail)

PART III - FINANCE DEPARTMENT REVIEW**EVALUATION CRITERIA 1-4:**1. Confirmed Submitting Department's finance-related responses Yes ☒ No ☐

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 an UA, is it approved? Yes ☐ No ☐ Pending ☐ N/A ☒**PART IV – COUNTY COUNSEL REVIEW****AGENDA ASSIGNMENT TYPE:** Administrative Actions**LEGAL ASSESSMENT:** Does this agenda item have a legal impact? Yes ☒ No ☐

(If Yes, brief detail) county credit card signing authority

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT**LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:**Commissioner Susan Brown Yes ☐ No ☐Commissioner Thomas Huxley Yes ☐ No ☐Commissioner David Brock Smith Yes ☐ No ☐Not applicable to Sheriff's Department since they do not have a liaison ☐



Memo

To: Curry County Board of Commissioners
From: Louise Kallstrom, County Accountant
Date: February 8, 2017
Re: Request for VISA Credit Cards – Susan Gold, Court Boice

This communication is to approve the issuance of new County VISA Credit Cards for Susan Gold, Curry County Commissioner and Court Boice, Curry County Commissioner. This credit card is needed for the travel, lodging and operation expenses of the County Commissioners' Department. The credit card limit of \$5,000.00 for each card is requested.

CURRY COUNTY BOARD OF COMMISSIONERS

Thomas Huxley, Chair

Susan Gold, Vice Chair

Court Boice, Commissioner

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

FORM 10-001.1 Rev. 01-13-2017

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US**AGENDA ITEM TITLE:** Order Authorizing Agreement to Sell Surplus Property 16008 Boat Basin Rd., Harbor, Oregon, Signature Authority to Chair**AGENDA DATE^a:** 02/15/2017 **DEPARTMENT:** Roads **TIME NEEDED:** 7 mins^aSubmit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period)**CONTACT PERSON:** D. Robbins **PHONE/EXT:** 3393 **TODAY'S DATE:** 02/08/2017**BRIEF BACKGROUND OR NOTE^b:** Agreement to sell surplus property. Value based on appraisal on file with Road department.^bIndicate if more than one copy to be signed**FILES ATTACHED:****SUBMISSION TYPE:** Agreement

- (1)Purchase and Sale Agreement
- (2)Exhibits Draft Description Map
- (3)Order

Are there originals in route (paper copies with pre-existing signatures) **Yes** ☒ **No** ☐**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. If Land Transaction, filed with the clerk? **Yes** ☐ **No** ☐ **N/A** ☐

INSTRUCTIONS ONCE SIGNED:☐ No Additional Activity Required

OR

☒ File with County Clerk

Name: Beachfront Properties, Inc.,

☒ Send Printed Copy to:

Address: PO Box 1096

☐ Email a Digital Copy to:

City/State/Zip: Gold Beach, OR 97444

☐ Other

Phone:

Due date to send: / /

Email:

^cNote: Most signed documents are filed/recorded with the Clerk per standard process.**PART II – COUNTY CLERK REVIEW****EVALUATION CRITERIA:****CLERK ASSESSMENT:** Does this agenda item meet filing/recording standards? **Yes** ☐ **No** ☐ **N/A** ☐
(If No, brief detail)**PART III - FINANCE DEPARTMENT REVIEW****EVALUATION CRITERIA 1-4:**

1. Confirmed Submitting Department's finance-related responses **Yes** ☐ **No** ☐
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 an UA, is it approved? **Yes** ☐ **No** ☐ **Pending** ☐ **N/A** ☒

PART IV – COUNTY COUNSEL REVIEW**AGENDA ASSIGNMENT TYPE:** Administrative Actions**LEGAL ASSESSMENT:** Does this agenda item have a legal impact? **Yes** ☒ **No** ☐
(If Yes, brief detail) Contract**PART V – BOARD OF COMMISSIONER REVIEW/COMMENT****LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:**

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

Not applicable to Sheriff's Department since they do not have a liaison ☐

LAND SALE CONTRACT

THIS AGREEMENT, is made by and between CURRY COUNTY, a political subdivision of the State of Oregon, hereinafter called COUNTY, and Beachfront Properties Inc, hereinafter called PURCHASER.

WITNESSETH:

In consideration of the terms and conditions hereinafter stated, the parties agree as follows:

1. The COUNTY agrees to sell to PURCHASER and PURCHASER agrees to purchase from COUNTY that certain tract of land, with improvements thereon, identified as certain excess right of way adjoining Lower Harbor Road in Curry County Oregon, and more particularly described on the attached Exhibits A (legal description) and B (map / drawing).

THIS INSTRUMENT WILL NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES.

2. PURCHASE PRICE, TERMS AND DEED: The purchase price of the property which PURCHASER agrees to pay shall be the sum of Fifty-five Thousand, Three Hundred, Sixty-two Dollars. (\$55,362.00) payable as follows:

- a. The sum of Five Thousand Dollars (\$5000.00) paid upon execution of this document, receipt of which is hereby acknowledged.
- b. The balance of Fifty Thousand, Three Hundred, Sixty-two Dollars. (\$50,362.00) shall be payable upon closing.
- c. Time is of the essence; the entire contract balance plus all accrued but unpaid interest thereon shall be paid in full on or before April 7, 2017.
- d. At such time as PURCHASER has complied with all the terms of this contract, the COUNTY shall convey its interest only by a Bargain and Sale Deed, a DRAFT of which is attached. The Curry County Board of Commissioners delegates signature authority to the Chair or in its absence, the Vice-Chair.
- e. Unless otherwise directed by COUNTY in writing, payments and all written notices and communications to COUNTY shall be sent to:

Curry County; County Accountant,
94235 Moore Street
Gold Beach, OR 97444

g. Unless otherwise directed by PURCHASER in writing, all written notices and communications to PURCHASER as required by this contract shall be sent to:

Beachfront Properties, Inc.,
Attn: Dave Snazuk, President
PO Box 1096
Gold Beach, OR 97444

Any notice under this contract must be in writing and will be effective when actually delivered in person or three days after being deposited in the U.S. mail, registered or certified, return receipt requested, postage prepaid and addressed to the party at the address stated in this contract or any other address either party may designate by written notice to the other.

3. TAXES AND LIENS: PURCHASER agrees to pay all taxes and liens hereafter levied upon the property and all public or private liens which may hereafter be imposed upon the property as the same become due and before they become delinquent. In the event PURCHASER defaults in the payment of any taxes or liens, the COUNTY may, but shall not be obligated to, pay said taxes or liens on behalf of PURCHASER, all of which sums so added to the principal balance shall bear interest at the rate of sixteen percent (16%) compounded annually from the date of payment by the COUNTY.

4. TAXES STATEMENT: Until a change is requested, all tax statements shall be sent to:

Beachfront Properties, Inc.,
Attn: Dave Snazuk, President
PO Box 1096
Gold Beach, OR 97444

5. ASSIGNMENT: PURCHASER agrees that PURCHASER shall not assign this contract or PURCHASER'S rights hereunder without the written consent of the COUNTY.

6. DEFAULT AND REMEDIES FOR DEFAULT: In the event PURCHASER fails to make the payments provided for herein, or any of them, punctually and under strict terms and at the times above specified, or commits or suffers any strip or waste of or on such premises, or the other terms or conditions of this contract, time of payment and strict performance being declared to be the essence of this contract, then the COUNTY at its option, shall have the right:

- a. To cancel this contract in accordance with ORS 275.220 or other applicable laws.
- b. To foreclose this contract by suit, in equity, or assert any other right existing by law or in equity.

In event of such cancellation or foreclosure all of the right and interest herein created or then existing in favor of PURCHASER derived under this contract PURCHASER shall utterly cease, and the right to possession of the real property above described and all rights acquired by the PURCHASER shall revert to and revest in COUNTY without an act of reentry or any other act of COUNTY to be performed, and without any right of PURCHASER of return, reclamation or compensation for moneys paid on account of

the purchase of said property, as absolutely, fully and perfectly as if this contract and such payments had never been made; and, in the event of such default, all payments heretofore made on this contract are to be retained by and belong to COUNTY as the agreed and reasonable rent of said premises to the time of such default.

COUNTY, in the event of such default, shall have the right to immediately, or at any time thereafter, enter upon the real property aforesaid without any process of law and take immediate possession thereof, together with all improvements and appurtenances thereon or thereto belonging.

The remedies provided COUNTY above are nonexclusive and in addition to any other remedies provided by law.

7. ATTORNEY'S FEES: In the event suit or action is instituted to enforce any of the provisions hereof, PURCHASER agrees to pay such sum as the trial court may adjudge reasonable for COUNTY'S attorney fees in said suit or action, and if an appeal is taken from any judgment of the trial court, PURCHASER further agrees to pay such sum as the appellate court may adjudge reasonable as COUNTY'S attorney fees on appeal, together with all costs allowed by law.

8. CONDEMNATION: In the event of appropriation of said real property or any portion thereof by any public or private corporation under the laws of eminent domain, the sum or sums of money received by PURCHASER in payment of said appropriation shall be forthwith paid to COUNTY by PURCHASER on the purchase price of said property as an additional payment on the principal and any accrued unpaid interest over and above the regular annual payments, and other payments due as herein expressed; provided, however, that in no event shall said payments be more than the full purchase price stated herein.

9. WAIVER: Failure by COUNTY at any time to require the performance by the PURCHASER of any of the provisions hereof shall in no way waive or affect COUNTY'S right hereunder to enforce the same, nor shall any waiver by COUNTY of any breach be held to be a waiver of any succeeding breach or a waiver of this Non-Waiver Clause.

10. SUCCESSOR INTEREST: The covenants, conditions and terms of this Agreement shall extend to and be binding upon and inure to the benefit of the heirs, administrators, executors, and assigns of the parties hereto; provided, however, that nothing contained in this paragraph shall alter the restrictions hereinabove contained relating to assignments.

11. TITLE POLICY: COUNTY makes no warranties or guarantees, expressed or implied, as to the condition of title of the property subject to this agreement. Title insurance, if any, shall be purchased at PURCHASER'S election and at PURCHASER'S expense.

12. DEVELOPMENT: Lot Line Adjustment or other similar action. PURCHASER shall prepare and process all actions necessary including recording a lot line adjustment or other similar action to update the public record including but not limited to public planning and taxation documents, lot records to reflect the ownership of both the public right of way and private property after this transaction. All actions and

costs necessary to develop the property being sold under this agreement (the property) shall be borne by PURCHASER. COUNTY makes no warranties, expressed or implied, as to the ability to develop the property under current land use law. COUNTY, in COUNTYS capacity as owner of the property, shall cooperate with PURCHASER in PURCHASERS attempts to obtain necessary permits for development of the property. In the event of any application by PURCHASER, such as permit applications, further subdivision of the property or replatting of the property, which requires the consent of COUNTY due to COUNTYS ownership of the property, such consent shall not be unreasonably withheld. When appropriate, such consent shall be given in writing by the Administrator of Jackson County or his/her designee.

13. PRIOR AGREEMENTS: This document is the entire, final, and complete agreement of the parties pertaining to the sale and purchase of the Property, and supersedes and replaces all prior or existing written and oral agreements (including any earnest money agreement) between the parties or their representatives relating to the Property.

14. GOVERNING LAW; JURISDICTION; AND VENUE: This contract has been entered into in Oregon and the Property is located in Oregon. This contract shall be governed and construed in accordance with the laws of the State of Oregon without resort to any jurisdiction's conflict of laws, rules or doctrines. Any claim, action, suit or proceeding (collectively, "the claim") between COUNTY and PURCHASER that arises from or relates to this agreement shall be brought and conducted solely and exclusively within the Circuit Court of Curry County for the State of Oregon. If, however, the claim must be brought in a federal forum, then the claim shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon filed in Jackson County, Oregon.

15. STATUTORY DISCLAIMER: The following disclaimer is made pursuant to ORS 93.040(2).

THE PROPERTY DESCRIBED IN THIS INSTRUMENT MAY NOT BE WITHIN A FIRE PROTECTION DISTRICT PROTECTING STRUCTURES. THE PROPERTY IS SUBJECT TO LAND USE LAWS AND REGULATIONS THAT, IN FARM OR FOREST ZONES, MAY NOT AUTHORIZE CONSTRUCTION OR SITING OF A RESIDENCE AND THAT LIMIT LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, IN ALL ZONES. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO VERIFY THE EXISTENCE OF FIRE PROTECTION FOR STRUCTURES AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007.

IN WITNESS PURCHASER WHEREOF, the parties have executed this Agreement on the day and year written below.

PURCHASER:

Signature

STATE OF OREGON)
) ss
County of Curry)

On _____, 20____, personally appeared the above-named _____
_____, and acknowledged the foregoing instrument to be a
voluntary act. Before me:

Notary Public for Oregon

My Commission Expires: _____

COUNTY:

Tom Huxley, Chair
Curry County Board of Commissioners

STATE OF OREGON)
) ss
County of Curry)

On _____, 20____, personally appeared the above-named Tom Huxley, Chair of the
County Commissioners for Curry County, and acknowledged the foregoing instrument to be his
voluntary act. Before me:

Notary Public for Oregon

My Commission Expires: _____

CLERKS RECORDING INFORMATION

TRANSACTION: **BARGAIN & SALE DEED**

GRANTOR: Curry County, a Political Subdivision of the State of Oregon
94235 Moore Street, Suite 122
Gold Beach, OR 97444

GRANTEE: David Snazuk
P.O. Box 2729
Harbor, Oregon 97415

CONSIDERATION: The true and actual consideration paid for this transfer, stated in terms of
dollars, is \$55,362.00

TAX STATEMENTS:

Until a change is requested, all tax statements
Shall be sent to the following address:

Grantee: David Snazuk
P.O. Box 2729
Harbor, Oregon 97415

AFTER RECORDING, RETURN INSTRUMENT TO:

David Snazuk
P.O. Box 2729
Harbor, Oregon 97415

BARGAIN & SALE DEED

Curry County, a Political Subdivision of the State of Oregon, hereinafter called Grantor, for the consideration herein stated, does hereby grant, bargain, sell and convey unto David Snazuk, Authorized Representative for Best Western Beachfront Inn located at 16008 Boat Basin Rd., Harbor, Oregon 97415, hereinafter called Grantee, and unto Grantee's heirs, successors and assigns, all of that certain real property situated in Curry County, State of Oregon, described as follows to wit:

See Exhibit "A" that is attached hereto and incorporated by reference.

To have and to hold the same unto the said Grantee and Grantee's heirs, successors and assigns forever.

The true and actual consideration paid for this transfer, stated in terms of dollars, is \$55,362.00.

In construing this deed and where the context so requires, the singular includes the plural and all grammatical changes shall be implied to make the provisions hereof apply equally to corporations and to individuals.

WARNING: (Required by Oregon Revised Statutes)

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

IN WITNESS WHEREOF, this instrument has been executed this 15th day of February, 2017 by the Board of Curry County Commissioners.

Curry County Board of Commissioners

Thomas Huxley, Chair

Sue Gold, Vice Chair

Court Boice, Commissioner

STATE OF OREGON)
) ss.
County of Curry)

This instrument was acknowledged before me on _____ by Thomas
Huxley, _____ Sue Gold, _____
and Court Boice _____.

Notary Public for Oregon
My Commissioner Expires: _____

Proposed Property
Line Adjustment
Transfer parcel

EXHIBIT A

A parcel of land lying within Southeast Quarter of the Northeast Quarter of Section 8, Township 41 South, Range 13 West, Willamette Meridian, Curry County, Oregon, being more particularly described as follows:

COMMENCING at the Southwest corner of the Christian Tuttle Donation Land Claim No. 39;

thence, along the South line of said Donation Land Claim, South 89°47'00" East a distance of 379.95 feet to the Westerly line of that parcel of land conveyed to Beachfront Properties Inc., recorded July 07, 2003 in Instrument 2003-4849, Official Records of Curry County, Oregon;

thence, along said Westerly line, North 00°13'00" East a distance of 18.00 feet to its intersection with the North line of that parcel of land conveyed to Beachfront Properties Inc., recorded February 18, 1994 in Instrument 1994-1044, Official Records of Curry County, Oregon being the TRUE POINT OF BEGINNING;

thence, leaving said Westerly line and along said North line, North 89°47'00" West a distance of 328.27 feet to a point of a non-tangent curve, to the right, with a radius of 346.50 feet, from which the long chord bears North 64°57'31" West a distance of 73.02 feet, said point lying on the Northeasterly line of that parcel of land conveyed to Beachfront Properties Inc., recorded November 05, 2015 in Instrument 2015-4078, Official Records of Curry County, Oregon;

thence, northwesterly along said Northeasterly line, and along the arc through a central angle of 12°05'45" an arc a distance of 73.15 feet;

thence, leaving said Northeasterly line, South 75°12'00" East a distance of 49.94 feet;

thence South 87°23'38" East a distance of 105.66 feet;

thence South 89°45'45" East a distance of 240.64 feet;

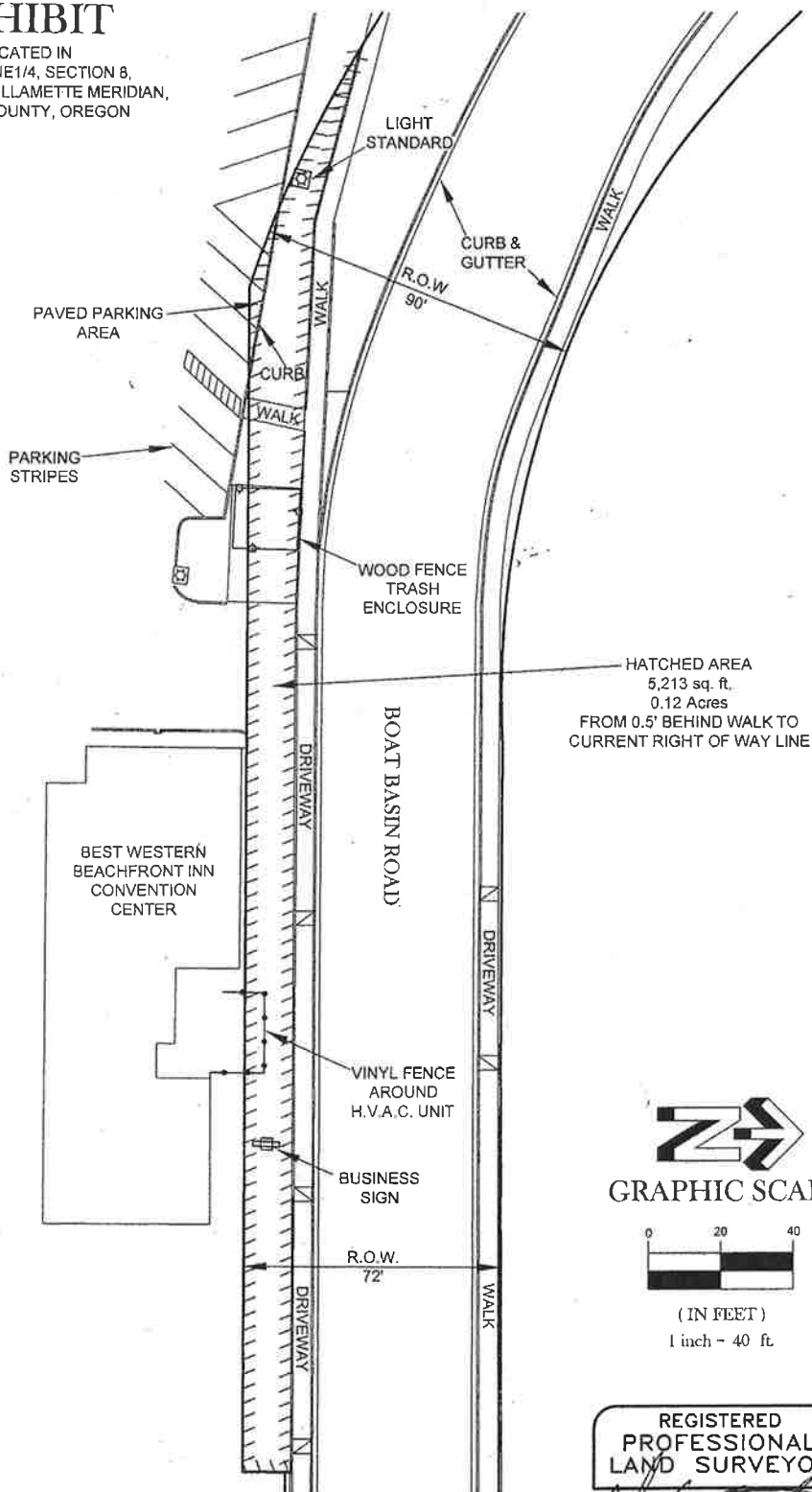
thence South 00°13'00" West a distance of 13.59 feet,
to the POINT OF BEGINNING.

Bearings for this description are based on the South line of the Christian Tuttle Donation Land Claim No. 39 as shown on Curry County Survey File No. 41-1268, taken to be North 89°47'00" West.



EXHIBIT

LOCATED IN
SE1/4 OF NE1/4, SECTION 8,
T41S, R13W, WILLAMETTE MERIDIAN,
CURRY COUNTY, OREGON




GRAPHIC SCALE



(IN FEET)
1 inch = 40 ft.

REGISTERED
PROFESSIONAL
LAND SURVEYOR



OREGON
JAN. 11, 2005
CHRIS E. FOWLE
73590

EXPIRES 12/31/17

PREPARED FOR: BEACHFRONT PROPERTIES INC.

DATE: 1/23/2017

JOB #: 15-039


Roberts & Associates
LAND SURVEYING INC.

611 SPRUCE STREET
P.O. Box 1599
Brookings, OR 97415

Ph: 541-469-0162
Fax: 541-469-5456

IN THE BOARD OF COUNTY COMMISSIONERS

IN AND FOR THE COUNTY OF CURRY, OREGON

In the Matter of an Order)
Entering into a Purchase and Sale)
Agreement with Beachfront)
Properties, Inc. for property)
Adjacent to Boat Basin Road)
Curry County, Oregon)

ORDER NO. _____

WHEREAS, the Roadmaster presented to the Curry County Board of Commissioners the sale of surplus Curry County property, particularly 5,213 square feet of adjacent land to Beachfront Inn, Boat Basin Road, Brookings Harbor, as described in the Purchase and Sale Agreement with attached Exhibits; and

WHEREAS, the Roads Department over the years has expended funds in excess of the sales price to maintain Boat Basin Road; and

WHEREAS, on January 26, 2017, David Snazuk, AR of Best Western Beachfront Inn submitted a check made out to Curry County in the amount of \$5,000.00; and

WHEREAS, the Board of Commissioners desires to accept the \$5000.00 as earnest money and to enter into a Land Sale Agreement until the remainder of \$50,362.00, for a total of \$55,362.00, has been paid to Curry County at which time a Bargain and Sale Deed will be issued; and

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

Curry County enters into a Land Sale Agreement with Beachfront Properties, Inc., with signature authority to the Chair; and

Proceeds from the sale will replenish the Road Funds.

Dated this 15th day of February, 2017.

CURRY COUNTY BOARD OF COMMISSIONERS

Thomas Huxley, Chair

Approved as to Form:

Sue Gold, Vice Chair

John HuttI, County Legal Counsel

Court Boice, Commissioner

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

FORM 10-001.1 Rev. 01-13-2017

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US**AGENDA ITEM TITLE:** Order Appointing South County Representative to the Budget Committee**AGENDA DATE^a:** 02-15-17 **DEPARTMENT:** Commissioners **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)**CONTACT PERSON:** Commissioners **PHONE/EXT:** 3296 **TODAY'S DATE:** 02-06-17**BRIEF BACKGROUND OR NOTE^b:** Appoint a member to the Budget Committee^bIndicate if more than one copy to be signed**FILES ATTACHED:****SUBMISSION TYPE:** Order

(1)Order

(2)

Are there originals in route (paper copies with pre-existing signatures) Yes ☐ No ☒**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. If Land Transaction, filed with the clerk? Yes ☐ No ☐ N/A ☒**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:

Due date to send: / /

Email:

^cNote: Most signed documents are filed/recorded with the Clerk per standard process.**PART II – COUNTY CLERK REVIEW****EVALUATION CRITERIA:****CLERK ASSESSMENT:** Does this agenda item meet filing/recording standards? Yes ☐ No ☐ N/A ☐

(If No, brief detail)

PART III - FINANCE DEPARTMENT REVIEW**EVALUATION CRITERIA 1-4:**1. Confirmed Submitting Department's finance-related responses Yes ☐ No ☐

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 an UA, is it approved? Yes ☐ No ☐ Pending ☐ N/A ☒**PART IV – COUNTY COUNSEL REVIEW****AGENDA ASSIGNMENT TYPE:** Appointments**LEGAL ASSESSMENT:** Does this agenda item have a legal impact? Yes ☒ No ☐

(If Yes, brief detail) Budget committee appointment

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT**LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:**Commissioner Thomas Huxley Yes ☐ No ☐Commissioner Sue Gold Yes ☐ No ☐Commissioner Court Boice Yes ☐ No ☐Not applicable to Sheriff's Department since they do not have a liaison ☐



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

Board of Commissioners
Curry County, Oregon

Please complete both sides 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: Terry C. Hanscam [Click here to enter text.](#)
[here to enter text.](#)

Date: 06/14/2016 [Click](#)

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): CC Budget Committee, CC Compensation Board [Click here to enter text.](#)

What experience, training or qualifications do you have for this particular Board, Commission, Council, Committee or Task Force? CC budget committee 9179 to 1991, CC Commissioner 1992 to 1997, CC Budget Committee 2013 to present , presently on the CC Compensation Committee [Click here to enter text.](#)

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

County Government and it's Finances

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

Former CC Commissioner, Budget Committee member

Click here to enter text.

Other volunteer activities: 20 plus years on South Coast Business Employment Corp. board, currently Chairman Click here to enter text.

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 Click here to enter text.

Have you ever been convicted of a crime?

☐ Yes ☒ No

If Yes, please explain Click here to enter text.


Signature

6/14/16
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 HB3557 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.



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
JAN 17 2017
Board of Commissioners
Curry County, Oregon

Please complete both sides 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: CLYDE BURKE Date: 1/16/2017

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"/> Fair Board
<input type="checkbox"/> Board of Property Tax Appeals	<input type="checkbox"/> Farm Board of Review
<input type="checkbox"/> Brookings Airport Advisory Committee	<input type="checkbox"/> Local Public Safety Coordinating Council
<input checked="" type="checkbox"/> Budget Committee	<input type="checkbox"/> Planning Commission
<input type="checkbox"/> Building Codes Appeal Board	<input type="checkbox"/> Public Services Financial Advisory Committee
<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"/> Coos Curry Housing Authority	
<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? 25 YEARS AS A CONSULTANT TO CITY AND COUNTY GOVERNMENTS REGARDING BUDGETS, COST ACCOUNTING AND PERFORMANCE MANAGEMENT MEMBER ON PORT AND SCHOOL DISTRICTS BUDGET COMMITTEES

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

Describe your previous experience in this appointed position or a similar position: AS A MUNICIPAL

MANAGEMENT CONSULTANT, I HAVE GUIDED 200+ AGENCIES IN
RESOLVING FINANCIAL ISSUES.

Other volunteer activities: HOSPICE

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 _____

Clyde Burke
Signature

1/16/2017
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.

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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 sides 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: LLOYD D. WHALEY

Date: 01-21-17

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"/> Fair Board
<input type="checkbox"/> Board of Property Tax Appeals	<input type="checkbox"/> Farm Board of Review
<input type="checkbox"/> Brookings Airport Advisory Committee	<input type="checkbox"/> Local Public Safety Coordinating Council
<input checked="" type="checkbox"/> Budget Committee	<input type="checkbox"/> Planning Commission
<input type="checkbox"/> Building Codes Appeal Board	<input type="checkbox"/> Public Services Financial Advisory Committee
<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"/> Coos Curry Housing Authority	
<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? 20 YEARS PORT OF BROOKINGS HARBOR PORT COMMISSIONER, 12 YEARS

CHAIRMAN, 3 YEARS COUNTY BUDGET COMMITTEE, 2 YEARS CHAIRMAN

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

LISTEN VERY CAREFULLY TO DEPARTMENT HEADS REGARDING MANDATES, REQUEST
AND REASONS FOR FUNDS. THE MAIN PURPOSE IS TO ELIMINATE WASTE OF COUNTY DOLLAR

Describe your previous experience in this appointed position or a similar position: 3 YRS ON COMMITTEE
Budget

Other volunteer activities: CHAIRMAN BROOKING HARBOR BOOSTER CLUB 4 YEARS

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 _____

Lloyd D. Whaley
Signature

01-21-17
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 HB3557 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.

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

In the Matter of an Appointment)
To the Curry County Budget)
Committee) ORDER NO. _____

WHEREAS, a vacancy has occurred on the Curry County Budget Committee due to the expiration of a term; and

WHEREAS, the vacated position represents the southern part of the County; and

WHEREAS, the position was posted publicly for interested County residents who would volunteer to serve should apply for appointment; and

WHEREAS, Terry Hanscam, Clyde Burke, and Lloyd Whaley have applied to be appointed to the position and have indicated their willingness to serve as a member of the Curry County Budget Committee; and

NOW, THEREFORE, IT IS HEREBY ORDERED that the following individual **(SELECT ONE)** is appointed to the South County position on the Curry County Budget Committee with said term to expire June 30, 2019.

_____ Terry Hanscam
_____ Clyde Burke
_____ Lloyd Whaley

DATED this 15th day of February, 2017.

BOARD OF CURRY COUNTY COMMISSIONERS

Thomas Huxley, Chair

Sue Gold, Vice Chair

Court Boice, Commissioner

Approved as to Form:

John HuttI, County Legal Counsel

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

FORM 10-001.1 Rev. 03-02-2016

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US**AGENDA ITEM TITLE:** Increase FTE from .10 to .25 for Ben Cannon, Curry County Public Health Administrator**AGENDA DATE^a:** 2/15/17 **DEPARTMENT:** CCH **TIME NEEDED:** 5 minutes^aSubmit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period)**CONTACT PERSON:** Ken Duke **PHONE/EXT:** 373-8012 **TODAY'S DATE:** 2/1/17**BRIEF BACKGROUND OR NOTE^b:**^bIndicate if more than one copy to be signed**FILES ATTACHED:****SUBMISSION TYPE:** Order

(1) Order

(2)

Are there originals in route (paper copies with pre-existing signatures) Yes ☐ No ☐**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. If Land Transaction, filed with the clerk? Yes ☐ No ☐ N/A ☒

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:

Due date to send: / /

Email:

^cNote: Most signed documents are filed/recorded with the Clerk per standard process.**PART II – COUNTY CLERK REVIEW****EVALUATION CRITERIA:****CLERK ASSESSMENT:** Does this agenda item meet filing/recording standards? Yes ☐ No ☐ N/A ☐
(If No, brief detail)**PART III - FINANCE DEPARTMENT REVIEW****EVALUATION CRITERIA 1-4:**

1. Confirmed Submitting Department's finance-related responses Yes ☐ No ☐
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 an UA, is it approved? Yes ☐ No ☐ Pending ☐ N/A ☒

PART IV – COUNTY COUNSEL REVIEW**AGENDA ASSIGNMENT TYPE:** (Select)**LEGAL ASSESSMENT:** Does this agenda item have a legal impact? Yes ☐ No ☐
(If Yes, brief detail)**PART V – BOARD OF COMMISSIONER REVIEW/COMMENT****LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:**Commissioner Court Boice Yes ☐ No ☐Commissioner Thomas Huxley Yes ☐ No ☐Commissioner Susan Gold Yes ☐ No ☐Not applicable to Sheriff's Department since they do not have a liaison ☐

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

FORM 10-001.1 Rev. 01-13-2017

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US**AGENDA ITEM TITLE:** Order implementing Hiring Freeze with exceptions**AGENDA DATE^a:** 02/15/2015 **DEPARTMENT:** BOC/HR/Legal **TIME NEEDED:** 10 min^aSubmit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period)**CONTACT PERSON:** J Hutt **PHONE/EXT:** 3291 **TODAY'S DATE:** 02/08/2015**BRIEF BACKGROUND OR NOTE^b:** Consider hiring freeze and suspending Personnel Rule 13A2^bIndicate if more than one copy to be signed**FILES ATTACHED:****SUBMISSION TYPE:** Discussion/Decision

- (1) Past hiring freeze order
- (2) Past minutes on order
- (3) Order

Are there originals in route (paper copies with pre-existing signatures) Yes ☐ No ☒**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. If Land Transaction, filed with the clerk? Yes ☐ No ☐ N/A ☐

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:

Due date to send: / /

Email:

^cNote: Most signed documents are filed/recorded with the Clerk per standard process.**PART II – COUNTY CLERK REVIEW****EVALUATION CRITERIA:****CLERK ASSESSMENT:** Does this agenda item meet filing/recording standards? Yes ☐ No ☐ N/A ☐

(If No, brief detail)

PART III - FINANCE DEPARTMENT REVIEW**EVALUATION CRITERIA 1-4:**

- 1. Confirmed Submitting Department's finance-related responses Yes ☐ No ☐
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 an UA, is it approved? Yes ☐ No ☐ Pending ☐ N/A ☒

PART IV – COUNTY COUNSEL REVIEW**AGENDA ASSIGNMENT TYPE:** Administrative Actions**LEGAL ASSESSMENT:** Does this agenda item have a legal impact? Yes ☒ No ☐

(If Yes, brief detail) suspend personnel rule 13A2; impose hiring freeze with exceptions

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT**LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:**Commissioner Thomas Huxley Yes ☐ No ☐Commissioner Sue Gold Yes ☐ No ☐Commissioner Court Boice Yes ☐ No ☐Not applicable to Sheriff's Department since they do not have a liaison ☐

County did not try to cut costs as much as possible, and if other counties were doing the same amount or more work with less people, he would give her the opportunity to look at scheduling and be innovative in looking outside the box. Brock responded that having been Tax Collector since 2003, she had been innovative and made great strides in automating processes, but statutes change, there were more laws, and the job did not get any easier and could not be done right with fewer personnel. She added that the Tax office was bare bones and may not have the flexibility of the Assessor's office or other counties, but they did an excellent job with the level of staffing they had. Waddle said he felt extremely bad for the prospective employee, but had another serious question: why would someone quit another job before the hire was official? He stated that in these economic circumstances, he would not quit a job unless he was assured of the new position. Nowlin moved to approve hiring MacLaurie; motion died for lack of a second. Waddle announced the Board of Commissioners did not approve hiring at this time.

- r. **Contract with Good Samaritan Society Curry Village for professional consulting services, with signature authority to the Director – Home Health/Hospice.** Director Lori Kent explained the contract would allow Curry Home Health/Hospice to provide consulting services to the Curry Good Samaritan Nursing Home. Nowlin moved to approve, with signature authority to the Director; Rhodes seconded; carried 3-0.
- s. **New Hire: Rosa May Cole, Occupational Therapist and Rehab Coordinator – Home Health/Hospice.** Director Kent said this was a new position that previously had been contracted but not always filled, adding that one of the changes to the home care industry was a focus on occupational and speech therapy, requiring a lot of scrutiny. After reviewing the needs of the organization, it was determined there was a need for a coordinator to coordinate therapies to meet Medicare requirements. When Rhodes questioned adding positions without adequate funding levels in the future, Kent advised the position would be budget-neutral and would pay for itself. Nowlin moved to approve hiring Cole at salary range HH12-E; \$5453/month; full-time/probationary, with benefits, effective 3/22/10; Rhodes seconded; carried 3-0.
- t. **Resolution authorizing Curry County to proceed with the transition of Home Health & Hospice from a County department to a freestanding entity – County Counsel.** Counsel said this has been a long-standing issue of study and discussion and he read the proposed Resolution. Nowlin noted this has been in the works since 2007 and would be a wrenching, painful experience, but ultimately satisfying and necessary. She thanked Kent and her team for the work, and community members for the valuable feedback. She expressed the need to move carefully and allow a realistic time frame to accomplish the needed work, acknowledged the valuable services provided to the community, and expressed the desire to see it as a viable independent entity. Waddle also expressed gratitude for the extremely comprehensive plan and confidence in the department's ability to realize the finality of the separation. Herbage advised this was a first step with many more steps to come and a transition team should be formed and the union should be notified. Nowlin moved to approve the Resolution; Rhodes requested that the words 'not for profit' be inserted in the title between Freestanding and Entity; Nowlin accepted the recommended change to the motion; Rhodes seconded, as amended; carried 3-0.
- u. **Order imposing a limited hiring freeze – County Counsel.** Counsel reported that the draft Order originally had required all three Commissioners to concur to authorize filling a position, but at the request of two of the Board members, that language had been changed to only require two Board members to concur. He read the proposed Order. Waddle expressed the opinion that both #3 and #4 should require the same number of Commissioners. Nowlin said it was important that all three Commissioners were contacted. Waddle said #4 should say two Commissioners, as well. Nowlin said that if it were a true hiring freeze, all three should agree on filling a vacant position. There was discussion over use of the word 'authorized' in statements #3 and #4. Waddle felt #3 should be changed to say 'not to begin the process until all three have been informed of the request.' Herbage concurred that it was important that all three be informed.

the contract provided the ability to return surplus products. Rector added that there were some qualifications on returns, and credited Georganne Greene, Dave Denney, and County Counsel for developing this contract. Rhodes moved to approve the contract, with signature authority to the Chair; Nowlin seconded; carried 3-0.

- f. **Order imposing a limited hiring freeze – County Counsel.** Counsel reported that at the meeting of 3/22/10 not all of the Board of Commissioners had agreed on the language and he had combined 2 of the paragraphs as follows: Elected Officials and Department Heads must copy the request to hire to each Commissioner and two must concur that the position is essential before the hire order can go to an open meeting for approval. Nowlin noted that in 2007, when there was a strict hiring freeze necessitated by restricted funding, all 3 Commissioners were required to concur that the position was essential. Now it was business as usual if only 2 of 3 must agree and it was not really a hiring freeze, adding there was a widely held perception that some elected officials and department heads were treated more favorably than others, and this action would only perpetuate that perception. She summarized by saying that to be a true hiring freeze, a proposal to hire should rise to the level of concurrence by all 3 Board members. Rhodes said he had no comment. When Waddle asked Herbage for words of advice, Herbage replied that this was a policy matter and disagreement had been expressed over the statement as rewritten, but the Board could do whatever they wished; they could make a motion on the proposal or make changes. The Chair called for a motion. Rhodes moved to approve the Order; Waddle seconded; Nowlin said that this was a sham as a hiring freeze, it was simply business as usual, and saying this was about cutting costs was really not the case here. She said she felt it was unfortunate and sad that this would just perpetuate the perception that people were not treated equally and fairly, and it would not help morale. Waddle said thanks for the comments and called for a vote. Motion carried 2-1, with Nowlin opposed.
- g. **Letter to Mary Rowe regarding the Curry County Homeless Coalition – County Counsel.** Herbage explained the letter was in response to a citizen's concern voiced at the 3/1/10 meeting and by letter dated 3/22/10. The draft response indicated the County has no control over the Coalition and receives no funding for homeless causes. Rhodes moved to approve the letter. Waddle seconded; Nowlin thanked Herbage for his work; motion carried 3-0.
- h. **Designation of investigator regarding a sexual harassment complaint – County Counsel.** Herbage recommended the Board delegate authority to the Payroll/Personnel Coordinator to designate an investigator for a harassment complaint, with the understanding that there would be costs. Rhodes moved to delegate authority to the Payroll/Personnel Coordinator to designate an investigator; Nowlin seconded; carried 3-0.
- i. **ODOT Public Transit Division grant agreement #26502 – County Counsel.** Herbage stated that public transit was an important program supported by the Board. This grant provides funding for the Coastal Express, providing a transportation link to cities for medical services and shopping. He extended kudos to Wasbauer for the \$190k grant for making this work. Wasbauer explained this was under the Job & Transportation Act through the State. The money was used to reinstate the 2 days/week that were cut from Coastal Express for financial reasons and to add a Saturday dial-a-ride in Brookings, some added services in Gold Beach, and bus shelters for Gold Beach and Brookings. She informed the Board that they had a lot of riders who were no longer driving their own vehicles, but she hoped to see more use of the Coastal Express. Nowlin, Herbage, and Waddle commented on the valuable service and thanked Wasbauer for her work to benefit the community. Nowlin moved to approve the agreement; Rhodes seconded; carried 3-0.
- j. **Promotion Order: Jan Kaplan, from Human Services Director to Director of Health and Human Services – Commissioners.** Rhodes provided background: After discussion and a vote, there was a decision to combine the 2 departments under one director. After interviews with candidates, this was a decision of the Board. Nowlin voiced the following issues and concerns: there was no vote; Rhodes and Waddle resurrected an Order from 2003 to recruit internally for a

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

In the Matter of an Order)	
Imposing a Limited Hiring)	ORDER NO. _____
Freeze)	

WHEREAS, the loss in revenue from Safety Net payments will primarily affect the departments that receive discretionary general funds and the Road Department; however all departments will be affected in some manner by the reduction in the budget; and

WHEREAS, the loss in Safety Net payments will force a significant reduction in the workforce and services to balance the budget; and

WHEREAS, it is necessary for the Board to immediately conserve existing funds and reduce the budgetary impact on the next fiscal year;

WHEREAS, the Board of Curry County Commissioners has the authority to fix the number of deputies and employees of county officers whose compensation is to be paid from county funds pursuant to ORS 204.601(1);

NOW, THEREFORE, THE BOARD OF CURRY COUNTY COMMISSIONERS HEREBY ORDERS AS FOLLOWS:

- 1) The Board of Curry County Commissioners hereby suspends Article 13 A2 of the Curry County Personnel Rules and imposes a hiring freeze under the terms and conditions listed below.
- 2) During the hiring freeze, only essential positions, in the sole judgment of the Board of Commissioners, will be filled.
- 3) If an Elected Official or Department Head believes a vacant position is essential, he or she must first request in writing to fill the position with the Board of Curry County Commissioners. The Elected Official or Department Head must give a copy of the request to each Commissioner. The Board may allow the proposed hiring process to go forward only if at least two of the Board members

concur that the position is essential. The actual hire order must then be approved by a majority of the Board members in open meeting.

- 4) This order supersedes and replaces any prior orders on hiring freezes.
- 5) This order shall be effective upon passage and shall be in effect until further order of the Board.

DATED this 15th day of February, 2017.

BOARD OF CURRY COUNTY COMMISSIONERS

Thomas Huxley, Chair

Sue Gold, Vice Chair

Court Boice, Commissioner

Approved as to Form:

John R. Hutt
Curry County Legal Counsel

BEFORE THE BOARD OF COUNTY COMMISSIONERS

IN AND FOR THE COUNTY OF CURRY, OREGON

In the Matter of an Order
Imposing a Limited Hiring
Freeze

)
)
)

ORDER NO.

13254

filed

WHEREAS, in December of 2009, and January of 2010, Curry County received Safety Net payments in an amount that was reduced by 10% from last years payment; and

WHEREAS, the reduction in revenue will primarily affect the departments that receive discretionary general funds and the Road Department; however all departments will be affected in some manner by the reduction in the budget; and

WHEREAS, the reduction in Safety Net payments will force a significant reduction in the workforce and services to balance the budget; and

WHEREAS, it is necessary for the Board to immediately conserve existing funds and reduce the budgetary impact on the next fiscal year;

WHEREAS, the Board of Curry County Commissioners has the authority to fix the number of deputies and employees of county officers whose compensation is to be paid from county funds pursuant to ORS 204.601(1);

NOW, THEREFORE, THE BOARD OF CURRY COUNTY COMMISSIONERS HEREBY ORDERS AS FOLLOWS:

- 1) The Board of Curry County Commissioners hereby imposes a hiring freeze under the terms and conditions listed below.
- 2) During the hiring freeze, only essential positions, in the sole judgment of the Board of Commissioners, will be filled.

- 3) If an Elected Official or Department Head believes a vacant position is essential, he or she must first request in writing to fill the position with the Board of Curry County Commissioners. The Elected Official or Department Head must give a copy of the request to each Commissioner. The Board may allow the proposed hiring process to go forward only if at least two of the Board members concur that the position is essential. The actual hire order must then be approved by a majority of the Board members in open meeting.
- 4) This order supersedes and replaces and prior orders on hiring freezes.
- 5) This order shall be effective upon passage and shall be in effect until further order of the Board.

DATED this 5th day of April, 2010.

BOARD OF CURRY COUNTY COMMISSIONERS

Bill Waddle

Bill Waddle, Chair

OPPOSED

Georgia Yee Nowlin, Vice Chair

George Rhodes

George Rhodes, Commissioner

Approved as to Form:

M. Gerard Herbage

M. Gerard Herbage
Curry County Legal Counsel

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

FORM 10-001.1 Rev. 01-13-2017

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US**AGENDA ITEM TITLE:** Recommended pay increase effective Jan 1, 2017 - L. Kallstrom**AGENDA DATE^a:** 2/15/2017 **DEPARTMENT:** Finance **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)**CONTACT PERSON:** Tom Huxley **PHONE/EXT:** 3213 **TODAY'S DATE:** 2/8/2017**BRIEF BACKGROUND OR NOTE^b:** Louise Kallstrom expressed her desire for a starting wage of around \$5,500/month. Final compensation agreement with Louise 7/27/2016 was for a beginning salary of \$4,970/month with the understanding that if her performance during the following four to five month period was as impressive as her interview, I would recommend an increase to \$5,479/month. Available funds currently exist in the approved 2016/2017 approved budget. The understanding was that this recommendation was that of one commissioner and approval would require a majority of the Board. If approved by the Board, appropriate documents for Board members approval will follow.^bIndicate if more than one copy to be signed**FILES ATTACHED:****SUBMISSION TYPE:** Order

(1)Order

(2)

Are there originals in route (paper copies with pre-existing signatures) Yes ☐ No ☒**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. If Land Transaction, filed with the clerk? Yes ☐ No ☐ N/A ☒**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:

Due date to send: / /

Email:

^cNote: Most signed documents are filed/recorded with the Clerk per standard process.**PART II – COUNTY CLERK REVIEW****EVALUATION CRITERIA:****CLERK ASSESSMENT:** Does this agenda item meet filing/recording standards? Yes ☐ No ☐ N/A ☐

(If No, brief detail)

PART III - FINANCE DEPARTMENT REVIEW**EVALUATION CRITERIA 1-4:**1. Confirmed Submitting Department's finance-related responses Yes ☐ No ☐

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 an UA, is it approved? Yes ☐ No ☐ Pending ☐ N/A ☒**PART IV – COUNTY COUNSEL REVIEW****AGENDA ASSIGNMENT TYPE:** Administrative Actions**LEGAL ASSESSMENT:** Does this agenda item have a legal impact? Yes ☒ No ☐

(If Yes, brief detail) Pay increase

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT**LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:**

Commissioner Thomas Huxley	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Commissioner Sue Gold	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Commissioner Court Boice	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Not applicable to Sheriff's Department since they do not have a liaison <input type="checkbox"/>				

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

**IN THE MATTER OF)
A PAY INCREASE)**

ORDER NO:_____

WHEREAS, it is the recommendation of Tom Huxley, Curry County Commissioner, Chair, that Louise Kallstrom, County Accountant, Salary Range E13, Step B.5, at \$4970 per month, be changed to Salary Range E13, Step D.5, at \$5479 per month.

Dated:_____

By:_____

Reviewed:_____

WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation;

NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated recommendation be in effect as of January 1, 2017.

DATED this ____ day of _____ 20____.

CURRY COUNTY BOARD OF COMMISSIONERS

Approved as to form:

John HuttI
Curry County Legal Counsel

Thomas Huxley, Chair

Sue Gold, Vice Chair

Court Boice, Commissioner

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

FORM 10-001.1 Rev. 01-13-2017

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US**AGENDA ITEM TITLE:** Resolution for Curry County to Express Support for a 2017 Transportation Funding Package**AGENDA DATE^a:** 2017_02_15 **DEPARTMENT:** Roads **TIME NEEDED:** 10 min.^aSubmit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period)**CONTACT PERSON:** D. Robbins **PHONE/EXT:** 3393 **TODAY'S DATE:** 02-8-17**BRIEF BACKGROUND OR NOTE^b:**^bIndicate if more than one copy to be signed**FILES ATTACHED:****SUBMISSION TYPE:** Resolution

(1)Resolution

(2)

Are there originals in route (paper copies with pre-existing signatures) Yes ☐ No ☒**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. If Land Transaction, filed with the clerk? Yes ☐ No ☐ N/A ☒

INSTRUCTIONS ONCE SIGNED:☐ No Additional Activity Required

OR

☒ File with County Clerk

Name: Doug, Roads

☐ Send Printed Copy to:

Address:

☒ Email a Digital Copy to:

City/State/Zip:

☐ Other

Phone:

Due date to send: / /

Email:

^cNote: Most signed documents are filed/recorded with the Clerk per standard process.**PART II – COUNTY CLERK REVIEW****EVALUATION CRITERIA:****CLERK ASSESSMENT:** Does this agenda item meet filing/recording standards? Yes ☐ No ☐ N/A ☐

(If No, brief detail)

PART III - FINANCE DEPARTMENT REVIEW**EVALUATION CRITERIA 1-4:**

1. Confirmed Submitting Department's finance-related responses Yes ☐ No ☐
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 an UA, is it approved? Yes ☐ No ☐ Pending ☐ N/A ☒

PART IV – COUNTY COUNSEL REVIEW**AGENDA ASSIGNMENT TYPE:** New Business**LEGAL ASSESSMENT:** Does this agenda item have a legal impact? Yes ☐ No ☒

(If Yes, brief detail) Resolution

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT**LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:**Commissioner Thomas Huxley Yes ☐ No ☐Commissioner Sue Gold Yes ☐ No ☐Commissioner Court Boice Yes ☐ No ☐Not applicable to Sheriff's Department since they do not have a liaison ☐

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

In the Matter of a Resolution)
For Curry County to)
Express Support for a 2017)
Transportation Funding)
Package)

RESOLUTION NO. _____

WHEREAS, a well-maintained transportation system is necessary for a vibrant economy and the safe and efficient movement of people and goods; and

WHEREAS, all sectors of Oregon's economy rely on the transportation system to remain competitive and to connect to the marketplace; and

WHEREAS, addressing the growing need for system-wide maintenance and modernization is essential to economic development in Oregon; and

WHEREAS, Oregon's counties maintain half of the bridges, over half of the non-federal road miles, and tens of thousands of culverts and other transportation facilities for the movement of goods and services around Oregon; and

WHEREAS, according to the 2014 County Road Needs Study, Oregon's counties face annual shortfalls of \$505,000,000 for maintenance, pavement preservation, and capital construction; and

WHEREAS, Curry County experienced a shortfall last year of \$2,463,268.00 and anticipates a similar shortfall this year; and

WHEREAS, in order to maintain our county roads, bridges, and culverts, and to preserve the investment in Curry County's transportation system, additional funding is necessary; and

WHEREAS, the Legislature and the Governor have created the Joint Committee on Transportation Preservation and Modernization to develop a transportation funding package for the 2017 legislative session; and

WHEREAS, the thousands of jobs and improved infrastructure created by a 2017 funding package will benefit Oregon's economy and its workforce for decades to come; and

WHEREAS, Counties would receive 30% of new funds brought in through a transportation funding package, allowing Curry County to address critical transportation needs such as; Repair or replace failing bridges, pavement preservation, update aging equipment; and

NOW, THEREFORE, BE IT RESOLVED that the Curry County Board of Commissioners supports passage of a transportation package by the 2017 Legislature in order to maintain and preserve Oregon's statewide transportation system.

Dated this 15th day of February, 2017.

Board of Curry County Commissioners

Thomas Huxley Date

Sue Gold Date

Court Boice Date

Approved as to Form:

John Huttli, County Counsel Date

County Contact:
Doug Robbins, Roadmaster
28425 Hunter Creek Road
Gold Beach, OR 97444
541-247-7097

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

FORM 10-001.1 Rev. 01-13-2017

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US**AGENDA ITEM TITLE:** Discussion of County Administrator Position**AGENDA DATE^a:** 02/15/2017 **DEPARTMENT:** BOC **TIME NEEDED:** 20 mins^aSubmit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period)**CONTACT PERSON:** JHuttl**PHONE/EXT:** 2391 **TODAY'S DATE:** 02/08/2017**BRIEF BACKGROUND OR NOTE^b:** Commissioners to discuss next steps with respect to County Administrator position; scope of delegation; possible direction to staff to draft position description and code for further consideration^bIndicate if more than one copy to be signed**FILES ATTACHED:****SUBMISSION TYPE:** Discussion/Decision

(1)Workshop Memorandum and Exhibits

(2)

Are there originals in route (paper copies with pre-existing signatures) Yes ☐ No ☐**QUESTIONS:**1. Would this item be a departure from the Annual Budget if approved? Yes ☐ No ☒

(If Yes, brief detail) Budgeting of position pending further action

2. Does this agenda item impact any other County department? Yes ☐ No ☒

(If Yes, brief detail)

3. If Land Transaction, filed with the clerk? Yes ☐ No ☐ N/A ☐**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:

Due date to send: / /

Email:

^{*}Note: Most signed documents are filed/recorded with the Clerk per standard process.**PART II – COUNTY CLERK REVIEW****EVALUATION CRITERIA:****CLERK ASSESSMENT:** Does this agenda item meet filing/recording standards? Yes ☐ No ☐ N/A ☒

(If No, brief detail)

PART III - FINANCE DEPARTMENT REVIEW**EVALUATION CRITERIA 1-4:**1. Confirmed Submitting Department's finance-related responses Yes ☐ No ☐

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 an UA, is it approved? Yes ☐ No ☐ Pending ☐ N/A ☒**PART IV – COUNTY COUNSEL REVIEW****AGENDA ASSIGNMENT TYPE:** New Business**LEGAL ASSESSMENT:** Does this agenda item have a legal impact? Yes ☐ No ☒

(If Yes, brief detail) Further action needed for legal impact

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT**LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:**Commissioner Thomas Huxley Yes ☐ No ☐Commissioner Sue Gold Yes ☐ No ☐Commissioner Court Boice Yes ☐ No ☐Not applicable to Sheriff's Department since they do not have a liaison ☐

EMPLOYMENT AGREEMENT

This Agreement is entered into between JEFFERSON COUNTY, a political subdivision of the State of Oregon, by and through the Chair of the Board of County Commissioners, hereinafter "County", and JEFFERY RASMUSSEN, hereinafter referred to as "Employee."

WHEREAS, County is desirous of engaging the services of Employee as COUNTY ADMINISTRATIVE OFFICER for Jefferson County; and,

WHEREAS, Employee is desirous of providing said services to the County;

NOW THEREFORE, IT IS MUTUALLY AGREED BY THE PARTIES HERETO AS FOLLOWS:

Section 1 Employment

For and in consideration of the salary and other benefits provided to Employee as hereafter more particularly described, Employee agrees to appointment as COUNTY ADMINISTRATIVE OFFICER for the County, and to carry out all duties imposed by the County Commissioners as set forth and contained in the job description for said position, attached hereto and by this reference incorporated herein, subject to modification by the County Commissioners in their discretion, and to such other duties as the County Commissioners may in their discretion hereafter assign. This position reports directly to and is supervised by the Jefferson County Board of Commissioners.

Section 2 Term of Agreement, Termination, Severance Pay

A. The term of this agreement shall commence on September 1, 2010, and shall continue in full force and effect thereafter until terminated by either party. The anniversary date for performance evaluations and computation of any salary step increases shall be MARCH 27TH of each calendar year. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Jefferson County Board of Commissioners to terminate the services of Employee at any time and for any reason they deem appropriate and sufficient. Notwithstanding any other County policy or provision to the contrary, Employee shall at all times be terminable at will in the complete discretion of the Jefferson County Board of Commissioners.

B. Severance Pay. If Employee is terminated by the County for any reason other than those set forth in subsection D below, Employee shall be entitled to the equivalent of 4 [four] months' salary as severance pay in complete settlement of all claims against the County, but subject to other obligations set forth herein or as otherwise required by law for payment of unused vacation time or other accrued benefits.

C. Notice of Resignation. Employee shall be required to provide the County with 45 [forty-five] days advance written notice of intent to resign.

D. Termination Without Severance Pay. The following circumstances shall be considered breaches of this contract on the part of Employee and shall relieve the County of any obligation for severance pay:

(1) Malfeasance in office or willful or wanton neglect of the duties and responsibilities assigned by the Jefferson County Board of Commissioners or set forth in the attached job description.

(2) Conviction of any crime that in the sole discretion of the Jefferson County Board of Commissioners would reflect negatively upon Jefferson County.

(3) Violation of any ethical standard or policy imposed by the State of Oregon or Jefferson County.

(4) Failure to maintain residency requirements in Section 5.

Section 3 Compensation

For the position of COUNTY ADMINISTRATIVE OFFICER, County shall pay to Employee, and Employee hereby accepts as full payment for services rendered herein, compensation at the starting rate of Salary Grade 36, Step 11 in the current amount of \$47.27 per hour, or the approximate equivalent of \$8,193.31 per month based on a 40 hour work week. The salary shall be payable on a monthly basis at the same time and under the same conditions as other employees of Jefferson County are paid. This position is classified as "exempt" under the Fair Labor Standards Act [FLSA] and is exempt from all collective bargaining agreements.

Section 4 Benefits Generally

A. Except as otherwise provided herein, during the term of this contract, the fringe benefit provisions of the Jefferson County Personnel Policies and Procedures shall apply to Employee, including those pertaining to vacation, sick leave, retirement, medical and dental insurance, holidays and other fringe benefits as they now exist, or may be hereafter be amended in the manner as they would apply to other non-represented employees of Jefferson County, however, Employee shall not be entitled to Vacation Sell Back under Jefferson County Policy 310.

B. Administrative Leave. The parties recognize that Employee must devote time outside of normal working hours to official business and the duties of the COUNTY ADMINISTRATIVE OFFICER position. For this reason, Employee shall receive six and 67 one-hundredths (6.67) hours of administrative leave, to accrue on a monthly basis. Such administrative leave must be used within one year of its accrual or it is forfeited; furthermore, in no circumstance shall the total accrued administrative leave exceed 80 hours. The County shall not be obligated to pay Employee for any unused administrative leave upon separation from employment with the County. As Employee's position is classified exempt under the FLSA, Employee shall not be entitled to any other claim for compensation for any hours worked in excess of 40 hours per week, except as provided in this Section.

C. Tuition Reimbursement. Employee may receive tuition reimbursement for the satisfactory completion of coursework for the Executive Masters of Public Administration Program with Portland State University. Reimbursement will be for tuition only and does not include transportation to and from classes, meals or lodging. Employee is participating in Program on behalf of the County; as such he is eligible for Workers' Compensation coverage and Government Rates in the course of Program-related travel. In addition, while in the course of the Program, Employee will be granted use of paid leave for five days of "Field Experience" to be used in November 2011.

Notwithstanding Section 2 of this Agreement, in the event Employee voluntarily terminates his employment with the County within five years from the date of each reimbursement, or if terminated under Section 2 (d) of this Agreement, Employee will reimburse County on a prorated basis. Reimbursement will be calculated by subtracting 1/60th of the tuition reimbursement for each of months 1-60 of the five year commitment (for example, if employee leaves one month after receiving tuition reimbursement, he will repay 98.3%, after 24 months, 60% and after 59 months, 1.7%).

Section 5 Residency Requirement

As a condition of employment, the employee agrees to establish residence within the boundaries of the Jefferson County within 12 months of employment, and thereafter to maintain residence within Jefferson County.

Section 6 Review

The Jefferson County Board of Commissioners may review the performance of Employee at any interval in their discretion, preferably at least annually. Employee recognizes and agrees that notwithstanding any other provisions of this agreement, Employee is employed at the pleasure of the Jefferson County Board of Commissioners who has the right to terminate Employee at any time and for any reason in his sole discretion.

Section 7 Waiver or Modification

No waiver or modification of this Agreement or any part thereof shall be valid unless in writing and duly executed by the parties hereunder. No evidence of any waiver or modification shall be offered or received in evidence in any proceeding, arbitration, or litigation between the parties arising out of or affecting this Agreement or the rights or obligations of the parties hereto, unless such waiver or modification is in writing and duly executed by the parties.

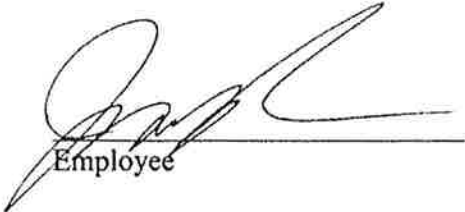
Section 8 Severability

If any provision or portion thereof contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of the Agreement or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

Section 9 Governing Law

This contract shall be construed and interpreted for all purposes as executed in the State of Oregon, and subject to the laws of the State of Oregon.

IN WITNESS WHEREOF, the parties have executed this Agreement this 8th day of Sept., 2010.


Employee


Wayne Fording, Chair
Jefferson County Commissioners

Jefferson County

Position Description

Position: County Administrative Officer	FLSA: Exempt
Department: General Services (Board of Commissioners)	Salary Grade: Grade 36
Non-Bargaining Unit/Bargaining Unit: Service Workers Public Works Sheriff's Office	Status: Full Time Part Time Temporary

Summary

Responsible administration and day to day operation of municipal corporation; assist the Board of Commissioners in the planning, direction, supervision and coordination of County operations. Supervises County budget development, and various departments as directed by Commission.

Distinguishing Characteristics

Works under the general direction of the Board of Commissioners which provides policy and administrative direction and review. Responsible for fiscal administration and personnel management.

Essential Duties and Responsibilities

- Administrative planning and coordination of day to day operations of County government under the authority of the Board of County Commissioners; works closely with individual elected officials and Department Heads on specific assignments.
- Supervises central services including personnel and accounting. Is responsible for annual budget preparation and control.
- Supervises Community Development, which includes planning, building inspections, engineering and environmental services.
- Administers various aspects of County insurance programs.
- Conducts specific research projects.
- Prepares reports and recommendations.
- Administers County policies and procedures as outlined in policy and program manuals.
- Develops and implements County's management and training process; establishes goals and priorities in order to enhance communication, expand knowledge and skills; maintains library of management training material; consults with Department Heads on individual management problems.
- Contributes to agendas for Board of Commissioners' meetings and attends same as needed.
- Coordinates special projects (e.g. facilitates development of various plans and salary compensation structure) at direction of Board of Commissioners.
- Serves as management analyst to Board of Commissioners; responds to identified and perceived problems, researches problems and proposed solutions; works directly with Department Heads to solve specific problems identified by Board of Commissioners.
- Represents the County in Collective Bargaining.
- Regular attendance is an essential function of the position.

- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

Thorough knowledge of County government organization, functions and relationships with other governmental jurisdictions. Thorough knowledge of principles and practices of public budgeting, public administration, finance and personnel administration, and supervision. Considerable knowledge of computer applications.

▪ Abilities

Ability to plan, organize and direct research studies, organize, schedule and coordinate, delegate, train and instruct, and evaluate staff duties and performances. Ability to communicate both verbally and in writing. Ability to analyze problems and prepare clear and concise reports on possible solutions. Ability to analyze and prepare budgets. Ability to supervise and direct the work of others. Ability to establish and maintain effective working relationships with County officials, department heads, employees, other agencies and jurisdictions and the general public.

▪ Physical Abilities

Ability to sit, use rapid finger, hand and arm movement, and work at a computer screen for extended periods of time. Ability to lift up to 50 lbs occasionally.

▪ Education and Experience

Bachelor's degree in Public or Business Administration or related field required, Master's degree or enrollment in a Master's program in Public or Business Administration preferred. Three years of progressively responsible experience in an administrative managerial or supervisory capacity, which includes experience in budget preparation and personnel administration, or any equivalent combination of experience and training which demonstrates the ability to perform the described duties.

▪ Licenses and Certificates

A valid Oregon driver's license with an acceptable driving record.

▪ Working Conditions

Work is performed indoors and outdoors where some safety considerations exist from physical labor and handling of light-to-medium weight, yet, awkward materials.

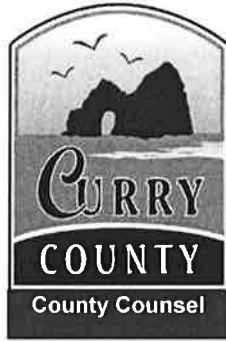
• Residency Requirement

Jefferson County residency is a requirement of this position.

• Probationary Requirement

This position is based on the successful completion of a twelve-month probationary period.

Modified on:



MEMORANDUM

FROM John R. Hutt, Curry County Counsel

TO Board of Commissioners

RE: Options on County Administrator

DATE: February 2, 2017

Summary

This memorandum presents a summary of a brief survey of Counties that have Administrators/Managers, and the options for creating and enabling such a position.

Discussion

The authority for Counties to create the position of a County Administrator (CA) are contained in the Oregon Statutes or a Home Rule County Charter adopted pursuant to the Oregon Constitution. A County can create a CA position even if it does not have a County Charter.

A County Administrator (CA) is not a required County officer listed in the Oregon statutes which regulate Counties. Some Counties do not have a CA. The position is described by various terms: Administrator, Director of Administration, Court Administrator, Administrative Assistant, Administrative Officer, Chief Administrative Officer, Chief Operating Officer, Executive Secretary, Chief of Staff, and Administrative Services Director.¹

Counties that create a CA position usually describe the positions powers and limitations in a Charter, a codified set of ordinances (a code), an individual ordinance, an order creating a job description or other orders, rules and contracts, or a combination of the above.

This memorandum samples some of the different ways Oregon counties have employed a CA.

¹A document from Association of Oregon Counties (AOC) which lists the counties having a County Administrator includes Curry County. However, Curry County does not have a current CA, and our Director of Administration position lacked some of the central authority found typically in such titles.

Sources of County Powers -- Charter not required

203.010 General powers of county as body politic and corporate. Each county is a body politic and corporate for the following purposes:

- (1) To sue and be sued;
- (2) To purchase and hold for the use of the county lands lying within its own limits and any personal estate;
- (3) To make all necessary contracts; and
- (4) To do all other necessary acts in relation to the property and concerns of the county.

The statutes actually grant broad powers to the governing body of the County to act.

203.035 Power of county governing body or electors over matters of county concern. (1) Subject to subsection (3) of this section, the governing body or the electors of a county may by ordinance exercise authority within the county over matters of county concern, to the fullest extent allowed by Constitutions and laws of the United States and of this state, as fully as if each particular power comprised in that general authority were specifically listed in ORS 203.030 to 203.075.

(2) The power granted by this section is in addition to other grants of power to counties, shall not be construed to limit or qualify any such grant and shall be liberally construed, to the end that counties have all powers over matters of county concern that it is possible for them to have under the Constitutions and laws of the United States and of this state.

Language similar to the above statutory language can be found in both city and county charters where that option has been exercised by the voters. So who is a county governing body?

203.111 County governing body; legislative authority; quorum. Unless otherwise provided by county charter, a county court shall be the governing body and shall exercise general legislative authority over all matters of county concern and shall consist of the county judge and two county commissioners and a majority of those persons shall constitute a quorum.

203.240 Organization, powers and duties of board. (1) A board of county commissioners shall:

(a) Have the powers and duties and be otherwise subject to the laws applicable to county courts sitting for the transaction of county business.

(b) Unless provided otherwise by county charter or ordinance, consist of three county commissioners. A majority of the board is required to transact county business.

(c) Except as otherwise provided in ORS 203.230 (5) or an order issued under ORS 203.230 (1), appoint a chairperson from among their number who shall serve until the first Monday in January next following appointment. If two members of the board cannot agree on the appointment of a chairperson, the

member of the board who is longest in length of service shall act as chairperson.

(2) When a county has established a board of county commissioners any reference in the statutes to the county court of that county shall be considered a reference to the board of county commissioners of the county.

As such the statutes grant broad powers to counties, and those powers to conduct county business are exercised by a majority of the board.

Can the powers be delegated? The answer is yes. For instance, many Counties place authority to hire, promote, discipline and fire employees and officers in the discretion of the County Administrator.

I have found no authority that a Board of Commissioners, and if delegated to a County Administrator, could “fire” another elected official; except the statutes specifically grant the Board authority to appoint a substitute assessor, which may or may not be a delegable function.

308.055 Special assessor appointed if assessor fails to act. If the assessor fails to commence or continuously and vigorously prosecute the making of the assessment in the manner provided by law, the county court or board of county commissioners may summarily appoint a special assessor. The special assessor shall qualify in the same manner as the assessor. The special assessor shall have all the duties, rights, privileges and emoluments of the assessor in making the assessment for the current year. The acts of the special assessor shall have the same effect as if they had been done by the assessor.

Further, county boards have the power to fix compensation of its own members and all officers, deputies and employees of the county. ORS 204.116. Boards can also fix the number of employees and deputies and other officers of the county. ORS 204.601.

However, the statutes specifically grant the Sheriff power to appoint the Sheriff’s deputies. ORS 204.635. (“(1) A sheriff’s deputies shall be appointed by the sheriff in writing and continue during the pleasure of the sheriff.”) Also, the statutes specifically grant the Sheriff authority over the organization of his office. ORS 206.210. (“Authority of sheriff over organization of office.”)

I found no such statutes with respect to other offices. Therefore, except as stated above, a CA can be delegated power to hire and fire employees of various county elected and appointed officers. In general, due to organizational constraints, most organizations employing a CA grant the CA authority to hire and fire appointed department head level officials, and those officials being granted authority to discipline the employees they hire, sometimes limiting the department head authority to terminate being subject to CA approval.

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A CA position can be created by county charter, by code, ordinance, or order.

According to the Oregon Blue Book, published by the Oregon Secretary of State, nine counties have adopted “home rule” charters, wherein voters have the power to adopt and amend their own county government organization. Lane and Washington were the first to adopt “home rule” in 1962, followed by Hood River (1964), Multnomah (1967), Benton (1972), Jackson (1978), Josephine (1980), Clatsop (1988) and Umatilla (1993).

Clatsop County Charter Chapter IV, section 2 states:

Section 2. County Manager.

The County Manager shall:

- be chosen by the Board without regard to political affiliation and solely with reference to executive and administrative qualifications;
- be the head of the administrative branch of County government;
- be responsible to the Board for the administration of the County;
- be responsible for carrying out the policies established by the Board; and
- be responsible for the employment and termination of all County employees, for all departments of the County.

Term. The County Manager shall be appointed for an indefinite term and may be removed at the pleasure of the Board. If a vacancy occurs in the office of County Manager, the Board shall immediately initiate proceedings to appoint a successor. When the County Manager is unable to perform the duties of the office, or the office becomes vacant, the Board shall appoint an interim County Manager who shall possess the powers and duties of the office.

The Clatsop County Board of Commissioners then supplements the above general grant of authority with specific authority in its code. For instance, with respect to personnel actions that code provides:

2.20.010 Application.

A. General. This chapter shall apply to all employees of the County except as provided in Section 2.20.050.

B. Represented Employees. This chapter shall not be construed to abrogate any rights guaranteed to County employees by ORS 243.650—243.782 or regulations adopted under the Public Employees Collective Bargaining Act.

C. Conflicts. In the event of any conflict between this chapter and any contract with a recognized bargaining unit, or between this chapter and any state and federal law, then the terms of the state or federal law or collective bargaining agreement shall prevail.

D. Modifications. The Board of Commissioners has the right at any time to amend or to modify this chapter or to repeal it, so long as consistent with the County Charter. No provision of this chapter shall be deemed to have created any contractual or vested right in any employee or to limit the power of the Board of Commissioners to amend, modify or to repeal this chapter.

2.20.020 Definitions.

Unless a different meaning is shown to be clearly intended, the terms below shall have the following meanings as used in this chapter:

A. Employee. A person employed by the County; provided, the term “employee,” as used herein, does not include and does not apply to any of the following:

1. Elective officers (members of the Board of Commissioners, the Sheriff, and District Attorney).
2. The County Manager and those persons who report directly to the County Manager.
3. The County Counsel.
4. Department heads.
5. Members of appointive County boards, commissions and County committees.
6. Persons engaged under a personal service contract or as an independent contractor to provide any service to the County.
7. Volunteer personnel.
8. Persons hired from time-to-time to perform casual work, including, but not limited to, those employed to perform seasonal work or to meet the immediate requirements of an emergency condition.

B. County Manager. The person appointed by the Board of Commissioners under County Charter as the head of the administrative branch of the County government or a person acting as County Manager pro tem.

C. Department Head.

1. A County employee who has been appointed by the County Manager to be the head of a department established by the Board of Commissioners.
2. Department heads are not employees covered by those provisions of this chapter or personnel policies established under its terms which provide for probationary periods, grievance procedures, layoff procedures or discipline procedures for employees. Department heads may be covered by other personnel policies and procedures adopted by the County Manager.
3. A department head may be discharged from County employment at any time, with or without cause. A department head has no property right nor right to continued employment with the County.

D. Disciplinary Action. An action such as a written reprimand, a suspension, a demotion or a discharge from employment for reasons which relate to the recipient’s employment or conduct, and which has been or may be imposed on an employee by the County Manager or by the County Manager’s designee. Verbal warnings, counseling, written statements of performance expectations, including related notes and performance appraisals shall not be considered disciplinary actions, although any of these may be considered subsequently in determining whether to take any disciplinary action and in determining the type and extent of disciplinary action to be taken.

E. Personnel Policies. Those policies, guidelines and procedures adopted by the County Manager pursuant to County Charter and this chapter.

2.20.030 Administration.

A. County Manager. The County Manager's powers under County Charter Section 14(1)c shall include, but shall not be limited to, the following:

1. To prepare and to adopt and establish written personnel policies and to revise and amend such personnel policies as the County Manager finds necessary.
2. To prepare and adopt a position classification plan, including class specifications, and to revise and amend such plan as he or she finds necessary.
3. To discipline employees as he or she determines is necessary in accordance with this chapter.
4. To provide for recruitment and for any examination of candidates for County employment and for certification of persons eligible for appointment to County employment.
5. To delegate any of his or her powers and duties to any department head or other subordinate.

Such delegation may include authorization to any department head, or to any other employee reporting directly to the Administrator, to appoint, promote, transfer, layoff, reduce or to discipline employees.

6. To perform any other duty necessary or appropriate to administer this chapter or the County's personnel system and personnel policies.

B. An employee or employees, under the supervision of the County Manager, may be assigned to administer the provisions of this chapter, the County's personnel system and the personnel policies implemented in accordance with this chapter.

C. No one has authority to grant or to offer to any employee any job security or job protection, which is not provided for that employee by County ordinance.

As above, Clatsop County Manager has authority to hire and fire employees at all county levels or delegate its authority to a department official.

Of note, with respect to the relation between the County Manager and the Board of Commissioners, Clatsop County also has adopted "Board Rules" which state:

BOARD-MANAGEMENT DELEGATION

Policy 1. GLOBAL BOARD-MANAGEMENT DELEGATION The Board's sole official connection to the operational organization, its achievements and conduct will be through a County Manager as provided for in the County Home Rule Charter.

Policy 2. UNITY OF CONTROL Only officially passed motions of the Board are binding on the County Manager.

Policy 3. ACCOUNTABILITY OF THE COUNTY MANAGER The County Manager is the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, is considered the authority and accountability of the County Manager.

Policy 4. DELEGATION TO THE COUNTY MANAGER The Board will instruct the County Manager through written policies that prescribe the

organizational ends to be achieved, and proscribe organizational situations and actions to be avoided, allowing the County Manager to use any reasonable interpretation of these policies.

Policy 5. MONITORING COUNTY MANAGER PERFORMANCE

Systematic and rigorous monitoring of County Manager job performance will be solely against the only expected County Manager outputs: organizational accomplishment of Board policies on Ends and organizational operation within the boundaries established in Board policies and Executive Limitations.

Jackson County's Home Rule Charter does not create the County Administrator Position, but leaves it up to the Board of Commissioners.

Section 17. ADMINISTRATIVE RESPONSIBILITY. The Board of County Commissioners is responsible to the people of the County for the proper administration of the affairs of the County. The Board itself may carry on and may delegate administrative functions consistently with this Charter.

Section 18. ADMINISTRATIVE PERSONNEL. The Board of County Commissioners may appoint administrative and advisory personnel of the County to offices and positions established by the Board or by its authority.

Section 19. ADMINISTRATIVE STRUCTURE. The structure of the administrative branch of the County government shall be prescribed consistently with this Charter by the Board of County Commissioners or by its authority. Consistent with the provisions of this Charter, the Board may establish, reorganize, unify and abolish administrative departments and prescribe their functions and the functions of offices and positions within the departments

That board then adopted ordinances that explain the powers of the County Administrator. That CA can appoint numerous county officers; determine rightfulness of claims to abandoned property; authorize modifications to the county logo; and review fees; among other powers.

Another county, Clackamas County, describes the county administrator function in its code.

2.09.010 Office of County Administrator Created

The Office of County Administrator is created and the person holding that office shall act as the head of administration for the County and, if delegated by the district board, its service districts.

2.09.020 Appointment

The County Administrator shall be appointed by and serve at the pleasure of the Board of County Commissioners. The relationship between the County and the County Administrator shall be as set forth in this Chapter and any employment agreement between the County and the County Administrator not inconsistent with this Chapter.

///

2.09.030 Qualifications

The County Administrator shall be appointed by the Board of County Commissioners solely on the basis of his or her executive and administrative qualifications and experience and need not be a resident of the County or the State prior to his or her appointment. After the time of his or her appointment the County Administrator shall reside outside the County only by express permission of the Board. He or she shall receive a salary fixed by the Board commensurate with the responsibilities of the office.

2.09.060 Authority

- A. The County Administrator shall be the Chief Administrative Officer of the County and all County service districts, if that authority is delegated by the board of the district. The County Administrator shall be responsible to the Board of County Commissioners for the administration and management of the County and its service districts and shall have control and supervision of all administrative departments, divisions, offices, districts and agencies subject to his or her jurisdiction, except County Counsel, or as otherwise provided by law.
- B. The County Administrator shall exercise no authority over the actions of elected County officials while they are performing the duties of their offices.
- C. The Board of County Commissioners hereby delegates to the County Administrator broad authority to perform his or her job functions. The County Administrator is responsible to the Board for the manner of his or her administration. The Board reserves to itself all of its legislative and judicial or quasi-judicial authority, unless expressly delegated.
- D. The Board of County Commissioners hereby delegates to the County Administrator contract signing authority for any contract previously approved by the Board of County Commissioners.
- E. The Board of County Commissioners hereby delegates to the County Administrator the authority to draft and promulgate administrative rules and establish and implement operational policies.
- F. It shall be within the specific authority of the County Administrator to perform all day-to-day functions necessary for the administration and management of County affairs and the affairs of County service districts, if delegated. Such authority includes but is not limited to the following:
 - 1. Provide for the proper administration of all ordinances, orders and resolutions of the County and its service districts, all contracts and franchises entered into by the County and service districts, and provide for the enforcement of all policies, rules, procedures, orders and regulations.
 - 2. Keep the Board informed of pertinent matters related to the administration and management of the County and its service districts.
 - 3. Serve as the Budget Officer for the County and its service districts and in that role prepare and submit to the Board and Budget Committee an annual budget and a long range capital improvement and expenditure program. Administer the provisions of the budget as adopted by the Board.
 - 4. Prepare and submit to the Board an annual report on the finances and administrative activities of the County and its service districts for the preceding

fiscal year, together with recommendations for the betterment of the public service.

5. Select, appoint, supervise, discipline or dismiss all County Administration staff and all employees designated as appropriate for unclassified status under Section 2.05.040(3)(B)(11), except the Office of County Counsel and any elected officers. The County Administrator has the authority to sign employment contracts for such designated unclassified employees, consistent with other employment contracts. The County Administrator shall consult the Board on these matters.

6. Manage and administer the County and service districts personnel programs. Prepare and recommend to the Board employee compensation plans.

7. Coordinate the work and facilities of all offices, departments and agencies, both elective and appointive, and devise ways and means whereby efficiency and economy may be secured in the operation of all offices, departments, districts and agencies.

8. Formulate and present to the Board plans for the implementation for goals adopted by the Board.

9. Administer the risk management program for the County and its service districts.

10. Direct the use, operation, maintenance, control and custody of all County and district property, buildings, works and improvements.

11. Furnish the Board with information, proposals and recommendations concerning the operation of County departments, districts, boards and commissions.

12. Unless excused by the Board, attend regular meetings of the Board, participate in the discussions and make recommendations for action by the Board.

13. Conduct such other activities and assignments as may be required by the Board.

2.09.070 Delegation of Authority

The County Administrator may delegate any authority granted by this Chapter to County department heads or other County or district staff, in a manner consistent with the provisions of the County Code

2.09.080 Term

The County Administrator shall be appointed for an indefinite term. The County Administrator is an at-will employee and may be removed at the pleasure of the Board, consistent with any applicable employment agreement.

When compared to the earlier section of Clatsop County Code, the above code grants power to the County Administrator in more areas than simply personnel. This makes the CA responsible for county property, financial reporting, risk management, purchasing contracts, and others. An order creating a CA would include similar definition.

///

CA County Job Descriptions

Whether there is a charter or code or order creating the position, most counties would have a job description to outline the qualifications, duties and responsibilities of the position. In Curry County it would likely be an order creating the position and job description of CA, similar to other positions.

EMPLOYMENT QUALIFICATIONS:

Knowledge of: County government organization, authority and functions and relationships with other governmental jurisdictions. Thorough knowledge of the principles and practices of public administration. Thorough knowledge of the principles and practices of public budgeting, financing, reporting and personnel management.

Ability to: plan, organize and conduct research projects. Ability to communicate effectively both orally and in writing. Ability to analyze problems, prepare clear and concise reports on same with proposed solutions. Ability to analyze and prepare budgets. Ability to supervise the work of assigned personnel and programs. Ability to establish and maintain effective working relationships with the Board of Commissioners, department heads, elected officials, employees, officials from other agencies and the general public.

EDUCATION, EXPERIENCE AND TRAINING:

Five years of professional, progressively responsible experience in an administrative, managerial or supervisory capacity which included experience in budget preparation, personnel administration, and program development implementation and management. Bachelor's degree in Business Administration or related field, preferably supplemented by a master's degree in Business or Public Administration or related field; or any equivalent combination of experience and training.

A list of the powers and duties included in job descriptions typically includes.

1. Performs administrative work in planning and coordinating operations of County government under authority of Board of Commissioners; works closely with individual elected officials and department heads on specific assignments.
2. Supervises central services including personnel and accounting. Is responsible for annual budget preparation and control.
3. Oversees labor negotiations on behalf of the Board of Commissioners; coordinates evaluations of department heads under the Board of Commissioners.
4. Administers various aspects of County insurance programs, including self-insurance fund and unemployment insurance.
5. Develops and implements County's management and training process; establishes goals and priorities in order to enhance communication, expand knowledge and skills; maintains library of management training material; consults with department heads on individual management problems.

6. Contributes to agendas for Board of Commissioners' meetings and attends same as needed.
7. Coordinates special projects (e.g. master facilities plan development, classification and compensation plan development) at direction of Board of Commissioners.
8. Serves as management analyst to Board of Commissioners; responds to identified and perceived problems, researches problems and proposed solution; works directly with department heads to solve specific problems identified by Board of Commissioners.
9. Carries out any other assignment as directed by Board of Commissioners.
10. Performs related duties as required.

Employment Agreements

Some Counties have employment agreements with their CAs. However, an agreement is not required and a simple letter of hire can be used. Sometimes employment agreements are used where the local government personnel regulations do not include the CA as being subject to the personnel rules. At the time of writing, I was unable to obtain a sample employment agreement. There is information in the public domain that describes some provisions of employment agreements to include perquisites such as monthly travel and communication allowances, annual review requirements, and severance packages.

Conclusion

About half the Counties in Oregon have some form of County Administrator. As stated above, Curry County does not have a County Administrator. We did have a Board of Commissioners Director of Administration, but that position lacked any of the broad authority as included in the typical CA role described above. In my capacity as Interim BOC Administrative Staff supervisor² I also lack any of the authority typically found in the CA position.

CAs are usually implemented to lend structure, and perhaps to a lesser degree accountability, to the carrying-out of county business. If the Board considers the County in need of structure and accountability, or for other reasons, it should consider implementing a CA position.

The Board has broad authority to employ a County Administrator and to delegate to that CA broad powers. The rules from Clatsop County help further define the relationship between a CA and a County Board. Let me know if you have any questions.



John R. Huttli
County Counsel / Risk Manager
Interim BOC Administrative Staff Supervisor

² My compensation package currently falls under our Personnel Rules "working-out-of-class" 10% increase for my role in supervising two staff members in addition to my duties as County Legal Counsel and Risk Manager. The BOC office staff budget still includes two workers, but one worker left and is not being replaced pending budget development. As such I am now supervising a single employee in BOC, and it makes sense to reduce my "working-out-of-class" adjustment accordingly.

Curry County Citizens' Committee

Recommendations

February 1, 2012

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Conclusions

Summary of Additional Proposals Received

Executive Summary

The Curry County Citizens Committee reviewed and analyzed many suggestions of ways to reduce expenditures and increase revenue gathered from various sources throughout the community and narrow them down to an initial list of those most likely to

contribute to the County's financial well-being. The Committee, working through three work groups attempted to identify a combination of ideas that would reduce expenditures, improve efficiency and thereby reduce cost and bring increased revenue to the county in the short term as well as including suggestions that might take longer to develop but would eventually provide a more long-term sustainable County government. Those work groups focused on structure/governance, expenditures and revenues.

The members of each work group reviewed and discussed each suggestion in detail and determined by consensus which ideas best met the criteria for inclusion. Those concepts were presented to the entire Citizens Committee for consideration. It is important that the community views the Committee proposals as feasible, plausible and necessary both in the context of meeting the public services needs of our community, but to also sustain and protect our unique natural heritage for future generations.

Following more than 30 hours of meetings with County officials, site visits to County facilities, presentations by representatives of the Association of Oregon Counties, the Governor's Office, the County's law enforcement tax measure advisor and private equity advisors, workgroup meetings and hearing public comment, the Committee utilized a consensus process to indicate the level of support for the following 19 recommendations. The level of Committee support for each of the recommendations is indicated as one of the following shown in parenthesis:

- Consensus: A full and unanimous endorsement or range of varying levels of endorsement but with no outright vetoes.
- Majority: A majority of the Committee members supported the recommendation, although there were members who either could not support the recommendation or they had major concerns that could not be resolved in this process.
- Minority: A minority of the Committee members supported the recommendation.

Each and every idea presented was discussed with equal weight, using criteria including possible constraints, adequacy, effectiveness, efficiencies to be gained and any potential side effects. Our consensus is that no one solution offers a "silver bullet" and that it will likely take more than one of these revenue producing enterprises and significant cuts in expenditures to solve this financial crisis. Additionally, any proposed tax increase will require a dedicated educational component to ensure the citizens of the County understand the magnitude of the financial crisis and also fully understand the solutions being brought forward for consideration.

Recommendations

Recommendation 1. Form of Government (*Consensus*)

The Committee recommends that the Commissioners immediately initiate the process of transitioning the County form of government to a Commission/Administrator form. This would involve the employment of a full-time, professional Chief Administrative Officer to manage the day-to-day affairs of the County and allow part-time or volunteer Commissioners to focus on policy-making and long-term strategies. The Committee felt that greater efficiencies and cost savings could be obtained with a full-time professional managing internally. Commissioners would have more time to devote to strategy and to advocate for the changes we need at the state and federal levels in order to make us financially viable and stable for the long-term, some of which are contained in this report. As a long-term strategy, the Committee also recommends that the Commissioners analyze the advantages and disadvantages of creating a Charter form of governance.

Recommendation 2. Law Enforcement Services (*Consensus*)

The Committee recommends a concept of a joint city/county structure for law enforcement as a long-term strategy. The Commission should form an intergovernmental task force inclusive of representatives of federal, states, county and city law enforcement leaders to determine how to better utilize existing resources, provide for better coordination and provide adequate and efficient public safety for the citizens of the County.

Recommendation 3. Consolidating 9-1-1 (*Consensus*)

The Committee recommends consolidating the 9-1-1 and emergency services dispatch centers currently operated by the Curry County Sheriff's Department and the City of Brookings Police Department. It is estimated that such a consolidation could save \$200,000 to \$400,000 annually.

Recommendation 4. County Employee Compensation (*Consensus*)

The Committee recommends that the County conduct an in-depth evaluation of work flow processes, positions, compensation, benefits and potential unemployment costs to identify opportunities for gaining efficiencies and cost savings. We also recommend that the County immediately draft a letter as to the intent of renegotiating both collective bargaining agreements as to not risk missing the advance deadline for the intent of renegotiation and subsequent yearly rollover. This will allow the County to properly prepare for changes that are needed to coincide with our overall financial situation.

Recommendation 5. November Election (*Majority*)

The Committee recommends, by majority, that any tax or levy measure be placed before the voters in November 2012, and not in May 2012. The Committee believes that there is not sufficient time to effectively and adequately create a dialogue about any proposed measure presented in May. In addition, scheduling any ballot measure for November would give the County Budget Committee adequate time to develop its proposal for FY 2012-13.

Recommendation 6. Budget Committee (*Consensus*)

The Committee recommends that the County Budget Committee be expanded to include representatives from the Citizens Committee. Zero Based Budgeting and Priority Based Budgeting techniques should be the foundation in the preparation of the FY2012-13 budget. The Budget Committee should convene and begin work on the FY 2012-13 budget as soon as possible.

Recommendation 7. Budget Development (*Consensus*)

The County Budget Committee should develop a FY 2012-13 budget without regard to mandates; targeting services to be curtailed that are non-essential or that place the General Fund at risk. Even after review of the documentation provided and much deliberation, the Committee was unclear as to what services are mandated, by what authority and what mandated services were supported by the general populace. The Committee recommends that the FY 2012-13 budget be prepared with no anticipated tax increase; while preserving the existing level of reserve funds to the greatest extent possible. If SRS funds are received, those funds should be reserved for carryover to FY 2013-14.

Recommendation 8. Engage Employee Unions (*Consensus*)

Invite employee unions to begin collective bargaining immediately to help address the fiscal crisis. County employees are among the most important stakeholders and therefore must be part of the solution.

Recommendation 9. Vehicle Maintenance and Use (*Consensus*)

Review current practices and internal charges for the maintenance of County vehicles. Consider, in some cases, changing to a mileage reimbursement method for private vehicle use for County business by employees instead of providing a County-owned vehicle.

Recommendation 10. Shift Services to State (*Consensus*)

Consider turning non-essential services over to the State or other entities. Regardless of the usefulness of a service or that they usually pay into the General Fund, if their regular source of funding were to be disrupted the General Fund would be pressured to make up the balance. This poses a significant risk that the County has little control over and should therefore seek to minimize the exposure.

Recommendation 11. Transient Lodging Tax (*Consensus*)

The Committee recommends that the county pursue a Transient Lodging Tax. Clatsop, Deschutes, Hood River, Jefferson, Lane, and Lincoln counties all collect a transient lodging tax in their unincorporated areas. Washington, Wallowa, Union, Multnomah, Lake, Klamath, Grant, and Clackamas collect a transient lodging tax county-wide regardless of whether their cities are also collecting a transient tax. The rate is between 5.0 and 9.0 per cent. According to Oregon Travel Impacts 2011

(http://www.deanrunyan.com/doc_library/ORImp.pdf), nearly 100 cities and counties in Oregon impose local lodging taxes which are independent of the state lodging tax. Significant revenue could be derived from a county-wide tax collected by bed and breakfast establishments, cabins, campgrounds, condominiums, hotels, inns, lodges, RV sites, vacation rentals, and more.

Current state law (ORS 320.350) requires local governments to dedicate 70 percent of receipts from transient lodging taxes enacted or increased after July 1, 2003, to fund tourism promotion or tourism-related facilities and 30 percent to fund city or county services or to finance or repay the debt of tourism-related facilities.

Also recommend amending state law to give counties the authority to use existing revenues more flexibly and to enact new revenue options with the approval of county voters. One example would be to allow all transient lodging tax receipts to be used by counties and cities for "tourism-related services, including emergency services, law enforcement and roads."

Recommendation 12. Develop a Fair and Equitable Tax Structure to Fund a Reasonable Level of Public Safety(*Consensus*)

The Committee recommends that the Commissioners develop a tax structure that recognizes the disparities in incorporated and unincorporated areas and allows time and adequate funding to transition to a long-term strategy of implementing shared services or taxing districts. One of the major recommendations in the FFP Task Force Report on what counties and county taxpayers can do to help themselves is the formation of county service districts and enactment of local option levies. The FFP Report indicates that Deschutes County, for example, formed a county service district encompassing the unincorporated area and levied a property tax to support Sheriff patrol. Other options were considered by the Committee; however, the Committee felt that the long-term goal of

shared services outlined in Recommendation 2 needed adequate time for deliberation; and in the meantime, some form of short-term funding may be necessary in order to maintain at least a minimum level of services for public safety.

Recommendation 13. Permit & License Fees (*Consensus*)

Analyze county permit, fee, and license schedules to determine which could be adjusted. Determine new sources of permitting and fees, such as a County Business License. Unlike the three incorporated cities within Curry County, the County itself does not currently require a business license in the unincorporated areas. Since this would only require the adoption of a County ordinance it is not voter-approval based, thereby avoiding the difficulties of an additional ballot measure. Additional new fee possibilities include telephone franchise fees. An advantage is that review of fees could be started immediately.

Recommendation 14. Brookings Airport Improvements (*Consensus*)

Improvements to the Brookings Airport would encourage development in the area. Funds/grants may be available from state/federal emergency management programs, if the airport is designated as an emergency and evacuation airport by the Federal Aviation Administration (FAA) and Oregon Department of Aviation (ODA). Improvements would also make the airport more attractive for redevelopment and allow the county/city/port to create development-ready space for commercial/industrial use. The first step in this recommendation is to apply to the FAA and ODA for the emergency airport status.

Recommendation 15. County Surplus Assets Sale, Lease or Re-purpose (*Consensus*)

Inventory and review all County assets to determine if there are any assets that are excess to the county needs and not required for any foreseeable County use. Determine whether that asset should be sold, leased or re-purposed. This could include the sale and lease-back of County-owned structures; an investor could purchase the asset, fund the improvements and lease the asset back to the County. Advantages of selling/leasing property are immediate cash flow, reduction of maintenance, using private capital to make needed improvements and addressing liability issues immediately.

Recommendation 16. Forestland/Timberland Tax Review (*Consensus*)

There are two components to this.

1. Review & collect under reported delinquent taxes. Identify forest/timber/agricultural properties that are already being used as residential or look for any tax delinquent acreage and monitor compliance with "harvest and grow" requirements to insure that the lower property tax rate is valid.

2. Identify forest grazing/agricultural properties that can be converted to other uses. Identify parcels of land that are designated as Forest Grazing and/or agricultural, but are too small to be used as such and should, therefore, be changed to R-5 or R-2. Land owners could then sell the land (fees) to potential residents (property taxes) and the residents on this land would create a larger tax base.

Recommendation 17. County Sales Tax (*Majority*)

The Committee recommends, by majority, that a County sales tax strategy that excludes groceries and pharmacy purchases be pursued. Implementing a countywide sales tax would increase revenue, spread the tax burden on residents and visitors alike, and provide a dependable revenue stream. However, statutory authorization by the Legislature is generally required for a local government to impose a local sales tax increase. The state statutes that authorize local government to create taxes of this type may also set specific conditions or requirements such as a condition that a two-thirds vote of the governing body is required to place a sales tax measure on the ballot. These specific conditions or requirements would need further review and analysis.

Recommendation 18. Increase Property Tax (*Consensus*)

If a modest Property Tax is presented to the voters, it should be coupled with other revenue generating suggestions and major expenditure cuts should be considered, and if a comprehensive approach is presented, the measure might pass.

Recommendation 19. Fractional Equities Tax Prepayment Program (*Minority*)

There are about 2,200-2,500 fully owned (no mortgage) homes in Curry County. The Fractional Equities Program allows homeowners to prepay their taxes with equity from their home for a certain period of time, i.e. five years or for life. The framework for this could be ready within three months. This could generate a significant amount of upfront money, but the County may develop a future cash flow problem if the money is not well managed. Since the County's role is tax collector, all taxing entities would have to agree to this program.

Summary

- Federal Government has unilaterally retracted its decades-long agreement to provide ongoing financial support to local governments causing undue hardship
- It is the consensus of this committee that Curry County must find new, sustainable ways of providing and funding the public services that citizens expect and need.

- No single action will solve all our financial problems.
- The reference information used by the committee will be posted to the county website
- A careful analysis is needed to find a combination that:
- Meets current projected budget shortfall in short term
- Looks to the future, but begins now, to craft long-term solutions for economic sustainability
- Seeks solutions that go beyond continually asking the citizens of the County for more revenue through taxes
- As this report represents a “snap shot” in time, we respectfully request that the Board of Commissioners continue reaching out to this Committee and the citizens of the County as we partner to find ways of building a better future for our County and the people who reside here and will want to reside here in the future. Many members of the Committee bring vast knowledge, experience and expertise and are willing to assist.

Finally, there were many good suggestions that were brought forward that have not initially been recommended by the Committee that should be seriously looked at in the future.

The Committee wishes to acknowledge the pro bono work of Oregon Consensus, a program of the Mark Hatfield School of Government at Portland State University, in facilitating the work of the Committee.

Curry County Citizens’ Committee

David Bassett	David Frazier	Brian Hodge
Leroy Bloodgett	Randall Gerlach	Mark Hollinger
Tom Denning	Frank Hageman	Bob Horel
Phillip Dickson	Ken Hall	Tom Huxley
Paul Fossum	Terry Hanscam	Danelle Kitchel

Susan Lunsford

Pete Peters

Sam Scaffo

Gary Milliman

Dominic Petrucci

Christine Stallard

Tim Patterson

Bruce Raleigh

Additional Ideas/Suggestions

NOTE: Although many of these may be useful in the future they did not at this time meet the criteria immediate recommendation. For example, some need much more research, some are very long term or dependent upon a change of law. They should not be discounted, but may in the future move from a list of ideas, to a list of practical recommendations.

1. Allow Mineral Mining of Pacific City
2. Beverage/Prepared Food Tax
3. Bio Fuel Plant
4. Borrow Money From Road Fund
5. Cape Blanco Airport Emergency Services
6. Cost Recovery
7. County Business Asset Tax
8. County Coalition
9. County Seized Land – Residential use. HUD CAF funding -
10. Curry County Carbon Tax
11. Federal Forest County And Schools Stabilization Act Of 2010
12. Franchise Fees
13. Gold Beach To Grants Pass Road
14. Hospital District Boundary Change To Allow Hospital in Brookings
15. O&C Lands Returned To County For Management
16. Oregon Forested Communities Plan
17. Re-institute Economic Development Department
18. Real Estate Transfer Tax
19. Renewable Energy Development – Including Wind Farms
20. Service Specific Donation – Allows Citizens To Donate To Certain Areas Of Their Interest
21. Tax On Private Timber Lands
22. Timber Harvest Tax
23. Graduated Taxes Based Upon Age – Possible Age Related Rebate

- 24. Pay For Service, i.e. County Bills for Law Enforcement.
- 25. County Park Project
- 26. Redeemable Ground Rent
- 27. Explore Creation of a Council of Governments or Other Intergovernmental Agencies to Share the Cost of Providing Common Services.

COUNTY STRUCTURES

GENERAL LAW - COUNTY COURTS

Judge (full time) + 2 Commissioners (part time)

County	County Judge as Chair/Administrator	Non-Partisan Judge	Commish	Probate Jurisdiction	Juvenile Jurisdiction
Crook	X	X	X		
Gilliam	X	X		X	X
Grant	X	X	X	X	
Harney	X	X	X	X	
Malheur	X	X		X	
Morrow	X	X	X		X
Sherman	X	X		X	X
Wheeler	X	X		X	X

GENERAL LAW - COUNTY COMMISSION

County	Three Members	Five Members	Full Time Chair	Commish	At Large	Non-Partisan	Elected Chair	Administrator
Baker	X		X		X		X	Chair
Clackamas		X	X	X	X	X	X	Appointed
Columbia	X		X	X	X	X		None
Coos	X		X	X	X	X		None
Curry	X		X	X	X	X		None
Deschutes	X		X	X	X			Appointed
Douglas	X		X	X	X	X		None
Jefferson	X				X	X		Appointed
Klamath	X		X	X	X	X		None
Lake	X		X	X	X	X		Appointed
Lincoln	X		X	X	X	X		None
Linn	X		X	X	X			Appointed
Marion	X		X	X	X			Appointed
Polk	X		X	X	X	X		Appointed
Tillamook	X		X	X	X	X		None
Union	X		X	X	X	X		Appointed
Wallowa	X		X		X	X	X	Chair
Wasco	X		X	X	X	X		Appointed
Yamhill	X		X	X	X	X		Appointed

HOME RULE COUNTIES

Date	County	Three Members	Five Members	Elected Chair	At Large	# of Districts	Full Time Chair	Comm	Non-Partisan	Administrator
1972	Benton	X			X		X	X		Appointed
1989	Clatsop		X			5			X	Appointed
1964	Hood River		X	X	Chair	4			X	Appointed
1978	Jackson	X			X		X	X		Appointed
1980	Josephine	X			X		X	X	X	None
1962	Lane		X			5	X	X	X	Appointed
1967	Multnomah		X	X	Chair	4	X	X	X	Chair
1993	Umatilla	X			X		X	X	X	None
1962	Washington		X	X	Chair	4	X		X	Appointed

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

FORM 10-001.1 Rev. 01-13-2017

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US**AGENDA ITEM TITLE:**Order establishing ground rules for Board of Commissioners Meetings.
and

Order amending Curry County Policy Chapter 14 – Agenda Routing Slips to include a requirement for a requirement for Board of Commissioner meeting agenda item staff reports.

AGENDA DATE^a: 2/15/2017 **DEPARTMENT:** Commissioner Huxley **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)**CONTACT PERSON:** Tom Huxley **PHONE/EXT:** 3213 **TODAY'S DATE:** 2/8/2017**BRIEF BACKGROUND OR NOTE^b:** Orders proposed for BOC consideration to improve public meetings and provide more information to the public in advance of Board meetings.^bIndicate if more than one copy to be signed**FILES ATTACHED:****SUBMISSION TYPE:** Order

- (1)Board Agenda Report
- (2)Order - AGRS
- (3) Order - Board Rules

Are there originals in route (paper copies with pre-existing signatures) Yes ☐ No ☒**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) Board Agenda reports would be required of each department wishing to present information to the Board.
3. If Land Transaction, filed with the clerk? Yes ☐ No ☐ N/A ☒

INSTRUCTIONS ONCE SIGNED:☐ No Additional Activity Required

OR

- ☒ File with County Clerk
- ☒ Send Printed Copy to:
- ☒ Email a Digital Copy to:
- ☒ Other Printed and digital recorded copy to each Board of Commissioner. Digital recorded copy to each Department Head. Placement of new Chapter 14 in Routing Slip Policy Document in Share drive and in hard copy.

Name:

Address:

City/State/Zip:

Phone: 3213

Due date to send: 2/ /16 / 2017

Email: Huxleyt@co.curry.or.us

Note: Most signed documents are filed/recorded with the Clerk per standard process.*PART II – COUNTY CLERK REVIEW****EVALUATION CRITERIA:****CLERK ASSESSMENT:** Does this agenda item meet filing/recording standards? Yes ☐ No ☐ N/A ☐
(If No, brief detail)**PART III - FINANCE DEPARTMENT REVIEW****EVALUATION CRITERIA 1-4:**

1. Confirmed Submitting Department's finance-related responses Yes ☐ No ☐
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 an UA, is it approved? Yes ☐ No ☐ Pending ☐ N/A ☒

PART IV – COUNTY COUNSEL REVIEW**AGENDA ASSIGNMENT TYPE:** Adminstrative Actions**LEGAL ASSESSMENT:** Does this agenda item have a legal impact? Yes ☐ No ☐
(If Yes, brief detail)

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT

LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:

Commissioner Thomas Huxley Yes ☒ No ☐

Commissioner Sue Gold Yes ☐ No ☐

Commissioner Court Boice Yes ☐ No ☐

Not applicable to Sheriff's Department since they do not have a liaison ☐



Board of Commissioners Agenda Report

Date: February 15, 2017

From: Tom Huxley, Board of Commissioners Chairman

Issue/Agenda Title: Order amending Curry County Policy Chapter 14 – Agenda Routing Slips to include a requirement for a requirement for Board of Commissioner Agenda Reports.
and
Order establishing ground rules for Board of Commissioner Meetings.

Recommendation: Adopt each Order

Two Recommended Motions:

“I move the Board adopt an Order amending Curry County Policy Chapter 14 – Agenda Routing slips - to include a requirement for Board of Commissioner Agenda Reports.”

And

“I move the Board adopt an Order establishing ground rules for Board of Commissioner Meetings.”

Summary:

For some time there has been difficulty at the Board of Commissioner (Board) meetings on a number of fronts, two of which are the subject of this report.

Agenda routing slips don't provide the Board and the public with enough information. Currently for Board meeting information, all rely on the brief Agenda routing slip, technical attachments and oral presentations. A requirement for a Board Agenda report to be included in the Board packet will enable the public and the Board to examine packet information in greater depth. This could go a long way to facilitate shorter productive meetings with better information and improved transparency. **Attachment A** amends Curry County Policy Chapter 14, Article 1 – Agenda Routing Slips to require a Board Agenda Report. I suggest that the Agenda routing slips be used for internal processing for the Board agenda packets; but that each Board Agenda report is what the public and the Board receives in the Board packet in advance of the Board meetings in the Board packet.

Public participation in Board meetings is difficult when not everyone is on the same page. **Attachment B** calls for Board Ground Rules laying out ways to improve the procedures for public and Board engagement at public meetings.

Fiscal Impact: The Board, staff, and the public all have value for their time. With the adoption of these Orders, lengthy inefficient Board meeting hours can be eliminated so the public and the Board can get through the County's business in a timely and professional way. The attached Orders, if adopted and followed, could certainly be considered a way to save time and money.

Option to Consider: Besides adopting these orders as recommended, the Board could modify one or both with a few minor changes. If this option is selected, I recommend the Board simply direct the modifications and approve each Order subject to the directed changes.

Attachment List:

Attachment A - Order amending Curry County Policy Chapter 14 – Agenda Routing Slips to include a requirement for a requirement for Board of Commissioner meeting agenda item staff reports.

Attachment B – Order establishing ground rules for Board of Commissioners Meetings.

ATTACHMENT A

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

In the Matter of an Order)	
Amending Curry County Policy)	ORDER NO. _____
Chapter 14, Article 1, Title)	
and Table of Contents and)	
Step 3. Department E-Mail)	
Routing Slip & Associated)	
Material to BOC Office)	
To include a Board Agenda)	
Staff report.)	

WHEREAS; information provided to the Board of Commissioners (Board) and the public prior to Board meetings currently includes an Agenda routing slip as specified in Curry County Policy Chapter 14.100 Part 1 Step 2; and,

WHEREAS; the Agenda routing slip provides a minimal amount of information for community and Board review.

WHEREAS; a requirement for a Board Agenda Staff report for Board review would greatly enhance the education of the public and the Board in advance of the meeting on the topics of each Board meeting.

**NOW, THEREFORE, THE BOARD OF CURRY COUNTY COMMISSIONERS
HEREBY ORDERS AS FOLLOWS:** Curry County Policy Chapter 14, Article 1, (Title and Table of Contents) and Policy 14.100 PART 1 – SUBMITTING DEPARTMENT is hereby amended as noted on Exhibit 1.

**BE IT FURTHER ORDERED BY THE BOARD OF CURRY COUNTY
COMMISSIONERS AS FOLLOWS:** As noted on Exhibit 1, Policy 14.100, PART 1 – Step 4 - Associated Materials – Board Agenda is hereby added to Curry County Policy Chapter 14, Article 1, Step 3.

DATED this 15th day of February, 2017.

BOARD OF CURRY COUNTY COMMISSIONERS

Approved as to form

Thomas Huxley, Chair

**John Huttli
Curry County Legal Counsel**

Sue Gold, Vice Chair

Court Boice

**ATTACHMENT A
EXHIBIT 1**

**CURRY COUNTY POLICY
CHAPTER 14**

Article I – AGENDA ROUTING SLIPS AND ASSOCIATED MATERIALS

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14.100 PART I - SUBMITTING DEPARTMENT

Below are instructions for preparation of the materials to be submitted for the agenda/packets, use Agenda Item Routing Slip Form 10-001.1 (attached as Exhibit A-Part I).

Note: Be advised the routing slip and attachments forwarded to the BOC Office is how they will appear on the agenda/in the meeting packet. BOC staff will not correct typographical errors or other information submitted.

Step 1. Identify & Prepare Documentation Needed for Submission

- Prepare/collect information to be submitted to the Board.
- Work directly with County Counsel, Finance/Payroll and/or the Clerk. A contract or other legally binding document must be approved by County Counsel prior to routing to the BOC Office.
- Confirm signature block format; Commissioner Name and Title are completed (filled in) on form (see Exhibit A-Part II).
- Convert documents to electronic format as needed.
- For those originals with a pre-existing signature, the Department must deliver Form 10-001.1 and associated originals (if available) to BOC staff for Board signature by 5:00 pm no later than seven days prior to the meeting (if a holiday falls within the seven day period, the item shall be forwarded to BOC staff eight days prior to the meeting).

Step 2. Complete Part I of the Agenda Item Routing Slip (Form 10-001.1)

Below is a description of each field in Part I of the Agenda Routing Slip to be completed by the Department.

AGENDA ITEM TITLE

- The agenda item title should reveal a clear and accurate description of the topic to be discussed.

AGENDA DATE

- Date of Board meeting for which the material is being submitted for review/action.

SUBMITTING DEPARTMENT

- Name of County Department submitting agenda item and associated paperwork.

TIME NEEDED

- Estimate the approximate amount of time needed to discuss the agenda item

CONTACT PERSON

- If there are questions about the submitted material, indicate who should be contacted.

PHONE/EXTENSION

- Full phone number or extension for contact person responsible for answering questions about the agenda item for which a routing slip was submitted.

TODAY'S DATE

- Date the Agenda Routing Slip is forwarded to BOC staff.

BRIEF BACKGROUND OR NOTE

- Describe the action requested by the Board
Note when multiple originals of signed documents are needed.
Indicate if Signature Authority is to the Chair, Liaison, or Department Head.

FILES ATTACHED

- List the electronic files submitted (accompanying letters, documents, etc.)

Indicate whether originals with pre-existing original signatures are in route to the BOC office.

SUBMISSION TYPE

- Double-click on 'Select'; choose from pull down list (Order, Agreement, Minutes, Agenda, or Resolution).

QUESTIONS SECTION

- Indicate 'Yes' or 'No' or N/A.

INSTRUCTIONS ONCE SIGNED

- No additional Activity Required
Documents are filed/recorded with the Clerk once they are signed.

NOTE: Please allow for 48 hours for post-meeting processing and filing/recording. Check Active Dox for status of filing/recording.

OR

Send Document Hardcopy/Electronically

Applies to document(s) not filed/recorded with Clerk. Provide the name, complete address, telephone, and/or email address where the document is to be delivered.

NOTE: Commissioners' Office will ensure documents are mailed to the entity noted, but will not be responsible for tracking the document after it is mailed.

Step 3. Department E-mails Routing Slip & Associated Materials to BOC Office

After completion of Steps 1 and 2, send to central E-mail:

BOC_Office@co.curry.or.us

Include Agenda Routing Slip with Part I completed.

Include a Board Agenda Report (Exhibit B) and attachments.

Deadline: Close of Business seven days prior to BOC meeting (if a holiday falls within the seven day period, the item shall be forwarded to BOC staff eight days prior to the meeting).

Be advised any handouts presented at the BOC meeting shall be given to the Administrative Assistant so that they can be entered into the record. A minimum of four copies of the hangout are requested.

14.105 PART II-IV (To be completed by others as applicable)

14.110 LATE SUBMISSIONS

If an Agenda Routing Slip and applicable attachments are not submitted by the deadline specified above, the matter must wait until the following meeting. If an emergency, contact the Liaison to determine if they are willing to bring the matter before the BOC as an Agenda Amendment. If the Liaison is unavailable, contact the BOC Chair. The BOC will then vote to decide if they are willing to discuss the later submission.

14.115 Exhibit A, Form 10-001.1 – Part I

14.120 Exhibit A, Form 10-001.1 - Signature Block – Part II

Exhibit A

CURRY COUNTY BOARD OF COMMISSIONERS	
AGENDA ITEM ROUTING SLIP	
FORM 10-001.1 Rev. 01-13-2017	
PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US	
AGENDA ITEM TITLE:	
AGENDA DATE:	DEPARTMENT:
<small>*Submit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period)</small>	
CONTACT PERSON:	PHONE/EXT:
TODAY'S DATE:	
BRIEF BACKGROUND OR NOTE:	
<small>*Indicate if more than one copy to be signed</small>	
FILES ATTACHED:	SUBMISSION TYPE: (Select)
(1)	
(2)	
Are there originals in route (paper copies with pre-existing signatures) Yes <input type="checkbox"/> No <input type="checkbox"/>	
QUESTIONS:	
1. Would this item be a departure from the Annual Budget if approved? (If Yes, brief detail)	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Does this agenda item impact any other County department? (If Yes, brief detail)	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. If Land Transaction, filed with the clerk?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
INSTRUCTIONS ONCE SIGNED:	
<input type="checkbox"/> No Additional Activity Required	
OR	
<input type="checkbox"/> File with County Clerk	Name:
<input type="checkbox"/> Send Printed Copy to:	Address:
<input type="checkbox"/> Email a Digital Copy to:	City/State/Zip:
<input type="checkbox"/> Other	Phone:
Due date to send: / /	Email:
<small>*Note: Most signed documents are filed/recorded with the Clerk per standard process.</small>	
PART II – COUNTY CLERK REVIEW	
EVALUATION CRITERIA:	
CLERK ASSESSMENT: Does this agenda item meet filing/recording standards? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<small>(If No, brief detail)</small>	
PART III – FINANCE DEPARTMENT REVIEW	
EVALUATION CRITERIA 1-4:	
1. Confirmed Submitting Department's finance-related responses Comment:	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Confirmed Submitting Department's personnel-related materials Comment:	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
3. If job description, Salary Committee reviewed:	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
4. If hire order requires an U.A., is it approved?	Yes <input type="checkbox"/> No <input type="checkbox"/> Pending <input type="checkbox"/> N/A <input type="checkbox"/>
PART IV – COUNTY COUNSEL REVIEW	
AGENDA ASSIGNMENT TYPE: (Select)	
LEGAL ASSESSMENT: Does this agenda item have a legal impact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<small>(If Yes, brief detail)</small>	
PART V – BOARD OF COMMISSIONER REVIEW/COMMENT	
LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:	
Commissioner Thomas Huxley	Yes <input type="checkbox"/> No <input type="checkbox"/>
Commissioner Sue Gold	Yes <input type="checkbox"/> No <input type="checkbox"/>
Commissioner Court Boice	Yes <input type="checkbox"/> No <input type="checkbox"/>
Not applicable to Sheriff's Department since they do not have a liaison <input type="checkbox"/>	

14.125 Exhibit B, Board Agenda Staff report

Exhibit B
Board of Commissioners
Curry County

Agenda Report

Date: _____ Date of the Board meeting

From: Department Director or elected Official

Issue/Agenda Title: Title of the agenda item

Recommendation: Action being recommended.

Recommended Motion: “I move the Board”

Summary:

Who, what, when, where and why. Details surrounding the proposals, including background and proposal outcomes.

Fiscal Impact:

The potential fiscal impact on the County budget.

Options to Consider:

Description of 2-3 options for the action with consequences of each option identified.

Attachment List: List of attachments referenced in the Agenda Report

ATTACHMENT B

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

In the matter of establishing ground rules)
for Board of Commissioner Meetings) ORDER _____

WHEREAS the Board of Curry County Commissioners (Board) believes ground rules for public meetings should be in place to make information available to the public, participant interaction and transparency and to facilitate courtesy and professionalism at Board meetings; and,

WHEREAS on February 15, 2017, the Board discussed the ground rules identified in this Order;

NOW, THEREFORE, THE BOARD OF CURRY COUNTY COMMISSIONERS HEREBY ORDERS COMPLIANCE WITH BOARD OF COMMISSIONERS MEETING GROUND RULES AS FOLLOWS:

1. We will maintain professionalism and decorum at public meetings. As elected officials, we agree that representing the citizens of Curry County is a trust of the community worthy of professional and courteous behavior by all is the standard at every Board meeting.

2. We will be prepared. The Board agrees that we will be prepared for public meetings by reading Board Agenda material, gathering additional information as needed, and asking questions of County staff in advance of the meeting.

3. We will not bring surprise information to the Board meetings. The Board agrees that should we have questions about information provided in Board Agenda material in advance of Board public meetings, we will communicate with the individuals responsible for the information at least 24 hours before the Board meeting about our forthcoming questions. The exception to this rule being that Board members shall not communicate with each other outside of Board meetings. Additionally, we will not present new information at the meeting that the Board, staff and the public have not seen. Any supplemental information arriving after the cut off time for Board Agenda item submittal shall be placed on the County web site no later than 24 hours prior to the Board meeting.

4. We will listen to our citizens. The Board agrees that Curry County citizens must have an opportunity to address the subjects on a Board meeting agenda consistent with the Oregon regulations for public meeting participation. Facilitating this participation will be achieved with the use of a public speaker slip (Exhibit 1) from each speaker.

5. We will read the Board Agenda Reports before the Board Meetings.

The Board agrees that adequate Board Agenda information in advance of a Board meeting for the public is important for transparency. A Board Agenda Report must be prepared by staff, the Board, Curry County elected officials, and contract staff for any Agenda matters presented to the Board. The Agenda Report will be consistent with Curry County Code Policy Chapter 14 Article 1.

6. We will practice efficient decision-making.

The Board agrees Board meetings are for timely decision-making, action and votes. The Board agrees to move the question when discussion is repetitive. Board meetings shall last no more than two and a half hours unless extended by a unanimous decision of the Board.

7. We will practice and expect professional behavior at Board meetings.

The Board recognizes that varying viewpoints are healthy for public discourse. Regardless of agreement between parties, polite behavior by all meeting participants is required. The Board agrees to listen with courtesy to Board meeting participants. Likewise meeting participants will be expected to act in a considerate manner.

8. Compliance with Curry County Code Article One, Division Seven – Maintenance of Order and Decorum of Board of Commissioners meetings.

The Board agrees to comply with the directives of Article One, Division Seven. We agree that failure of meeting participants to comply with these regulations may result in the Board Chair or two Commissioners adjourning a Board meeting.

Dated this 15th day of February, 2017.

CURRY COUNTY BOARD OF COMMISSIONERS

Thomas Huxley, Chair

Susan Gold, Vice Chair

Court Boice, Commissioner

Approved as to form:

John Hutt
Curry County Counsel

**ATTACHMENT B
EXHIBIT 1**



**CURRY COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING SIGN IN COMMENT CARD**

We welcome your comments.

Anyone wishing to make one 3-minute presentation about an agenda item (except public hearing items) or any topic of concern under Public Comment must fill out this card, sign the bottom and give it to the Minute Clerk of the Board prior to the start of the meeting. No speaker cards will be accepted after the start of the Board meeting. This card must be signed if you wish to testify.

Name: _____

Address:(optional) _____

Agenda topic: _____

Rules for Public Comment

- Unless extended or limited by the Chairperson, the maximum time is 3 minutes per person. You may not "yield their time" to others.
- Public comments are not allowed on any pending land-use application except during stated public hearings on that issue.
- Public comments must be about a matter on the Agenda public hearing section or a matter of County concern presented under "Public Comments". The Board will determine whether a subject is a "matter of County concern."
- No comment shall contain profane, obscene, abusive, threatening or slanderous content.
- The public may not direct questions to commissioners or staff during the Public Comment period.
- The Chairperson or a majority of the Board may eject anyone from the meeting for violating these rules.

By signing this card, I agree to refrain from argumentative, accusatory or insulting comments. I will obey the County rules of conduct and the lawful order of the presiding officer or a majority of the Board.

Your Signature

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

In the matter of establishing ground rules)
for Board of Commissioner Meetings) **ORDER _____**

WHEREAS, the Board of Curry County Commissioners (Board) believes ground rules for public meetings should be in place to make information available to the public, participant interaction and transparency and to facilitate courtesy and professionalism at Board meetings; and,

WHEREAS, on February 15, 2017, the Board discussed the ground rules identified in this Order;

**NOW, THEREFORE, THE BOARD OF CURRY COUNTY COMMISSIONERS
HEREBY ORDERS COMPLIANCE WITH BOARD OF COMMISSIONERS MEETING
GROUND RULES AS FOLLOWS:**

1. We will maintain professionalism and decorum at public meetings. As elected officials, we agree that representing the citizens of Curry County is a trust of the community worthy of professional and courteous behavior by all is the standard at every Board meeting.

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participation will be achieved with the use of a public speaker slip (Exhibit 1) from each speaker.

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7. We will practice and expect professional behavior at Board meetings. The Board recognizes that varying viewpoints are healthy for public discourse. Regardless of agreement between parties, polite behavior by all meeting participants is required. The Board agrees to listen with courtesy to Board meeting participants. Likewise meeting participants will be expected to act in a considerate manner.

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Dated this 15th day of February, 2017.

CURRY COUNTY BOARD OF COMMISSIONERS

Thomas Huxley, Chair

Susan Gold, Vice Chair

Court Boice, Commissioner

Approved as to form:

John Hutt
Curry County Counsel

**ATTACHMENT B
EXHIBIT 1**



**CURRY COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING SIGN IN COMMENT CARD**

We welcome your comments.

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Name: _____

Address:(optional) _____

Agenda topic: _____

Rules for Public Comment

- Unless extended or limited by the Chairperson, the maximum time is 3 minutes per person. You may not "yield their time" to others.
- Public comments are not allowed on any pending land-use application except during stated public hearings on that issue.
- Public comments must be about a matter on the Agenda public hearing section or a matter of County concern presented under "Public Comments". The Board will determine whether a subject is a "matter of County concern."
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By signing this card, I agree to refrain from argumentative, accusatory or insulting comments. I will obey the County rules of conduct and the lawful order of the presiding officer or a majority of the Board.

Your Signature

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

In the Matter of an Order)	
Amending Curry County Policy)	ORDER NO. _____
Chapter 14, Article 1, Title)	
and Table of Contents and)	
Step 3. Department E-Mail)	
Routing Slip & Associated)	
Material to BOC Office)	
To include a Board Agenda)	
Staff report.)	

WHEREAS; information provided to the Board of Commissioners (Board) and the public prior to Board meetings currently includes an Agenda routing slip as specified in Curry County Policy Chapter 14.100 Part 1 Step 2; and,

WHEREAS; the Agenda routing slip provides a minimal amount of information for community and Board review.

WHEREAS; a requirement for a Board Agenda Staff report for Board review would greatly enhance the education of the public and the Board in advance of the meeting on the topics of each Board meeting.

**NOW, THEREFORE, THE BOARD OF CURRY COUNTY COMMISSIONERS
HEREBY ORDERS AS FOLLOWS:** Curry County Policy Chapter 14, Article 1, (Title and Table of Contents) and Policy 14.100 PART 1 – SUBMITTING DEPARTMENT is hereby amended as noted on Exhibit 1.

**BE IT FURTHER ORDERED BY THE BOARD OF CURRY COUNTY
COMMISSIONERS AS FOLLOWS:** As noted on Exhibit 1, Policy 14.100, PART 1 – Step 4 - Associated Materials – Board Agenda is hereby added to Curry County Policy Chapter 14, Article 1, Step 3.

DATED this 15th day of February, 2017.

BOARD OF CURRY COUNTY COMMISSIONERS

Approved as to form

Thomas Huxley, Chair

**John Huttli
Curry County Legal Counsel**

Sue Gold, Vice Chair

Court Boice

**ATTACHMENT A
EXHIBIT 1**

**CURRY COUNTY POLICY
CHAPTER 14**

Article I – AGENDA ROUTING SLIPS AND ASSOCIATED MATERIALS

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14.125	Exhibit B, Board Agenda Staff Report.....	vi

14.100 PART I - SUBMITTING DEPARTMENT

Below are instructions for preparation of the materials to be submitted for the agenda/packets, use Agenda Item Routing Slip Form 10-001.1 (attached as Exhibit A-Part I).

Note: Be advised the routing slip and attachments forwarded to the BOC Office is how they will appear on the agenda/in the meeting packet. BOC staff will not correct typographical errors or other information submitted.

Step 1. Identify & Prepare Documentation Needed for Submission

- Prepare/collect information to be submitted to the Board.
- Work directly with County Counsel, Finance/Payroll and/or the Clerk. A contract or other legally binding document must be approved by County Counsel prior to routing to the BOC Office.
- Confirm signature block format; Commissioner Name and Title are completed (filled in) on form (see Exhibit A-Part II).
- Convert documents to electronic format as needed.
- For those originals with a pre-existing signature, the Department must deliver Form 10-001.1 and associated originals (if available) to BOC staff for Board signature by 5:00 pm no later than seven days prior to the meeting (if a holiday falls within the seven day period, the item shall be forwarded to BOC staff eight days prior to the meeting).

Step 2. Complete Part I of the Agenda Item Routing Slip (Form 10-001.1)

Below is a description of each field in Part I of the Agenda Routing Slip to be completed by the Department.

AGENDA ITEM TITLE

- The agenda item title should reveal a clear and accurate description of the topic to be discussed.

AGENDA DATE

- Date of Board meeting for which the material is being submitted for review/action.

SUBMITTING DEPARTMENT

- Name of County Department submitting agenda item and associated paperwork.

TIME NEEDED

- Estimate the approximate amount of time needed to discuss the agenda item

CONTACT PERSON

- If there are questions about the submitted material, indicate who should be contacted.

PHONE/EXTENSION

- Full phone number or extension for contact person responsible for answering questions about the agenda item for which a routing slip was submitted.

TODAY'S DATE

- Date the Agenda Routing Slip is forwarded to BOC staff.

BRIEF BACKGROUND OR NOTE

- Describe the action requested by the Board
Note when multiple originals of signed documents are needed.
Indicate if Signature Authority is to the Chair, Liaison, or Department Head.

FILES ATTACHED

- List the electronic files submitted (accompanying letters, documents, etc.)
Indicate whether originals with pre-existing original signatures are in route to the BOC office.

SUBMISSION TYPE

- Double-click on 'Select'; choose from pull down list (Order, Agreement, Minutes, Agenda, or Resolution).

QUESTIONS SECTION

- Indicate 'Yes' or 'No' or N/A.

INSTRUCTIONS ONCE SIGNED

- No additional Activity Required
Documents are filed/recorded with the Clerk once they are signed.

NOTE: Please allow for 48 hours for post-meeting processing and filing/recording. Check Active Dox for status of filing/recording.

OR

Send Document Hardcopy/Electronically

Applies to document(s) not filed/recorded with Clerk. Provide the name, complete address, telephone, and/or email address where the document is to be delivered.

NOTE: Commissioners' Office will ensure documents are mailed to the entity noted, but will not be responsible for tracking the document after it is mailed.

Step 3. Department E-mails Routing Slip & Associated Materials to BOC Office

After completion of Steps 1 and 2, send to central E-mail:

BOC_Office@co.curry.or.us

Include Agenda Routing Slip with Part I completed.

Include a Board Agenda Report (Exhibit B) and attachments.

Deadline: Close of Business seven days prior to BOC meeting (if a holiday falls within the seven day period, the item shall be forwarded to BOC staff eight days prior to the meeting).

Be advised any handouts presented at the BOC meeting shall be given to the Administrative Assistant so that they can be entered into the record. A minimum of four copies of the hangout are requested.

14.105 PART II-IV (To be completed by others as applicable)

14.110 LATE SUBMISSIONS

If an Agenda Routing Slip and applicable attachments are not submitted by the deadline specified above, the matter must wait until the following meeting. If an emergency, contact the Liaison to determine if they are willing to bring the matter before the BOC as an Agenda Amendment. If the Liaison is unavailable, contact the BOC Chair. The BOC will then vote to decide if they are willing to discuss the later submission.

14.115 Exhibit A, Form 10-001.1 – Part I

14.120 Exhibit A, Form 10-001.1 - Signature Block – Part II

PART 1 – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.ORG

AGENDA ITEM TITLE:		
AGENDA DATE: <small>*Submit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period)</small>	DEPARTMENT:	TIME NEEDED:
CONTACT PERSON:	PHONE/EXT:	TODAY'S DATE:
BRIEF BACKGROUND OR NOTE: <small>*Indicate if more than one copy to be signed</small>		
FILES ATTACHED:	SUBMISSION TYPE: (Select)	
(1) (2)		
Are there originals in route (paper copies with pre-existing signatures) Yes <input type="checkbox"/> No <input type="checkbox"/>		
QUESTIONS:		
1. Would this item be a departure from the Annual Budget if approved? (If Yes, brief detail)		Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Does this agenda item impact any other County department? (If Yes, brief detail)		Yes <input type="checkbox"/> No <input type="checkbox"/>
3. If Land Transaction, filed with the clerk?		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
INSTRUCTIONS ONCE SIGNED:		
<input type="checkbox"/> No Additional Activity Required		
OR		
<input type="checkbox"/> File with County Clerk	Name:	
<input type="checkbox"/> Send Printed Copy to:	Address:	
<input type="checkbox"/> Email a Digital Copy to:	City/State/Zip:	
<input type="checkbox"/> Other	Phone:	
Due date to send: / /	Email:	
<small>*Note: Most signed documents are filed/recorded with the Clerk per standard process.</small>		
PART II – COUNTY CLERK REVIEW		
EVALUATION CRITERIA:		
CLERK ASSESSMENT: Does this agenda item meet filing/recording standards? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>		
(If No, brief detail)		
PART III – FINANCE DEPARTMENT REVIEW		
EVALUATION CRITERIA 1-4:		
1. Confirmed Submitting Department's finance-related responses Comment:	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2. Confirmed Submitting Department's personnel-related materials Comment:	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
3. If job description Salary Committee reviewed:	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
4. If hire order requires an U/A, is it approved?	Yes <input type="checkbox"/> No <input type="checkbox"/> Pending <input type="checkbox"/> N/A <input type="checkbox"/>	
PART IV – COUNTY COUNSEL REVIEW		
AGENDA ASSIGNMENT TYPE: (Select)		
(LEGAL ASSESSMENT: Does this agenda item have a legal impact? (If Yes, brief detail)		Yes <input type="checkbox"/> No <input type="checkbox"/>
PART V – BOARD OF COMMISSIONER REVIEW/COMMENT		
LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:		
Commissioner Thomas Huxley	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Commissioner Sue Gold	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Commissioner Court Boice	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Not applicable to Sheriff's Department since they do not have a liaison <input type="checkbox"/>		

14.125

Exhibit B, Board Agenda Staff report

Exhibit B
Board of Commissioners
Curry County

Agenda Report

Date:

Date of the Board meeting

From: Department Director or elected Official

Issue/Agenda Title: Title of the agenda item

Recommendation: Action being recommended.

Recommended Motion: “I move the Board

Summary:

Who, what, when, where and why. Details surrounding the proposals, including background and proposal outcomes.

Fiscal Impact:

The potential fiscal impact on the County budget.

Options to Consider:

Description of 2-3 options for the action with consequences of each option identified.

Attachment List: List of attachments referenced in the Agenda Report

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

FORM 10-001.1 Rev. 01-13-2017

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US**AGENDA ITEM TITLE:** Consider retaining outside agent for collective bargaining**AGENDA DATE^a:** 02/15/2017 **DEPARTMENT:** BOC/HR/Legal **TIME NEEDED:** 10 min^aSubmit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period)**CONTACT PERSON:** JHuttI**PHONE/EXT:** 3291 **TODAY'S DATE:** 02/08/2017**BRIEF BACKGROUND OR NOTE^b:** Per Board direction to present options to retain outside agents for collective bargaining^bIndicate if more than one copy to be signed**FILES ATTACHED:****SUBMISSION TYPE:** Agreement

(1)Not Attached Local Government Law Group

(2)Not Attached Local Government Personnel Institute

Are there originals in route (paper copies with pre-existing signatures) Yes ☒ No ☐**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. If Land Transaction, filed with the clerk? Yes ☐ No ☐ N/A ☐

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:

Due date to send: / /

Email:

^cNote: Most signed documents are filed/recorded with the Clerk per standard process.**PART II – COUNTY CLERK REVIEW****EVALUATION CRITERIA:****CLERK ASSESSMENT:** Does this agenda item meet filing/recording standards? Yes ☐ No ☐ N/A ☐

(If No, brief detail)

PART III - FINANCE DEPARTMENT REVIEW**EVALUATION CRITERIA 1-4:**

1. Confirmed Submitting Department's finance-related responses Yes ☐ No ☐
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 an UA, is it approved? Yes ☐ No ☐ Pending ☐ N/A ☒

PART IV – COUNTY COUNSEL REVIEW**AGENDA ASSIGNMENT TYPE:** New Business**LEGAL ASSESSMENT:** Does this agenda item have a legal impact? Yes ☒ No ☐

(If Yes, brief detail) Contract for management-side labor negotiator

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT**LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:**Commissioner Thomas Huxley Yes ☐ No ☐Commissioner Sue Gold Yes ☐ No ☐Commissioner Court Boice Yes ☐ No ☐Not applicable to Sheriff's Department since they do not have a liaison ☐

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

FORM 10-001.1 Rev. 01-13-2017

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US**AGENDA ITEM TITLE:** Insurance Agent of Record Agreement**AGENDA DATE^a:** 02/15/2017 **DEPARTMENT:** Risk Management **TIME NEEDED:** 5min^aSubmit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period)**CONTACT PERSON:** J Hutt **PHONE/EXT:** 3291 **TODAY'S DATE:** 02/08/2017**BRIEF BACKGROUND OR NOTE^b:** The 2012 contract was extended for the third and last time.
Board to direct staff to procure new agent or re-negotiate with existing agent.^bIndicate if more than one copy to be signed**FILES ATTACHED:****SUBMISSION TYPE:** Discussion/Decision

(1)

(2)

Are there originals in route (paper copies with pre-existing signatures) Yes ☐ No ☒**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. If Land Transaction, filed with the clerk? Yes ☐ No ☐ N/A ☐

INSTRUCTIONS ONCE SIGNED:☐ No Additional Activity Required

OR

☐ File with County Clerk

Name:

☐ Send Printed Copy to:

Address:

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City/State/Zip:

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Phone:

Due date to send: / /

Email:

^cNote: Most signed documents are filed/recorded with the Clerk per standard process.**PART II – COUNTY CLERK REVIEW****EVALUATION CRITERIA:****CLERK ASSESSMENT:** Does this agenda item meet filing/recording standards? Yes ☐ No ☐ N/A ☐
(If No, brief detail)**PART III - FINANCE DEPARTMENT REVIEW****EVALUATION CRITERIA 1-4:**

1. Confirmed Submitting Department's finance-related responses Yes ☐ No ☐
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 an UA, is it approved? Yes ☐ No ☐ Pending ☐ N/A ☒

PART IV – COUNTY COUNSEL REVIEW**AGENDA ASSIGNMENT TYPE:** New Business**LEGAL ASSESSMENT:** Does this agenda item have a legal impact? Yes ☐ No ☒
(If Yes, brief detail) Board direction**PART V – BOARD OF COMMISSIONER REVIEW/COMMENT****LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:**Commissioner Thomas Huxley Yes ☐ No ☐Commissioner Sue Gold Yes ☐ No ☐Commissioner Court Boice Yes ☐ No ☐Not applicable to Sheriff's Department since they do not have a liaison ☐

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

FORM 10-001.1 Rev. 01-13-2017

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US**AGENDA ITEM TITLE:** South Coast Business Employment Corporation (SCBEC)
Appointment Review**AGENDA DATE^a:** 2/15/2017 **DEPARTMENT:** BOC **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)**CONTACT PERSON:** Commissioners **PHONE/EXT:** 3291 **TODAY'S DATE:** 2/3/2017**BRIEF BACKGROUND OR NOTE^b:** Initially added to the 2017 liaison responsibilities of Commissioner Boice. There is a conflict in serving on both the board for SCBEC and CCD.^bIndicate if more than one copy to be signed**FILES ATTACHED:****SUBMISSION TYPE:** Discussion/Decision

(1)Email from SCBEC

(2)

Are there originals in route (paper copies with pre-existing signatures) Yes ☐ No ☒**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. If Land Transaction, filed with the clerk? Yes ☐ No ☐ N/A ☒

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:

Due date to send: / /

Email:

^cNote: Most signed documents are filed/recorded with the Clerk per standard process.**PART II – COUNTY CLERK REVIEW****EVALUATION CRITERIA:****CLERK ASSESSMENT:** Does this agenda item meet filing/recording standards? Yes ☐ No ☐ N/A ☐
(If No, brief detail)**PART III - FINANCE DEPARTMENT REVIEW****EVALUATION CRITERIA 1-4:**

1. Confirmed Submitting Department's finance-related responses Yes ☐ No ☐
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 an UA, is it approved? Yes ☐ No ☐ Pending ☐ N/A ☐

PART IV – COUNTY COUNSEL REVIEW**AGENDA ASSIGNMENT TYPE:** Appointments**LEGAL ASSESSMENT:** Does this agenda item have a legal impact? Yes ☒ No ☐
(If Yes, brief detail) Address conflicting appointments**PART V – BOARD OF COMMISSIONER REVIEW/COMMENT****LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:**Commissioner Thomas Huxley Yes ☐ No ☐Commissioner Sue Gold Yes ☐ No ☐Commissioner Court Boice Yes ☐ No ☐Not applicable to Sheriff's Department since they do not have a liaison ☐

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

FORM 10-001.1 Rev. 03-02-2016

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US**AGENDA ITEM TITLE:** Years of Service Award for Deputy Jared Gray 10 yrs**AGENDA DATE^a:** 2/15/17 **DEPARTMENT:** Sheriff **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)**CONTACT PERSON:** Sheriff Ward **PHONE/EXT:** 3322 **TODAY'S DATE:** 2/6/17**BRIEF BACKGROUND OR NOTE^b:** Recognition for ten years of Sheriff's Office service to the citizens of Curry County, OR^bIndicate if more than one copy to be signed**FILES ATTACHED:****SUBMISSION TYPE:** Notice

(1)Years of Service Award

(2)

Are there originals in route (paper copies with pre-existing signatures) Yes ☐ No ☒**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. If Land Transaction, filed with the clerk? Yes ☐ No ☐ N/A ☒**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:

Due date to send: / /

Email:

^{*}Note: Most signed documents are filed/recorded with the Clerk per standard process.**PART II – COUNTY CLERK REVIEW****EVALUATION CRITERIA:****CLERK ASSESSMENT:** Does this agenda item meet filing/recording standards? Yes ☐ No ☐ N/A ☒

(If No, brief detail)

PART III - FINANCE DEPARTMENT REVIEW**EVALUATION CRITERIA 1-4:**1. Confirmed Submitting Department's finance-related responses Yes ☐ No ☐

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 an UA, is it approved? Yes ☐ No ☐ Pending ☐ N/A ☒**PART IV – COUNTY COUNSEL REVIEW****AGENDA ASSIGNMENT TYPE:** Presentations**LEGAL ASSESSMENT:** Does this agenda item have a legal impact? Yes ☐ No ☒

(If Yes, brief detail)

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT**LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:**Commissioner Court Boice Yes ☐ No ☐Commissioner Thomas Huxley Yes ☐ No ☐Commissioner Susan Gold Yes ☐ No ☐Not applicable to Sheriff's Department since they do not have a liaison ☒

YEARS OF SERVICE

Curry County hereby recognizes:

Deputy Jared Gray

For 10 years of Sheriff's Office service to the citizens of Curry County,
Oregon

FEBRUARY, 2007 - FEBRUARY, 2017


John Ward, Sheriff

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

FORM 10-001.1 Rev. 01-13-2017

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US**AGENDA ITEM TITLE:** CTR Recycling Report**AGENDA DATE^a:** 1/15/17 **DEPARTMENT:** BOC **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)**CONTACT PERSON:** Sue Gold **PHONE/EXT:** 3260 **TODAY'S DATE:** 2/3/17**BRIEF BACKGROUND OR NOTE^b:** This will be the DEQ annual recycling report^bIndicate if more than one copy to be signed**FILES ATTACHED:****SUBMISSION TYPE:** Discussion/Decision

(1)Powerpoint

(2)

Are there originals in route (paper copies with pre-existing signatures) Yes ☐ No ☒**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. If Land Transaction, filed with the clerk? Yes ☐ No ☐ N/A ☒

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:

Due date to send: / /

Email:

^{*}Note: Most signed documents are filed/recorded with the Clerk per standard process.**PART II – COUNTY CLERK REVIEW****EVALUATION CRITERIA:****CLERK ASSESSMENT:** Does this agenda item meet filing/recording standards? Yes ☐ No ☐ N/A ☐

(If No, brief detail)

PART III - FINANCE DEPARTMENT REVIEW**EVALUATION CRITERIA 1-4:**

1. Confirmed Submitting Department's finance-related responses Yes ☐ No ☐
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 an UA, is it approved? Yes ☐ No ☐ Pending ☐ N/A ☒

PART IV – COUNTY COUNSEL REVIEW**AGENDA ASSIGNMENT TYPE:** Presentations**LEGAL ASSESSMENT:** Does this agenda item have a legal impact? Yes ☐ No ☒

(If Yes, brief detail)

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT**LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:**Commissioner Thomas Huxley Yes ☐ No ☐Commissioner Sue Gold Yes ☒ No ☐Commissioner Court Boice Yes ☐ No ☐Not applicable to Sheriff's Department since they do not have a liaison ☐



CURRY TRANSFER & RECYCLING

Recycle Collection



Curbside Recycle Collection Available to:	Population Base
All City Limits in Curry County	9,722
All Urban Growth Areas	6,000
Nesika Beach	450
Recycle Depots at All Transfer-Sites	22,364 Curry County population
Commercial Recycling (Cardboard, Commingle, Paper)	Available to all businesses within the City Limits and Urban Growth boundaries

Total MSW & Recycle Tons Reported



	2015	2014	2010	2005
Total Landfill Tons- Dry Creek	17,103	15,709	16,794	22,189
<i>(2016- 19,032)</i>		fewest tons		peaked
CTR Recycle Tons <i>(2016- 3,125)</i>	2,890	3,028	2,750	2,426
Other County Tons	2,537	2,724	1,599	1,566
Total Recycle Material Reported	5,427	5,752	4,349	3,992
Total Tons Reported	22,530	21,461	21,143	26,181
Percentage Recovered From Landfill	24.1%	27%	20.6%	15%
County Goal 30%				

Collection



- CTR- Seven residential and business office paper/commingle routes
- CTR- Commercial route- cardboard and commingle dumpsters
- CTR- Roll-off collection- compactors
- CTR- Tires, Metal, E-Waste, Motor Oil, Batteries
- Ray's & Bi-Mart Cardboard –backhaul their own
- Bottle and Aluminum Cans at Grocery Markets
- Local Business: Motor oil, Grease, Tires, Metal, Batteries

What May Not be Captured



- **Metal from Metal Scrappers 1,000+ tons**
- **Recycling taken out of the County**
- **Grease collected by rendering companies**

2017 Changes



Potential Impact

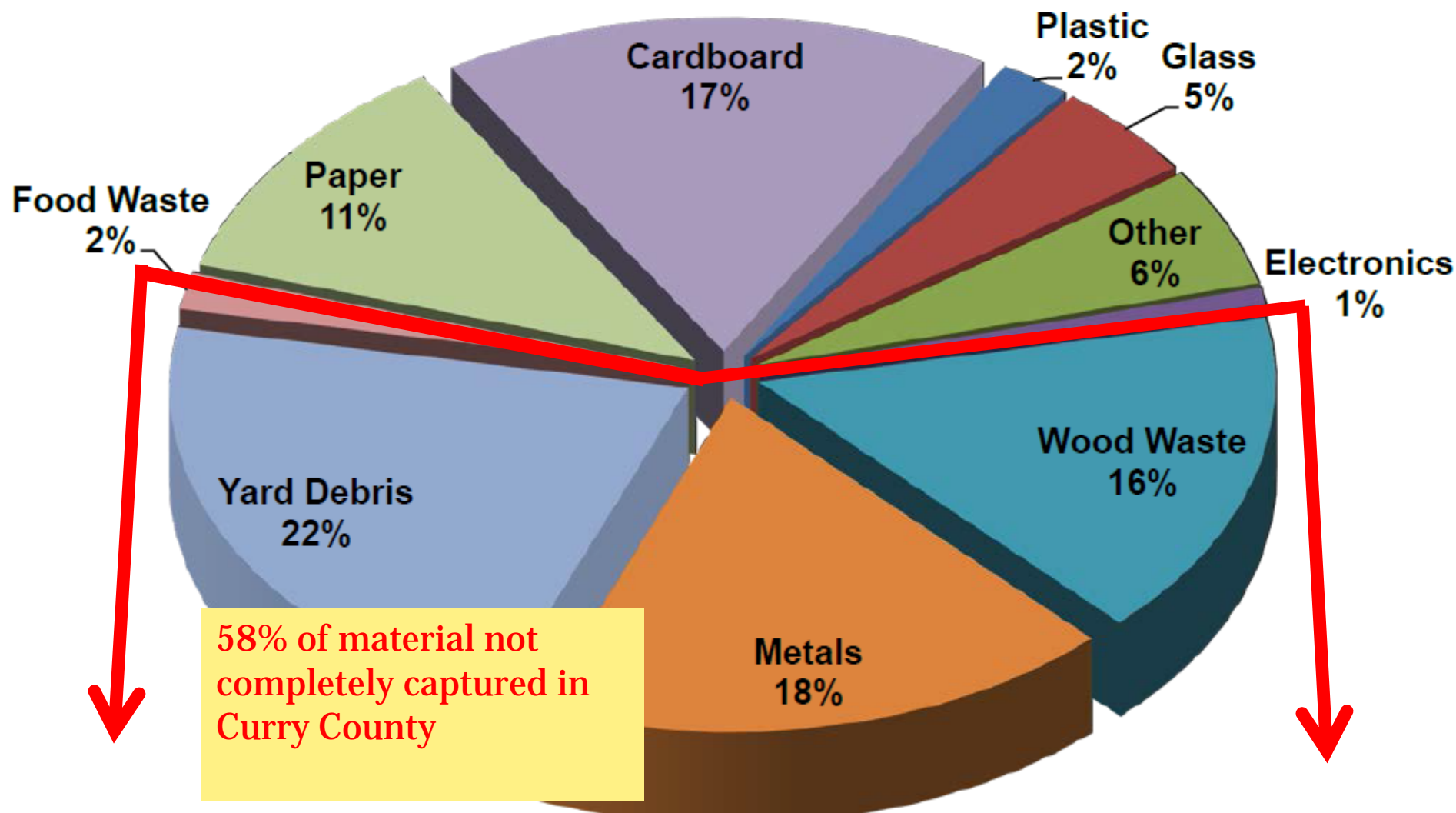
- Fred Meyers hauling their own cardboard
- Ray's, Brookings- loss of cardboard
- Del Norte- changes in recycling programs
- CTR will propose roll-cart recycling late 2017 or 2018
- Yard waste disposal
- Education- City of Brookings Website/ CTR website



Rural County Challenges

The chart below shows major categories of materials recovered in 2015 and the percentage of total recovery (by weight) for each category. Specific materials included in these categories are listed on page 7.

Materials Recovered in 2015
(percent by weight)



Waste Shed	2015 Tons Recovered	Pounds Per Capita	Population	Miles to Mkt
Wheeler	80	110	1,445	85
Lake	837	209	8,010	303
Grant	1,039	280	7,430	276
Sherman	252	281	1,790	122
Harney	1,079	296	7,295	312
Wallowa	1,121	316	7,100	348
Jefferson	3,978	354	22,445	63
Coos	12,444	395	62,990	239
Crook	4,378	415	21,085	195
Malheur	6,718	427	31,480	407
Klamath	15,294	456	67,110	275
Columbia	11,771	467	50,390	53
Curry	5427	483	22,470	343
Union	6,735	506	26,625	274
Baker	4,208	512	16,425	303
Wasco	6,853	520	26,370	97
Douglas	32,530	592	109,910	193
Hood River	7,771	641	24,245	63
Milton-Freewater	2,841	718	7,916	238
Tillamock	9,330	726	25,690	72
Morrow	4,445	764	11,630	186
Josephine	32,730	782	83,720	253
Benton	33,309	805	82,738	99
Lincoln	19,465	824	47,225	130
Umatilla	29,786	836	71,250	181
Yamhill	44,969	861	104,478	40
Polk	35,051	902	77,722	71
Jackson	97,393	923	210,975	279
Linn	59,453	927	128,321	31
Deschutes	83,381	977	170,740	181
Gilliam	1,067	1080	1,975	157
Clatsop	20,995	1112	367,750	78
Lane	242,755	1341	362,150	135
Marion	239,926	1456	329,576	64
Metro	1,304,438	1495	1,745,385	0

Oregon County Recovery
Tons

Sorted by Pounds Per Capita

Yellow Highlights represent
rural counties off I-5 corridor
or major Hwys.

Transporting Material To Processors

- Longview, WA
- Portland
- Clackamas
- Toledo
- Medford





Mat'l Recovery Facility







Community Outreach



- Tours
- Presentations
- Website- currytransferrecycling.com
- Bill messaging
- News articles
- Radio
- Home Show
- County Fair
- City and Chamber website links



They can teach us a thing or two about Reduce, Reuse, and Recycle!

CLASS OF 2028

www.currytransferrecycling.com



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

FORM 10-001.1 Rev. 01-13-2017

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US**AGENDA ITEM TITLE:** GIS Status Update:**AGENDA DATE^a:** 2/15/2017 **DEPARTMENT:** Commissioner **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)**CONTACT PERSON:** Tom Huxley **PHONE/EXT:** 3213 **TODAY'S DATE:** 2/8/2017**BRIEF BACKGROUND OR NOTE^b:** Update on progress of Curry County GIS web application^bIndicate if more than one copy to be signed**FILES ATTACHED:****SUBMISSION TYPE:** Discussion/Decision

(1)

(2)

Are there originals in route (paper copies with pre-existing signatures) Yes ☐ No ☒**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. If Land Transaction, filed with the clerk? Yes ☐ No ☐ N/A ☒

INSTRUCTIONS ONCE SIGNED:☐ No Additional Activity Required

OR

☐ File with County Clerk

Name:

☐ Send Printed Copy to:

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☐ Email a Digital Copy to:

City/State/Zip:

☐ Other

Phone:

Due date to send: / /

Email:

^{*}Note: Most signed documents are filed/recorded with the Clerk per standard process.**PART II – COUNTY CLERK REVIEW****EVALUATION CRITERIA:****CLERK ASSESSMENT:** Does this agenda item meet filing/recording standards? Yes ☐ No ☐ N/A ☐

(If No, brief detail)

PART III - FINANCE DEPARTMENT REVIEW**EVALUATION CRITERIA 1-4:**

1. Confirmed Submitting Department's finance-related responses Yes ☐ No ☒
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 an UA, is it approved? Yes ☐ No ☐ Pending ☐ N/A ☒

PART IV – COUNTY COUNSEL REVIEW**AGENDA ASSIGNMENT TYPE:** Staff Report**LEGAL ASSESSMENT:** Does this agenda item have a legal impact? Yes ☐ No ☒

(If Yes, brief detail)

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT**LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:**Commissioner Thomas Huxley Yes ☒ No ☐Commissioner Sue Gold Yes ☐ No ☐Commissioner Court Boice Yes ☐ No ☐Not applicable to Sheriff's Department since they do not have a liaison ☐

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

FORM 10-001.1 Rev. 01-13-2017

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US**AGENDA ITEM TITLE:** January 2017 monthly report**AGENDA DATE^a:** February 15, 2017 **DEPARTMENT:** Community Development **TIME NEEDED:** 3 minutes^aSubmit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period)**CONTACT PERSON:** Carolyn Johnson, Community Development Director **PHONE/EXT:** 3228 **TODAY'S DATE:** 02.07.2017**BRIEF BACKGROUND OR NOTE^b:** Department monthly report as attached^bIndicate if more than one copy to be signed**FILES ATTACHED:****SUBMISSION TYPE: Memorandum**

- (1)Monthly report for January 2017
(2)

Are there originals in route (paper copies with pre-existing signatures) **Yes** ☐ **No** ☒**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. If Land Transaction, filed with the clerk? **Yes** ☐ **No** ☐ **N/A** ☒

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:

Due date to send: / /

Email:

^cNote: Most signed documents are filed/recorded with the Clerk per standard process.**PART II – COUNTY CLERK REVIEW****EVALUATION CRITERIA:****CLERK ASSESSMENT:** Does this agenda item meet filing/recording standards? **Yes** ☐ **No** ☐ **N/A** ☒
(If No, brief detail)**PART III - FINANCE DEPARTMENT REVIEW****EVALUATION CRITERIA 1-4:**

1. Confirmed Submitting Department's finance-related responses **Yes** ☐ **No** ☐
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 an UA, is it approved? **Yes** ☐ **No** ☐ **Pending** ☐ **N/A** ☐

PART IV – COUNTY COUNSEL REVIEW**AGENDA ASSIGNMENT TYPE:** **Staff Report****LEGAL ASSESSMENT:** Does this agenda item have a legal impact? **Yes** ☐ **No** ☒
(If Yes, brief detail)**PART V – BOARD OF COMMISSIONER REVIEW/COMMENT****LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:**Commissioner Thomas Huxley **Yes** ☐ **No** ☐Commissioner Sue Gold **Yes** ☐ **No** ☐Commissioner Court Boice **Yes** ☐ **No** ☐Not applicable to Sheriff's Department since they do not have a liaison ☐



Community Development Department January 2017 Activity Report

Building Permits: 33 Permits issued
January revenue: \$26,363.77

Building Inspections: 104
Phone/counter: 200 calls/visits

Planning Permits:

- 3 Land Use Compatibility Statements
- 1 new addresses
- 11 Planning Clearance reviews
- 4 property line adjustment
- 2 CUP renewals

Administration

- Preparation of December 2016 activity report
- Conferral with various staff regarding code enforcement administration.
- Interface with Gold Beach Planner on planning permits
- Participated in GIS meeting -Participated in new county web site meetings
- Participated in new county audio video system meetings
- Ongoing work related to hiring efforts for Building Official position and building inspection services.
- Phone and e-mail discussions with potential intern for summer work related to update of the Comprehensive Plan -Meeting with new Building Official (as of 04.03.2017)
- Work on staff evaluations -Evaluation of budget for potential adjustments
- Meetings on the new website - Meetings on the new GIS system

Economic Development

- SCDC meeting participation, interface regarding evaluation of county office space and potential revenue and other new funding sources for the County. SCDC monthly report is attached.
- Preparation and presentation of staff report to BOC recommending negotiation with the City of Brookings regarding the Brookings airport.

Development Projects

- Ongoing interface with contract and regular staff regarding development applications.

Long Range Planning

- Zoning Ordinance amendments - Prepared staff reports, code amendments and information for January Planning Commission meeting for update of the natural hazards sections of the Zoning Ordinance.
- FEMA mapping project – Ongoing work with DLCD and FEMA staff regarding upcoming FEMA mapping project, putting together project logistics, reviewing mapping options, conferring with City staffers, finalizing a schedule, beginning assembling notification material, scheduling timeline for actions.

The South Coast Development Council's mission is to promote and support businesses that provide quality jobs through responsible development on Oregon's South Coast.

02/06/2017

January Curry County BRE Report



As part of SCDC's ongoing work in Curry County, which primarily focuses on Business Retention and Expansion efforts throughout Curry County, this is an accounting of our efforts for January 2017.

50 Central Avenue, Suite A
Coos Bay, OR 97420
541 266-9753
www.scdcinc.org

- January 13, 2017: ~26 hours of staff time. Connie and Shaun both worked out of the Curry County offices from 830am until 330pm. Shaun met with Carolyn Johnson regarding former Curry County property reports and the potential for the new Enterprise Zone being presented by CCD and how beneficial it could be for new business. Shaun took preliminary photos of the former Curry Health offices, some of the BOC offices, Counsel, Counsel Assistant, Assessors and Planning offices. After 330pm Connie, Shaun, and Krystal hosted the SCDC Annual Stakeholder Event at the Curry County Fairgrounds from 330pm to 700pm.
- January 23, 2017: 4 hours of staff time. Shaun along with the SWOFSC met with Tim Foley of Mach 1 Seafood's at the Port of Port Orford. There he discussed the recent grant funds that were disbursed to Mach 1 to help sustain and grow his "dulse" farming business.

In addition to Curry County office hours, we've committed approximately 4 hours of work during January focused on identifying and reaching out to commercial and industrial property owners and reviewing the Curry County GIS system that has been contracted through Lane County.

Our next scheduled dates to hold office hours in Curry County is February 8th to meet with Carolyn to discuss a possible film office for Coos and Curry County and photograph and measure remaining office spaces. We are also available by appointment for businesses in need.

We are looking to continue these expanded efforts in Curry County.

Sincerely,



Sponsor Investors:

Bandon Dunes Golf Resort ♦ Bay Area Hospital ♦ City of Coos Bay ♦ City of North Bend ♦ Coos County
♦ Coquille Economic Development Corporation ♦ Curry County ♦ Jordan Cove Energy ♦ Oregon International Port of Coos Bay ♦
♦ Southwest Oregon Regional Airport ♦

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

FORM 10-001.1 Rev. 01-13-2017

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US**AGENDA ITEM TITLE:** Marstall Property Purchase Funds Donate to Local Vet's Service**AGENDA DATE^a:** 2/15/17 **DEPARTMENT:** Curry Veterans Service **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)**CONTACT PERSON:** Court Boice **PHONE/EXT:** 3229 **TODAY'S DATE:** 2/8/15**BRIEF BACKGROUND OR NOTE^b:** Commissioner Boice proposes to the BOC donating the Marstall Property Purchase Fees (25K) to Local Vets over the next (2) years [\$12,500 each year]^bIndicate if more than one copy to be signed**FILES ATTACHED:****SUBMISSION TYPE:** Discussion/Decision

(1)

(2)

Are there originals in route (paper copies with pre-existing signatures) Yes ☐ No ☐**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. If Land Transaction, filed with the clerk? Yes ☐ No ☐ N/A ☒**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:

Due date to send: / /

Email:

^{*}Note: Most signed documents are filed/recorded with the Clerk per standard process.**PART II – COUNTY CLERK REVIEW****EVALUATION CRITERIA:****CLERK ASSESSMENT:** Does this agenda item meet filing/recording standards? Yes ☐ No ☐ N/A ☒
(If No, brief detail)**PART III - FINANCE DEPARTMENT REVIEW****EVALUATION CRITERIA 1-4:**1. Confirmed Submitting Department's finance-related responses Yes ☐ No ☐
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 an UA, is it approved? Yes ☐ No ☐ Pending ☐ N/A ☒**PART IV – COUNTY COUNSEL REVIEW****AGENDA ASSIGNMENT TYPE:** Administrative Actions**LEGAL ASSESSMENT:** Does this agenda item have a legal impact? Yes ☒ No ☐
(If Yes, brief detail) Restricts funds**PART V – BOARD OF COMMISSIONER REVIEW/COMMENT****LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:**Commissioner Thomas Huxley Yes ☐ No ☐Commissioner Sue Gold Yes ☐ No ☐Commissioner Court Boice Yes ☒ No ☐Not applicable to Sheriff's Department since they do not have a liaison ☐

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

FORM 10-001.1 Rev. 01-13-2017

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_Office@CO.CURRY.OR.US**AGENDA ITEM TITLE:** Executive Session Per ORS 192.660(2)(f)&(h)**AGENDA DATE^a:** 02/15/2017 **DEPARTMENT:** Counsel **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)**CONTACT PERSON:** J Hutt **PHONE/EXT:** 2391 **TODAY'S DATE:** 02/08/2017**BRIEF BACKGROUND OR NOTE^b:** Further discussion matter of pending litigation; new matter of pending litigation likely to be filed^bIndicate if more than one copy to be signed**FILES ATTACHED:****SUBMISSION TYPE:** Discussion/Decision

(1)None

(2)

Are there originals in route (paper copies with pre-existing signatures) Yes ☐ No ☐**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. If Land Transaction, filed with the clerk? Yes ☐ No ☐ N/A ☐

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:

Due date to send: / /

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^{*}Note: Most signed documents are filed/recorded with the Clerk per standard process.**PART II – COUNTY CLERK REVIEW****EVALUATION CRITERIA:****CLERK ASSESSMENT:** Does this agenda item meet filing/recording standards? Yes ☐ No ☐ N/A ☒
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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 an UA, is it approved? Yes ☐ No ☐ Pending ☐ N/A ☒

PART IV – COUNTY COUNSEL REVIEW**AGENDA ASSIGNMENT TYPE:** Executive Session**LEGAL ASSESSMENT:** Does this agenda item have a legal impact? Yes ☒ No ☐
(If Yes, brief detail) Confidential Attorney Client potential litigation or settlement**PART V – BOARD OF COMMISSIONER REVIEW/COMMENT****LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:**Commissioner Thomas Huxley Yes ☐ No ☐Commissioner Sue Gold Yes ☐ No ☐Commissioner Court Boice Yes ☐ No ☐Not applicable to Sheriff's Department since they do not have a liaison ☐