



**CURRY COUNTY  
BOARD OF COMMISSIONERS**

94235 Moore Street  
Gold Beach, Oregon  
(541) 247-3296

[BOC\\_Office@co.curry.or.us](mailto:BOC_Office@co.curry.or.us)

[www.co.curry.or.us](http://www.co.curry.or.us)

**AGENDA  
BOC BUSINESS MEETING  
February 22, 2024  
6:00 p.m.**

*Items may be taken out of sequence to accommodate staff availability and the public.*

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**1. CALL TO ORDER & PLEDGE OF ALLEGIANCE**

**2. AMENDMENT AND APPROVAL OF THE AGENDA**

**3. GENERAL PUBLIC COMMENTS**

To make a public comment, please submit a Speaker's Slip to the Chair prior to the start of the meeting, or email public comments during the meeting to [BOC\\_Office@co.curry.or.us](mailto:BOC_Office@co.curry.or.us). Public comments are limited to three (3) minutes per speaker. If a public comment is regarding a specific agenda item, the speaker will be called upon the arrival of that agenda item.

**4. CONSENT AGENDA**

- A. Approve Minutes for Business Meeting on February 2, 2024 (Pg. 1)
- B. Approve Minutes for BOC-DCO Meeting on December 15, 2023 (Pg. 4)
- C. Approve Minutes for BOC-DCO Meeting on January 4, 2024 (Pg. 5)
- D. Approve Minutes for BOC-DCO Meeting on January 19, 2024 (Pg. 6)
- E. Approve Minutes for BOC-DCO Meeting on January 26, 2024 (Pg. 7)
- F. Appoint Budget Committee Members (Pg. 8)
- G. Hire Code Compliance Officer – C. Southern (Pg. 16)
- H. Re-classify Building Official (Pg. 21)
- I. Re-classify Building Inspector III and Promote Employee – D. Younger (Pg. 27)
- J. Approve Plumbing Inspector Job Description (Pg. 32)
- K. Approve Facilities/Parks Director Job Description & Re-classify C. Buchanan (Pg. 37)
- L. Hire Senior Department Specialist – C. Adams (Pg. 43)
- M. Appoint LPSCC Member (Pg. 47)
- N. Rescind Resolution 2023-14 (Pg. 51)

**5. PRESENTATION**

- A. Critical Records Management – Kofile (Pg. 55)
  - i. Quote (Pg. 26)

**6. DISCUSSION/ACTION ITEMS**

- A. Lobster Creek Generator Purchase (Pg. 60)
  - i. Order (Pg. 61)
  - ii. Quotes (Pg. 62)
- B. Contract for Land Use Planning Services (Pg. 66)
  - i. Order (Pg. 67)

**7. PUBLIC HEARING**

- A. Landowner Petition for Annexation (Pg. 68)
  - i. Order (Pg. 69)
  - ii. Petition w/ Attachments (Pg. 70)
  - iii. Letter Sent to Petitioners (Pg. 75)
- B. Surveyor Fees (Pg. 76)
  - i. Order (Pg. 77)
  - ii. Updated Fees (Pg. 78)

**8. ELECTED OFFICIAL UPDATES**

**9. COMMISSIONER UPDATES**

- C. Commissioner Herzog
- D. Commissioner Trost
- E. Commissioner Alcorn

**10. EXECUTIVE SESSION**

- A. 192.660(2)()

**11. OTHER**

ORS 192.640(1) provides that "... notice shall include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of a governing body to consider additional subjects."

**12. ADJOURN**

*Meetings are recorded and will be available on YouTube – Curry County Civic TV.  
To make a public comment, please submit a Speaker’s Slip to the Chair prior to the start of the meeting,  
or email public comments during the meeting to BOC\_Office@co.curry.or.us.  
Auxiliary aids will be provided upon request with 48-hour advance notification.*



# CURRY COUNTY BOARD OF COMMISSIONERS

Commissioners' Hearing Room, Courthouse Annex  
94235 Moore Street, Gold Beach, Oregon  
www.co.curry.or.us

## BUSINESS MEETING MINUTES

February 7, 2024

Please note: For detailed information on any agenda item refer to Audio/Video.

### 1. CALL TO ORDER & PLEDGE OF ALLEGIANCE

The meeting was called to order 6:00 p.m.; present were Chair Brad Alcorn, Vice Chair John Herzog, and Commissioner Jay Trost

Staff present: Director of County Operations and County Counsel Ted Fitzgerald, County Counsel Assistant Rabiah Lee, and Administrative Assistant Natasha Tippetts

The Pledge was recited by all.

### 2. AMENDMENT AND APPROVAL OF THE AGENDA

Chair Alcorn added item 6-B – Discussion of Future Meetings

**Herzog motioned to approve the agenda as amended. Trost seconded. Motion carried unanimously.**

### 3. STATE OF THE COUNTY

Chair Alcorn provided State of the County Address.

### 4. PUBLIC COMMENTS

None

### 5. CONSENT AGENDA

- A. Approve Minutes for Business Meeting on January 18, 2024
- B. Approve IT Specialist Job Description
- C. Transfer Employee – T. Ringulet
- D. Hire Finance Director – K. Wolf
- E. Title Change – Chief Information Officer
- F. Pay Increase – DA Office
- G. Hire Public Information Officer/Grant Manager – V. Early
- H. Hire Electronic Records Specialist – K. Hensley & K. Smith
- I. Approve Curry Transportation Agreement with ODOT - #35637
- J. Approve Maintenance Services Agreement with ODOT

**Herzog motioned to approve the Consent Agenda. Trost seconded. Motion carried unanimously.**

## **6. DISCUSSION/ACTION ITEMS**

A. Discussion – Airport Road, Port Orford

*Public Comment:*

Ann Vileisis – In support of proposal provided by Ashley Moore

Bob Morrow – In support of proposal provided by Ashley Moore

Commissioners engaged in discussion on Moore’s proposal and the next steps to take.

**Trost motioned to direct the Director of County Operations to begin the process of replanting for the South Side of the lots. Herzog seconded. Motion carried unanimously.**

**Trost motioned to direct the Director of County Operations to research the possible grants available for the North side and continue with an MOU with the Port Orford School District for work-force housing. Herzog seconded. Motion carried unanimously.**

B. Discussion of Future Meetings

**Alcorn motioned to cancel the February 20, 2024 Budget Meeting to be re-scheduled with the new Finance Director upon her hire date. Herzog seconded. Motion carried unanimously.**

**Alcorn motioned to schedule a Board of Commissioners Workshop on February 21, 2024 at 1:00 p.m. with a topic of Code Compliance. Herzog seconded. Motion carried unanimously.**

## **7. ELECTED OFFICIAL UPDATES**

Treasurer Barnes – expressed gratitude in the Board for listening to the people regarding the Airport Road lots.

## **8. COMMISSIONER UPDATES**

Herzog – None.

Trost – Provided brief information on future levy.

Alcorn – Provided LPSCC update with a plan to present to the Fair Board on the issue of underage drinking at the County Fair.

**9. OTHER**      *(ORS 192.640(1) “... notice shall include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of a governing body to consider additional subjects.”)*

## **10. ADJOURN**

Chair Alcorn adjourned the meeting at 7:03 p.m.

Dated this 22nd day of February, 2024

\_\_\_\_\_  
Brad Alcorn, Chair

\_\_\_\_\_  
John Herzog, Vice Chair

\_\_\_\_\_  
Jay Trost, Commissioner

Minutes prepared by Natasha Tippetts, Administrative Assistant



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**MINUTES**

**BOC – DCO MEETING**

**December 15, 2023**

**11:00 a.m.**

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The meeting was called to order at 11:00 a.m.

Animal Control

Discussion between Commissioners and DCO regarding the current status of the County Animal Shelter contract end date of January 28<sup>th</sup>. Discussion regarding Animal Control position, services offered to the community, and the dog control district responsibilities. Discussion regarding a potential future workshop on Animal Control and the costs associated with that.

No Motion was made.

Transient Lodging Tax Advisory Committee

Discussion between Commissioners and DCO regarding the current oversight over tourism-related TLT funding, as well as the possibility to advance internal controls, public participation, avoiding bias towards particular communities, and other related factors.

No Motion was made.

Meeting adjourned at 12:13 p.m.



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**MINUTES**

**BOC – DCO MEETING**

**January 4, 2024  
2:30 p.m.**

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The meeting was called to order at 2:31 p.m.

LPSCC Discussion – Opioid Funding

Discussion was held regarding the upcoming Board agenda item regarding LPSCC recommendations for the distribution of opioid funding.

No Motion was made.

Rules of Order

Discussion regarding the status of the draft Rules of Order – Democratic Rules of Order.

No Motion was made.

Commissioner Goals

Discussion regarding a refresh on the Goals set by the Board of Commissioners at the beginning of the year.

No Motion was made.

County Finances

DCO gave a brief update regarding the current state of County Finances and leadership of the Finance Department.

No Motion was made.



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**MINUTES  
BOC – DCO MEETING  
January 19, 2024  
11:00 a.m.**

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The meeting was called to order at 11:04 a.m.

Commissioners' Goals and Objectives

Commissioners discussed the current priorities of the County, including finances. DCO spoke highly of the Finance Department and Economic Development Department. Discussed the existing goals set by the Board at the beginning of the year.

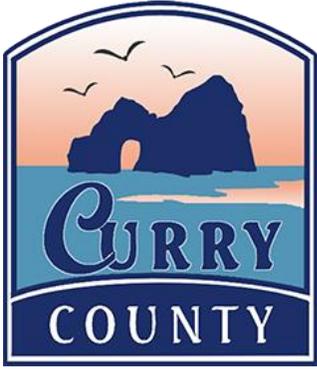
No Motion was made.

Other

Commissioner Alcorn gave an update on the Courthouse funding meeting.

No Motion was made.

Meeting adjourned at 11:59 a.m.



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**MINUTES**

**BOC – DCO MEETING**

**January 26, 2024  
2:00 p.m.**

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The meeting was called to order at 2:05 p.m.

Survey and Levy

Commissioners gave an overview of the survey results. Commissioner Trost gave a detailed description of the process and specific results and demographics. Discussion regarding messaging, advertisement, creating a unified front, and working with local partners.

No Motion was made.

Meeting adjourned at 3:25 p.m.



**CURRY COUNTY BOARD OF COMMISSIONERS**  
**REQUEST FOR AGENDA ITEM**  
*BUSINESS MEETING*

<b>Agenda Date:</b>		<b>Agenda Item Title:</b>	
February 22, 2024		Appoint Budget Committee Members	
<b>Time Needed:</b>			
<b>Financial Impact:</b>		<b>Description and Background:</b>	
		On 12/31/2023, the term for Position #2 on the Budget Committee expired.	
<b>Category:</b>		At the time of expiration it was held by Nic McNair who has decided to	
<input type="checkbox"/>	Action/Discussion	renew his term for another three years. On 2/12/2024, Budget Committee	
<input checked="" type="checkbox"/>	Consent	member Val Early became a County Employee leaving Position #2 vacant.	
<input type="checkbox"/>	Executive Session	The County posted the vacancy and received an application from Dan	
<input type="checkbox"/>	Hire Order	Brattain. Brattain would serve for the remaining term of Position #3 if	
<input type="checkbox"/>	Presentation	appointed.	
<b>Requested Motion:</b>			
Re-appoint Nic McNair to Budget Committee Position #2 with a term to expire on 12/31/2026 and appoint Dan Brattain to Budget Committee Position #3 with a term to expire on 12/31/2024.			
<b>Attachments:</b>		<b>Instructions Once Approved:</b>	
1. Order			
2. Redacted App - McNair			
3. Redacted App - Brattain			
4.			
5.			
<b>Contact Person – Name and Department:</b>			<b>Date Submitted:</b>
Natasha Tippetts – HR Specialist			2/14/2024

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

**In the Matter of an Appointing Members )  
to the Budget Committee ) ORDER NO. \_\_\_\_\_  
)**

**WHEREAS**, Budget Committee Position #2 expired on December 31, 2023, and;

**WHEREAS**, Nic McNair who held the position at the time of expiration has submitted his application for term renewal, and;

**WHEREAS**, Budget Committee Position #3 became vacant on February 12, 2024 due to Val Early accepting employment at the County, and;

**WHEREAS**, the position was posted as vacant on February 12, 2024, and;

**WHEREAS**, South County resident Dan Brattain submitted an application for the position.

**NOW, THEREFORE, IT IS HEREBY ORDERED** that

1. Nic McNair is reappointed to Budget Committee Position #2 with a term to expire on December 31, 2026.
2. Dan Brattain be appointed to Position #3 fulfilling the term to expire on December 31, 2024.

**DATED** this 22<sup>nd</sup> day of February, 2024

**BOARD OF CURRY COUNTY COMMISSIONERS**

\_\_\_\_\_  
Brad Alcorn, Chair

\_\_\_\_\_  
John Herzog, Vice Chair

Approved as to Form:

\_\_\_\_\_  
Michael E. Fitzgerald, OSB #950738  
County Legal Counsel

\_\_\_\_\_  
Jay Trost, Commissioner



**Application: Volunteer Boards, Commissions, Councils,  
Committees or Task Forces Board of Curry County Commissioners**

94235 Moore Street, Suite 122 Gold Beach, OR 97444

Phone: 541-247-3296 Fax: 541-247-2718

Email: BOC\_Office@co.curry.or.us

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

**Please print or type clearly**

**Name:** Nic McNair

**Date:** 02/15/24

**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"/>	Board of Property Tax Appeals
<input checked="" type="checkbox"/>	Budget Committee
<input checked="" type="checkbox"/>	Planning Commission
<input type="checkbox"/>	Solid Waste Advisory Committee
<input type="checkbox"/>	Compensation Board
<input type="checkbox"/>	Coos Curry Housing Authority
<input type="checkbox"/>	Fair Board
<input type="checkbox"/>	Local Public Safety Coordinating Council
<input type="checkbox"/>	CCD Business Development Corporation
<input type="checkbox"/>	Suicide Awareness and Prevention Council
<input type="checkbox"/>	Destination Leadership Team - Travel Curry Coast

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

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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**Date Received:**

**If yes, list which committee(s):**

Budget Committee

**What experience, training, or qualifications do you, have for this Board, Commission, Council, Committee, or Task Force?**

15 years as CFO at Jerry's Rogue Jets

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

Finding a way to stabilize our county and plan for the future

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

Served on this Budget Committee for 1 year



**Application: 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

Other Volunteer activities:

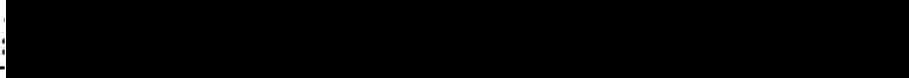
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	Circle one:	
Does your schedule allow you to attend daytime meetings?	<input checked="" type="radio"/> Yes	No
Does your schedule allow you to attend evening meetings?	<input checked="" type="radio"/> Yes	No
Does your schedule limit the days you could attend meetings?	<input checked="" type="radio"/> Yes	No
If yes, please explain: <u>Summer months (May-Oct) could have conflicting schedules.</u>		

Signature:  Date: 02-15-2024

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.

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

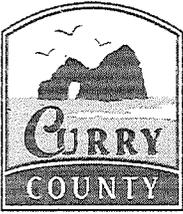
Your Mailing Address: 

Best Phone Number to Call: 

Email Address: 

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](http://www.co.curry.or.us)

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



Application: Volunteer Boards, Commissions, Councils, Committees or Task Forces Board of Curry County Commissioners

94235 Moore Street, Suite 122 Gold Beach, OR 97444

Phone: 541-247-3296 Fax: 541-247-2718

Email: BOC\_Office@co.curry.or.us

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

Please print or type clearly

Name: DAN BRATTAIN Date: 2-9-24

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"/>	Board of Property Tax Appeals
<input checked="" type="checkbox"/>	Budget Committee
<input type="checkbox"/>	Planning Commission
<input type="checkbox"/>	Solid Waste Advisory Committee
<input type="checkbox"/>	Compensation Board
<input type="checkbox"/>	Coos Curry Housing Authority
<input type="checkbox"/>	Fair Board
<input type="checkbox"/>	Local Public Safety Coordinating Council
<input type="checkbox"/>	CCD Business Development Corporation
<input type="checkbox"/>	Suicide Awareness and Prevention Council
<input type="checkbox"/>	Destination Leadership Team - Travel Curry Coast

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

Yes No

Date Received:

If yes, list which committee(s): NOT sure if the ASAT Committee still exists

What experience, training, or qualifications do you have for this Board, Commission, Council, Committee, or Task Force?

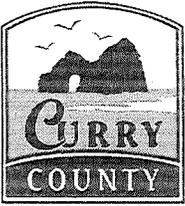
Actively involved in working with budgeting & have worked in & owned businesses for 40 yrs

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

Our County provides essential services to our community and the County's financial strength & health is of utmost importance

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

SEE ATTACHE BIO



Application: 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

Other Volunteer activities:

See Attached

Circle one:

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

Somewhat

If yes, please explain:

I have a full-time commitment to our EMS business, but with notice can usually fit in meetings

Signature:

[Handwritten Signature]

Date:

2-9-24

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.

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

Your Mailing Address:

[Redacted]

Best Phone Number to Call:

[Redacted]

Email Address:

[Redacted]

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

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

# DANIEL C. BRATTAIN

Brookings, Oregon

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## CURRICULUM VITAE

### CAREER HIGHLIGHTS

- |                                     |                                  |
|-------------------------------------|----------------------------------|
| * Financing/Procurement/Negotiation | * Airplane/Helicopter Pilot      |
| * Business Mgt/Leadership           | * Flight Instructor/Check Airman |
| * Extensive Japanese Sales          | * Certified Lifeguard            |
| * California-Oregon Licensed EMT    | * Community Betterment           |

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### 1990- Present CAL-ORE LIFE FLIGHT, LLC/REACH AIR MEDICAL HOLDINGS

Founder of Cal-Ore Life Flight & currently function as VP of Air/Ground Ambulance operations for Cal-Ore and 12 other Reach EMS bases...FAA Check Airman/Instructor

### 1979-1995 RESERVATION RANCH AND AFFILIATES

A 150-year-old, family-owned corporation involved in Timber/Logging/Exporting; Farming/Dairying; Land Development; Aviation; Motel/Resort. **Positions Held:** Director of Operations, Purchasing/Asset Manager, Corporate Pilot, Equipment Operator

### EDUCATION:

- 1977 - College of the Redwoods- Associate of Arts (AA)  
1981 - Humboldt State University – Bachelor of Science (BS), Business Administration

### BUSINESS AWARDS:

- 2013 State of Oregon Emergency Medical Services “Administrator of the Year”
- 2006 Del Norte County “Business Leader of the Year”
- 2000 State of Oregon EMS “Administrator of the Year”

### CURRENT/PAST AFFILIATIONS

- Oregon State Ambulance Association-President
- NW Association of Aero Medical Responders (NWAAR)- Member/Past President
- City of Brookings Parks and Recreation- Commissioner
- Compassionate Friends Network (Brookings)- Past Board Member
- Southern Oregon Red Cross- Past Board Member
- South Coast Community Aquatics-Board Member
- Wild Rivers Community Foundation-Past President/Advisory Board
- North American Trainers Association (NATA)- Member
- T-34 Association-Member
- Aircraft Owners and Pilots Association –Member
- Experimental Aircraft Association (EAA) – Member

### AIRCRAFT RATINGS/EXPERIENCE:

Total Time – 15,000 hours +/- in a variety of aircraft from Jets to Helicopters  
Airline Transport Pilot (ATP) Multi-Engine Airplane  
Commercial Helicopter Pilot  
Type Ratings- Cessna Citation 500, 525 & 510 (all single pilot) & N-T28 (Trojan Warbird)  
Certified Flight Instructor (CFII/MEI) Single, Multi-Engine, Instrument Airplane

Current FAA Commercial Air Carrier- Check Airman/Instructor (Since 1994)  
Current Part 135 Pilot (Since 1990)  
FAA FFAST Team Safety Representative  
48-yr pilot (no accidents or violations)

**OTHER CERTIFICATIONS**

Certified Oregon/California Emergency Medical Technician (EMT)  
Certified Red Cross Lifeguard  
Current Red Cross CPR/First Aid Card

**PERSONAL**

Married- 45 years (Kathy)  
Children- Two Boys, Two Grandchildren  
Hobbies- Masters Swimming, Cycling, Flying

(Updated Nov 2023)



**CURRY COUNTY BOARD OF COMMISSIONERS**  
**REQUEST FOR AGENDA ITEM**  
*BUSINESS MEETING*

<b>Agenda Date:</b>		<b>Agenda Item Title:</b>	
February 22, 2024 .....		Hire Order – Code Compliance Officer .....	
<b>Time Needed:</b>			
.....			
<b>Financial Impact:</b>		<b>Description and Background:</b>	
.....		This Order will hire Cory Southern as the Code Compliance Officer with a	
<b>Category:</b>		start date to be determined. ....	
<input type="checkbox"/>	Action/Discussion	.....	
<input checked="" type="checkbox"/>	Consent	.....	
<input type="checkbox"/>	Executive Session	.....	
<input type="checkbox"/>	Hire Order	.....	
<input type="checkbox"/>	Presentation	.....	
<b>Requested Motion:</b>			
Approve the hire of Cory Southern as Code Compliance Officer .....			
.....			
<b>Attachments:</b>		<b>Instructions Once Approved:</b>	
1. Order .....		.....	
2. Job Description .....		.....	
3. ....		.....	
4. ....		.....	
5. ....		.....	
<b>Contact Person – Name and Department:</b>			<b>Date Submitted:</b>
Natasha Tippetts – HR Specialist .....			2/14/2024

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

**In the Matter of an Order Approving a )  
Hire ) ORDER NO. \_\_\_\_\_  
(Cory Southern – Code Compliance )  
Officer)**

**WHEREAS**, it is the recommendation of Ted Fitzgerald, Director of County Operations, that the following person shall be hired to fill the position identified below at the specified salary range, step, rate of pay, and status:

<u>Name</u>	<u>Position</u>	<u>Range/Step</u>	<u>Rate</u>	<u>Status</u>
Cory Southern	Code Compliance Officer	K	\$4,705/Month	FT/Prob

The job description is attached hereto for reference.

**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

1. The above stated hire be in effect upon receipt of a pre-employment background check.
2. Upon hir, Cory Southern shall be authorized to enforce Curry County Code pursuant to Curry County Code Article 10.

**DATED** this 22<sup>nd</sup> day of February, 2024

**BOARD OF CURRY COUNTY COMMISSIONERS**

\_\_\_\_\_  
Brad Alcorn, Chair

\_\_\_\_\_  
John Herzog, Vice Chair

Approved as to Form:

\_\_\_\_\_  
Michael E. Fitzgerald, OSB #950738  
County Legal Counsel

\_\_\_\_\_  
Jay Trost, Commissioner

**CURRY COUNTY  
JOB DESCRIPTION**

**JOB TITLE: Code Compliance Officer**

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**EXEMPT:** No  
**SALARY LEVEL:** K  
**SUPERVISOR:** Building Official  
**PREPARED BY:** Director of County Operations August 2023

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**POSITION SUMMARY:**

The Code Compliance Officer is a non-sworn uniformed position who works at the direction of the Building Official to identify and resolve violations of Curry County Zoning Ordinances and County Building Code. This Officer is authorized by Order of the Board of Commissioners to enforce specific sections of County Code. The Code Compliance Officer shall use a collaborative approach to resolve reports of possible Ordinance violations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Manages complaints and inquiries from the public and provides information regarding Code Enforcement program and policies. Prepares correspondence and documentation of specific violations. Maintains accurate records of the type and number of actions being processed. Participates in and provides guidance and advice on the development of new codes or revisions to existing codes related to enforcement of violations. Maintains cordial public relations with residents and businesses, community organizations, and other government entities. Reviews a variety of permits, court orders, assessment records, maps, statutes and ordinances; determines code compliance.

Enforces Local Building Code and County Code, specifically Curry County Building Code and Curry County Zoning Ordinances (“CCZO”) pertaining to Planning, Building, Erosion Control and other related issues. Investigates complaints and prepares warnings and citations for violations of Building Code and CCZO, erosion control, and other related issues as directed. Performs field inspections to determine violations and necessary abatement procedures.

Assists in the development of effective code enforcement programs for compliance with County Code. Prepares written statistical reports for analysis of program activities. Prepares reports and referrals to the Board of Commissioners and Director of County Operations regarding Code Enforcement activities and necessary abatement actions as

## **JOB DESCRIPTION**

**JOB TITLE:**

**Code Compliance Officer**

**Page 2**

directed. Provides sworn testimony on conditions or enforcement and may appear in court representing the County. Coordinates with local law enforcement regarding potentially harmful incidents or for follow-up assistance.

Ability to coordinate with other County departments and divisions to ensure the highest level of service to the public and citizens. Adheres to County policies and procedures. Works rotating shifts and adjusted work schedules which may include holidays and weekends; works overtime when required.

### **SUPERVISION RECEIVED:**

This position works under the supervision of the Building Official, who reviews actions for accuracy and conformance to established procedures.

### **SUPERVISORY RESPONSIBILITIES:**

Supervision of other employees is not the responsibility of an employee in this class.

### **QUALIFICATION REQUIREMENTS:**

Efficiently plan, organize and direct work schedules to meet deadlines on a daily, weekly, monthly and annual basis. Self motivated, can initiate and complete tasks efficiently without micromanagement. Maintain good working relations with citizens, other County departments, employees, officials, community leaders, vendors, etc. Ability to use tact to defuse tense situations. Knowledge of effective communication techniques. Has the willingness to implement and be involved in new processes, the ability to adjust to changes in procedures, and be involved in problem solving.

Must be able to pass a criminal background check.

### **EDUCATION AND/OR EXPERIENCE:**

A candidate for this position should have a High School Diploma, a GED, or equivalent.

Ability to read and understand codes, ordinances, and regulations such as County Building Codes, County Code, Curry County Zoning Ordinances, etc.

Must possess a valid Oregon Driver's License. If the candidate possesses a Driver's License from another State, they must have the ability to obtain an Oregon Driver's License within thirty (30) days of employment.

## JOB DESCRIPTION

**JOB TITLE:**

**Code Compliance Officer**

**Page 3**

Any satisfactory equivalent combination of experience and training that demonstrates the required knowledge and abilities may be substituted for specific requirements.

### **PHYSICAL DEMANDS:**

The physical demands of this position are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical capability to handle high mobility demands and complex personal interactions.

Tasks involve the ability to exert moderate to strenuous physical effort in light to heavy work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate to heavy weight (up to 50 pounds).

### **WORK ENVIRONMENT:**

Duties are performed in a variety of temperature conditions, including wind, rain and other adverse weather conditions. Encounters occasional hazardous situations and conditions. Physically demanding work environments. Work in high-risk situations. Tasks may be performed with exposure to adverse environmental conditions, such as dirt, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

### **DISCLAIMER:**

This job description is not intended to be an exhaustive list of duties, knowledge, skills, abilities or requirements, as the person in this position may be assigned additional duties not explicitly listed here.



**CURRY COUNTY BOARD OF COMMISSIONERS**  
**REQUEST FOR AGENDA ITEM**  
*BUSINESS MEETING*

<b>Agenda Date:</b>		<b>Agenda Item Title:</b>	
February 22, 2024 .....		Reclassify Building Official .....	
<b>Time Needed:</b>			
.....			
<b>Financial Impact:</b>		<b>Description and Background:</b>	
.....		With the hire of the Code Compliance officer, the Building Official is now	
<b>Category:</b>		the head of the Code Compliance position/department. With this creates	
<input type="checkbox"/>	Action/Discussion	extra tasks and training. Garrett Thomson is currently at a Grade U - Step 6	
<input checked="" type="checkbox"/>	Consent	at \$7,714/ month. This Order would reclassify the position at a Range Y and	
<input type="checkbox"/>	Executive Session	place Thomson at a Step 4 for \$8,024/month.....	
<input type="checkbox"/>	Hire Order	.....	
<input type="checkbox"/>	Presentation	.....	
<b>Requested Motion:</b>			
Approve the reclassification of the Building Official position to Range Y and place Garrett Thomson at a Step 4.....			
.....			
<b>Attachments:</b>		<b>Instructions Once Approved:</b>	
1. Order .....		.....	
2. Job Description .....		.....	
3. ....		.....	
4. ....		.....	
5. ....		.....	
<b>Contact Person – Name and Department:</b>			<b>Date Submitted:</b>
Natasha Tippetts – HR Specialist .....			2/14/2024

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

**In the Matter of an Order Re-Classifying )  
the Building Official Position ) ORDER NO. \_\_\_\_\_  
)**

**WHEREAS**, it is the recommendation of Ted Fitzgerald, Director of County Operations, that Garrett Thomson be compensated for becoming the supervisor of the Code Compliance Officer program, and;

**WHEREAS**, Thomson is currently at Grade U – Step 6, at \$7,714/month; and

**WHEREAS**, to compensate for the additional duties associated with the Code Compliance program, it is reasonable to reclassify Thomson to Y – Step 4, at \$8,024/month; and

**WHEREAS**, a revised job description reflecting the new classification of Range Y is attached hereto and incorporated by reference; and

**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 re-classification be in effect as of the start date of the Code Compliance Officer.

**DATED** this 22<sup>nd</sup> day of February, 2024

**BOARD OF CURRY COUNTY COMMISSIONERS**

\_\_\_\_\_  
Brad Alcorn, Chair

\_\_\_\_\_  
John Herzog, Vice Chair

Approved as to Form:

\_\_\_\_\_  
Michael E. Fitzgerald, OSB #950738  
County Legal Counsel

\_\_\_\_\_  
Jay Trost, Commissioner

**CURRY COUNTY  
JOB DESCRIPTION**

**JOB TITLE: Building Official**

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**EXEMPT:** Yes  
**SALARY LEVEL:** Y  
**SUPERVISOR:** Director of County Operations  
**PREPARED BY:** Community Development Director February 2024

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**GENERAL POSITION SUMMARY**

The Curry County Building Official oversees, manages and participates in the administrative and technical functions of the Community Development Department Building Division.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Provides Code interpretations, information and advice to contractors, builders, and County staff, elected and appointed County officials and the general public on all aspects of the Oregon Specialty Building Code and related regulations and county ordinances.
2. Reviews blueprints, plans, and sketches submitted with permit applications; determines code conformance and reviews cost estimates; lists and explains discrepancies and deficiencies of plans to contractors and the public; approves plans after corrections and issues building permits, completes inspection forms.
3. Performs on-site construction inspections to ensure compliance with applicable codes; verifies construction is according to approved plans; checks site locations for proper set-backs; inspects plumbing, structural and mechanical systems for compliance with regulations and safety requirements and enforces the County's stormwater management plan requirements.
4. Makes decisions and provides policy direction to staff in the application and administration of structural, mechanical, and plumbing codes.
5. Prepares and monitors the Building Division capital, services and personnel costs for the annual Community Development Department budget with the Finance Director, interfaces with the County Finance Department on an as needed basis related to the budget and Building division fiscal matters.
6. Performs administrative tasks such as answering correspondence, preparing periodic activity reports, directing the work of a subordinate staff, completing inspection forms and writing letters and notices of correction.

7. Serves as a liaison between the County and Oregon code regulatory agencies and the Oregon Department of Commerce and interfaces with local fire districts and the County Roads Department.
8. Participates and leads meetings with building contractors and the general public for the following: discuss problem areas involved in construction authorized by permits; actions of field inspectors, questions regarding building use or general guidance and interpretation of various state codes; resolution of conflicts or disputes related to code application, and provides technical assistance and advice on code compliance.
9. Investigates building and zoning code violations, complaints and official reports, checks hazardous conditions; issues and documents code violations and recommends appropriate remedial action and issues "stop work" orders; collaborates with the County Code Enforcement Officer on enforcement of Community Development Department related code violations.

**SUPERVISORY CONTROLS AND RESPONSIBILITIES:**

Directly supervises Building Division staff.

Plans, organizes, prioritizes, assigns, and reviews Building Division staff work Establishes work goals and project plans conformance with established policies, procedures, standards, techniques, and Oregon Statute. Prepares performance evaluations for assigned employees. Provides guidance to subordinate employees for overall performance improvement and career development.

**QUALIFICATION REQUIREMENTS:**

*Knowledge of . . .*

- Current residential and commercial construction techniques, materials, and practices which are used by the building construction industry
- Construction inspection methods
- Oregon Uniform Specialty Code, Mechanical Code, Plumbing Code, Mobile Home Administration Rules, and related regulations
- Current literature, trends, and developments in the building construction industry

*Ability to . . .*

- Read and interpret residential and commercial building plans and specifications
- Supervise the work of others, and tact and empathy in enforcing building codes and requirements
- Successfully work in a team environment

- Establish and maintain harmonious working relationships with other agencies, officials, other employees and the general public
- Exercise principles of supervision and organization
- Read, interpret and apply the Oregon Building Code and related pertinent county ordinances and regulations
- Work independently and delegate responsibility
- Conceive and execute plans to accomplish long-range goals
- Detect and locate possible defects and flaws in building construction and to initiate satisfactory corrective measures
- Review plans and specifications and to determine conformance with established standards
- Establish and maintain effective working relationships with superiors, subordinates, other county employees, and representatives of State agencies, building contractors, and the public
- Physical strength and agility sufficient to perform the work.
- Attend work as scheduled and/or required
- Drive a vehicle in a variety of adverse weather conditions for lengthy distances

*Additional skills:*

- Conducting structural, mechanical, and plumbing inspections
- Standard Word programs, GIS, basic office machinery.
- Communicating orally
- Preparing clear and concise written material
- Time management
- Interacting courteously and tactfully with all

**EDUCATION AND/OR EXPERIENCE:**

A high school diploma or GED is required. Associate degree in Building Inspection Technology or related field desirable. Education and training as necessary for Certification as a Building Official by the Oregon State Department of Commerce, Building Code Division and all training required for the certifications noted under “State of Oregon certifications” in this job description.

Six years of increasingly responsible experience as a Building Inspector and one year as a Building Official.

*State Of Oregon Certifications:*

- Building Official (structural, mechanical, plumbing, electrical)
- Park and Camp inspection
- Structural, mechanical and plumbing inspection
- One and Two family structural inspection
- Manufactured Home installation inspection

- A, B and C level plans examiner
- Fire and life safety plan review
- Any additional certifications shall be required that are specified in applicable Oregon statute and Administrative Rule in effect at the time of appointment.

*Other Requirements:*

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070. Successful completion of a background check.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- The incumbent is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.
- The employee must have the ability to professionally deal with stress, perform tasks involving physical activity, crawling in confined spaces, climbing ladders or sitting.
- Contact with the public in home or office environments may include exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent typically works in a variety of environments; an office environment with use of a computer, telephone and other office equipment as needed to perform duties and the field interacting with the public. The noise level in the office work environment is moderate. Incumbent may encounter frequent interruptions throughout the work day. The field environment is performed indoors and outdoors during good and bad weather. Noisy construction sites, tobacco smoke, construction debris and animals may be conditions to which the incumbent would likely be exposed.



**CURRY COUNTY BOARD OF COMMISSIONERS**  
**REQUEST FOR AGENDA ITEM**  
*BUSINESS MEETING*

<b>Agenda Date:</b>		<b>Agenda Item Title:</b>	
February 22, 2024.....		Re-Classify Building Official III position and promote D. Younger.	
<b>Time Needed:</b>			
.....			
<b>Financial Impact:</b>		<b>Description and Background:</b>	
Additional \$573/Month – Reg Salary.....		Dylan who is currently a Building Inspector II has recently earned the Fire	
<b>Category:</b>		Plans Examiner Certification and is eligible for promotion to a Building	
<input type="checkbox"/>	Action/Discussion	Inspector III. Building Official Garrett Thomson has also requested the	
<input checked="" type="checkbox"/>	Consent	classification for Building Inspector III be revised from a Range K to an O.	
<input type="checkbox"/>	Executive Session	.....	
<input type="checkbox"/>	Hire Order	.....	
<input type="checkbox"/>	Presentation	.....	
<b>Requested Motion:</b>			
Approve the re-classification of Building Inspector III and promote Dylan Younger.....			
.....			
<b>Attachments:</b>		<b>Instructions Once Approved:</b>	
1. Order.....		.....	
2. Job Description.....		.....	
3. ....		.....	
4. ....		.....	
5. ....		.....	
<b>Contact Person – Name and Department:</b>			<b>Date Submitted:</b>
Natasha Tippetts – HR Specialist.....			2/14/2024

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

**In the Matter of an Order Re-Classifying )  
the Building Inspector III Position ) ORDER NO. \_\_\_\_\_  
and Promoting an Employee )  
(D. Younger)**

**WHEREAS**, it is the recommendation of Garrett Thomson, Building Official, that the Building Inspector III position be re-classified from a Grade K to a Grade O; and

**WHEREAS**, it is the recommendation of Garrett Thomson, Building Official, that Dylan Younger, currently a Building Inspector II, Salary Range I, Step 1 at \$4,475/month be promoted to a Building Inspector III, Salary Range O, Step 1, at \$5,278/month and;

**WHEREAS**, the job description with the new classification of Grade O is attached hereto and incorporated by reference; and

**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 re-classification and promotion be in effect retroactive from February 8<sup>th</sup>, 2024.

**DATED** this 22<sup>nd</sup> day of February, 2024

**BOARD OF CURRY COUNTY COMMISSIONERS**

\_\_\_\_\_  
Brad Alcorn, Chair

\_\_\_\_\_  
John Herzog, Vice Chair

Approved as to Form:

\_\_\_\_\_  
Michael E. Fitzgerald, OSB #950738  
County Legal Counsel

\_\_\_\_\_  
Jay Trost, Commissioner

**CURRY COUNTY  
JOB DESCRIPTION**

**JOB TITLE: Building Inspector III**

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**EXEMPT:** No  
**SALARY LEVEL:** O  
**SUPERVISOR:** Building Official  
**PREPARED BY:** Building Official February 2024

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**GENERAL POSITION SUMMARY:**

Reviews plans submitted for proposed construction; inspects building construction in progress for compliance with building codes and ordinances; does related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Reviews plans submitted for proposed construction, alterations or repairs of commercial and residential structural, plumbing, electrical or mechanical devices for compliance with building codes and ordinances.
2. Notes omissions or discrepancies and contacts parties who submitted plans and notifies them if any additional information or clarification is necessary.
3. Performs cost analysis for projects and determines permit fees.
4. Issues appropriate permits and collects permit fees.
5. Maintains records of completed plans reviewed.
6. Makes field inspections of building construction in progress for compliance with building codes and ordinances.
7. Completes inspection forms and maintains record of activities.
8. Investigates violations and complaints, particularly checking hazardous conditions.
9. Provides information and assistance to contractors, builders, architects and the general public on aspects of the State of Oregon Building Codes.

## **SUPERVISORY CONTROLS AND RESPONSIBILITIES:**

Supervision of lower level Building Inspector classifications is to be a responsibility of positions in this classification.

Work is performed under the supervision of the Building Official who reviews work primarily through results obtained and adherence to appropriate practices employed.

## **QUALIFICATION REQUIREMENTS:**

*Knowledge of . . .*

- Building construction, materials and methods
- Standard practices, techniques and materials of the building trades
- State, county and city codes, regulations and ordinances that pertain to building; the field of building inspection and safety.

*Ability to . . .*

- Read and interpret blueprints, plans and specifications
- Perform mathematical computations related to construction estimating
- Communicate effectively both verbally and in writing
- Detect structural flaws and appraise the quality of construction
- Establish and maintain effective working relationships with builders, contractors and the general public
- Comprehend and interpret laws, rules and regulations.

## **EDUCATION AND/OR EXPERIENCE:**

Three years of progressively responsible work experience in building inspection, structural engineering or general construction; or any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties.

Building Inspector III requires certification as an Oregon Commercial and Residential Building Inspector; Commercial and Residential Plans Examiner; Commercial and Residential mechanical inspector; Residential plumbing inspector; and Oregon Fire review and inspection.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Visual/hearing ability sufficient to comprehend written/verbal communication.
- Ability to perform tasks involving physical activity, which may include lifting of heavy objects, bending, standing, walking, crawling in confined spaces, climbing ladders or sitting may be required.

- Ability to deal with stress.
- Ability to drive in a variety of adverse weather conditions, occasionally for lengthy distances, or at night.

Some duties of this position require field inspections in an outdoor environment and during adverse weather conditions. Field inspections may be at noisy construction sites. Employee may encounter various environmental situations at construction sites, including tobacco smoke, construction debris, or animals.

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



**CURRY COUNTY BOARD OF COMMISSIONERS**  
**REQUEST FOR AGENDA ITEM**  
*BUSINESS MEETING*

<b>Agenda Date:</b>		<b>Agenda Item Title:</b>	
February 22, 2024 .....		Adopt position description for plumbing inspector ...	
<b>Time Needed:</b>			
.....			
<b>Financial Impact:</b>		<b>Description and Background:</b>	
.....		Building Official Garrett Thomson has revised the current Plumbing	
<b>Category:</b>		Inspector job description to more accurately reflect the duties &	
<input type="checkbox"/>	Action/Discussion	responsibility of the position.	
<input checked="" type="checkbox"/>	Consent		
<input type="checkbox"/>	Executive Session		
<input type="checkbox"/>	Hire Order		
<input type="checkbox"/>	Presentation		
<b>Requested Motion:</b>			
Adopt a revised position description for existing position – plumbing inspector.....			
.....			
<b>Attachments:</b>		<b>Instructions Once Approved:</b>	
1. Order .....		.....	
2. Job Description .....		.....	
3. ....		.....	
4. ....		.....	
5. ....		.....	
<b>Contact Person – Name and Department:</b>			<b>Date Submitted:</b>
Natasha Tippetts – HR Specialist .....			2/14/2024

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

**In the Matter of an Order Adopting a )  
Position Description for an Existing ) ORDER NO. \_\_\_\_\_  
Position )  
(Plumbing Inspector)**

**WHEREAS**, it is the recommendation of Garret Thomson, Building Official, that the attached position description be adopted for the following existing position:

Plumbing Inspector	To Be Determined
Position Title	Range

**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 position, which description is attached hereto and incorporated herein by reference, is adopted.

**DATED** this 22<sup>nd</sup> day of February, 2024.      **BOARD OF CURRY COUNTY COMMISSIONERS**

\_\_\_\_\_  
Brad Alcorn, Chair

Approved as to Form:

\_\_\_\_\_  
John Herzog, Vice Chair

\_\_\_\_\_  
Michael E. Fitzgerald, OSB #950738  
Curry County Legal Counsel

\_\_\_\_\_  
Jay Trost, Commissioner

**CURRY COUNTY  
JOB DESCRIPTION**

**JOB TITLE: Plumbing Inspector**

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**EXEMPT:** No  
**SALARY LEVEL:** Irregular  
**SUPERVISOR:** Building Official  
**PREPARED BY:** Building Official

February 2024

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**POSITION SUMMARY:**

Reviews plans submitted for proposed construction; inspects building construction in progress for compliance with building codes and ordinances; does related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Reviews plans submitted for proposed construction, alterations or repairs of commercial and residential plumbing for compliance with building codes and ordinances.
2. Notes omissions or discrepancies and contacts parties who submitted plans and notifies them if any additional information or clarification is necessary.
3. Performs cost analysis for projects and determines permit fees.
4. Issues appropriate permits and collects permit fees.
5. Maintains records of completed plans reviewed.
6. Makes field inspections of building construction in progress for compliance with building codes and ordinances.
7. Completes inspection forms and maintains record of activities.
8. Investigates violations and complaints, particularly checking hazardous conditions.
9. Provides information and assistance to contractors, builders, architects and the general public on aspects of the State of Oregon Building Codes.

## **SUPERVISORY RESPONSIBILITIES:**

Supervision is not a responsibility of positions in this classification.

Work is performed under the supervision of the Building Official who reviews primarily through results obtained and adherence to appropriate practices employed.

## **QUALIFICATION REQUIREMENTS:**

*Knowledge of . . .*

- Building construction, materials and methods
- Standard practices, techniques and materials of the building trades
- State, county and city codes, regulations and ordinances that pertain to building; the field of building inspection and safety.

*Ability to . . .*

- Read and interpret blueprints, plans and specifications
- Perform mathematical computations related to construction estimating
- Communicate effectively both verbally and in writing
- Detect structural flaws and appraise the quality of construction
- Establish and maintain effective working relationships with builders, contractors and the general public
- Comprehend and interpret laws, rules and regulations.

## **EDUCATION AND/OR EXPERIENCE:**

Three years of progressively responsible work experience in building inspection, structural engineering or general construction; or any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties.

Plumbing Inspector requires certification as an Oregon Commercial and Residential Plumbing Inspector.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Visual/hearing ability sufficient to comprehend written/verbal communication.
- Ability to perform tasks involving physical activity, which may include lifting of heavy objects, bending, standing, walking, crawling in confined spaces, climbing ladders or sitting may be required.
- Ability to deal with stress.
- Ability to drive in a variety of adverse weather conditions, occasionally for lengthy distances, or at night.

Some duties of this position require field inspections in an outdoor environment and during adverse weather conditions. Field inspections may be at noisy construction sites. Employee may encounter various environmental situations at construction sites, including tobacco smoke, construction debris, or animals.

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



**CURRY COUNTY BOARD OF COMMISSIONERS**  
**REQUEST FOR AGENDA ITEM**  
*BUSINESS MEETING*

<b>Agenda Date:</b>		<b>Agenda Item Title:</b>	
February 22, 2024		Adopt position description for Facilities Director/Parks Director and re-classify Charles Buchanan	
<b>Time Needed:</b>			
<b>Financial Impact:</b>		<b>Description and Background:</b>	
		<p>On October 19, 2023, the Board approved Order #23320 – In the Matter of an Order of Assignment of County Parks. This Order removed the Parks Department from under Juvenile Director supervision and transferred it to the Facilities Director's supervision. At that time no additional compensation was discussed. It is the recommendation of the Director of County Operations that Charles Buchanan's compensation be adjusted for undertaking the responsibility of the department. The Order attached will approve the new job description as Facilities Director/Parks Director and re-classify Charles Buchanan retroactively from October 19, 2023.</p>	
<b>Category:</b>			
<input type="checkbox"/>	Action/Discussion		
<input checked="" type="checkbox"/>	Consent		
<input type="checkbox"/>	Executive Session		
<input type="checkbox"/>	Hire Order		
<input type="checkbox"/>	Presentation		
<b>Requested Motion:</b>			
Adopt new position description for Facilities Director/Parks Director and reclassify Charles Buchanan.			
<b>Attachments:</b>		<b>Instructions Once Approved:</b>	
1. Order – Job Description			
2. Order – Re-Classify C. Buchanan			
3.			
4.			
5.			
<b>Contact Person – Name and Department:</b>			<b>Date Submitted:</b>
Natasha Tippetts – HR Specialist			2/14/2024

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

**In the Matter of an Order Adopting a )**  
**Position Description for a New Position ) ORDER NO. \_\_\_\_\_**  
**(Facilities/Parks Director) )**

**WHEREAS**, it is the recommendation of Michael E. Fitzgerald, Director of County Operations, that the attached position description be adopted for the following existing position:

Facilities/Parks Director	Q
Position Title	Range

**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 position, which description is attached hereto and incorporated herein by reference, is adopted.

**DATED** this 22<sup>nd</sup> day of February, 2024.      **BOARD OF CURRY COUNTY COMMISSIONERS**

\_\_\_\_\_  
Brad Alcorn, Chair

Approved as to Form:      \_\_\_\_\_  
John Herzog, Vice Chair

\_\_\_\_\_  
Michael E. Fitzgerald, OSB #950738  
Curry County Legal Counsel

\_\_\_\_\_  
Jay Trost, Commissioner

**CURRY COUNTY  
JOB DESCRIPTION**

**JOB TITLE: Facilities/Parks Director**

---

**EXEMPT:** Yes  
**SALARY LEVEL:** Q  
**SUPERVISOR:** Director of County Operations  
**PREPARED BY:** BOC and HR Specialist

February 2024

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**GENERAL POSITION SUMMARY:**

The Facilities Director serves as Chief Administrator for the Facilities & Maintenance Department and the Parks Department. This position is responsible for supervising and directing the staff and activities of both departments. This position is the equivalent of a journeyman level carpenter.

Will have the responsibility to recommend to the Director of County Operations the retention of outside contractors as needed to complete projects-

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Coordinates and prioritizes, with appropriate County leadership or Department of County Operations regarding construction, remodeling, and maintenance needs for County facilities and Parks.
2. Plans maintenance and park work schedules and coordinates daily tasks.
3. Follows the County bidding process and ensures public contracts related to the position are conducted in accordance with Curry County Contract Review Board Rules.
4. Reviews, adjusts, and submits the annual departmental budgets for approval. This includes monitoring of the approved budgets to ensure the departments operates within approved expenditures.
5. Maintains all Courthouse grounds, County Parks, and other County structures, facilities and equipment. Directs and participates in the removal of trash, garbage, leaves, and debris. Responsible for calling plumbers, HVAC techs and electricians as needed.
6. Identifies needs for necessary tools, equipment, and maintains an equipment inventory.

7. Performs approved additional work for departments that need repair of buildings. Works at a variety of work sites and ensures that DEQ, OSHA, ADA and other conformity to standards are maintained.
8. Makes miscellaneous minor repairs and adjustments to equipment, furniture, and buildings. Cleans, paints, repairs, and does general maintenance and new construction as needed. Directs and participates in the planting, pruning and removal of a variety of plants.

### **SUPERVISORY CONTROLS AND RESPONSIBILITIES:**

This position will supervise the Maintenance employees and the Parks employees.

### **QUALIFICATION REQUIREMENTS:**

*Knowledge of . . .*

- Facility maintenance and construction practices

*Ability to . . .*

- Perform strenuous manual labor for extended periods of time in a variety of work environments, both inside and outdoors
- Safely operate electric and gas operated power tools and other equipment
- Prepare accurate and complete reports; communicate effectively with adults in situations involving conflict; maintain effective working relationships with public and private sector employers, and other general public
- Handle negative workers and resolve dispute situations

*Skills in . . .*

- Carpentry, Plumbing, Electrical, HVAC
- Reading specifications, such as blueprints, to determine construction requirements.
- Scheduling and coordination of County building and maintenance projects and create the budget to accomplish them.

Must be able to be "On-Call" for facilities emergency due to County Jail is a 24/7 facility. However, this position is not subject to the "On-call provisions of the Personnel rules.

### **EDUCATION AND/OR EXPERIENCE:**

Equivalent to an Associate's degree; minimum five years progressively responsible construction trades related experience, a knowledge of pesticide applications, OSHA requirements and all building codes including ADA both State and Federal. Facilities Management Courses are highly recommended. Any combination of education and/or experience, which indicate that the individual is able to handle the requirements and expectations of the position will be considered.

Must possess a valid Oregon driver license at the time of appointment and have a good driving record. Must possess or immediately get a valid CPR and First Aid card.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Visual/hearing ability sufficient to comprehend written/verbal communication.
- Ability to perform tasks involving physical activity, which may include heavy lifting of supplies, furniture or equipment; extensive bending, standing, walking or sitting may be required. Ability to drive and work in inclement weather. Ability to work in a fast paced, ever changing, stressful environment.

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

*Curry County Sheriff's Office (CCSO) complies with the Federal Prison Rape Elimination Act (PREA). PREA prohibits CCSO from hiring, or promoting anyone who has engaged in, been convicted of, or been civilly or administratively adjudicated for engaging in sexual abuse in Institution settings. These include a jail, prison, or other correctional facility (including juvenile corrections) AND any institution or facility where people are residing for the purpose of receiving care or treatment (e.g., adjudicated delinquent, neglected, placed in State custody, mentally ill or disabled, chronically ill, or physically disabled, etc.). These include skilled nursing care, intermediate or long-term care, or custodial or residential care (e.g., group home, rehabilitation, assisted living/nursing home, hospice, etc.).*

*This standard requires CCSO to conduct background checks on all applicants considered for employment or promotion to consider any incidents of substantiated allegations of sexual abuse or sexual harassment in determining whether to hire or promote anyone who may have contact with inmates. CJIS clearance is also a requirement.*

*For more information regarding PREA please visit: <http://nicic.gov/PREA>.*

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

**In the Matter of an Order Reclassifying an )  
Employee ) ORDER NO. \_\_\_\_\_  
(Facilities/Parks Director) )**

**WHEREAS**, it is the recommendation of Michael E. Fitzgerald, Director of County Operations, that Charles Buchanan, Currently the Facilities Director at a Salary Range P, Step 2, at \$5,672 per month be reclassified to Facilities/Parks Director, Salary Range Q, Step 4, at \$6,269 per month.

The job description for this position is attached hereto and incorporated by reference.

**NOW, THEREFORE, IT IS HEREBY ORDERED** that the above stated recommendation be in effect retroactive from October 19, 2023.

**DATED** this 22<sup>nd</sup> day of February, 2024.      **BOARD OF CURRY COUNTY COMMISSIONERS**

\_\_\_\_\_  
Brad Alcorn, Chair

Approved as to Form:

\_\_\_\_\_  
John Herzog, Vice Chair

\_\_\_\_\_  
Michael E. Fitzgerald, OSB #950738  
Curry County Legal Counsel

\_\_\_\_\_  
Jay Trost, Commissioner



**CURRY COUNTY BOARD OF COMMISSIONERS**  
**REQUEST FOR AGENDA ITEM**  
*BUSINESS MEETING*

<b>Agenda Date:</b>		<b>Agenda Item Title:</b>	
February 22, 2024		Hire Order – Senior Department Specialist, Assessors Office – C. Adams	
<b>Time Needed:</b>			
.....			
<b>Financial Impact:</b>		<b>Description and Background:</b>	
Budgeted Position		This Order will hire Christina Adams as the Senior Department Specialist	
<b>Category:</b>		in the Assessors Office with a start date of February 26, 2024.	
<input type="checkbox"/>	Action/Discussion	.....	
<input checked="" type="checkbox"/>	Consent	.....	
<input type="checkbox"/>	Executive Session	.....	
<input type="checkbox"/>	Hire Order	.....	
<input type="checkbox"/>	Presentation	.....	
<b>Requested Motion:</b>			
Approve the hire of Christina Adams as a Senior Department Specialist in the Assessors Office with a start date			
of February 26, 2024.			
.....			
<b>Attachments:</b>		<b>Instructions Once Approved:</b>	
1. Order		.....	
2. Job Description		.....	
3. ....		.....	
4. ....		.....	
5. ....		.....	
<b>Contact Person – Name and Department:</b>		<b>Date Submitted:</b>	
Natasha Tippetts – HR Specialist		2/14/2024	

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

**In the Matter of an Order Approving a )  
Hire ) ORDER NO. \_\_\_\_\_  
(Christina Adams – Senior Department )  
Specialist)**

**WHEREAS**, it is the recommendation of Kiley Wegner, Assessor, that the following person shall be hired to fill the position identified below at the specified salary range, step, rate of pay, and status:

<u>Name</u>	<u>Position</u>	<u>Range/Step</u>	<u>Rate</u>	<u>Status</u>
Christina Adams	Senior Department Specialist	A-C/1	\$4,039/Month	FT/Prob

The job description is attached hereto for reference.

**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 hire be in effect on February 26, 2024.

**DATED** this 22<sup>nd</sup> day of February, 2024

**BOARD OF CURRY COUNTY COMMISSIONERS**

\_\_\_\_\_  
Brad Alcorn, Chair

\_\_\_\_\_  
John Herzog, Vice Chair

Approved as to Form:

\_\_\_\_\_  
Michael E. Fitzgerald, OSB #950738  
County Legal Counsel

\_\_\_\_\_  
Jay Trost, Commissioner

**CURRY COUNTY  
JOB DESCRIPTION**

**JOB TITLE: Senior Department Specialist, Assessment and Taxation**

---

**EXEMPT:** No

**SALARY LEVEL:** C

**SUPERVISOR:** Chief Office Deputy

**PREPARED BY:** Assessor/Tax Collector

June 2023

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**GENERAL POSITION SUMMARY:**

The Senior Department Specialist performs advanced and complex clerical duties to support staff within assessment and taxation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Researches, prepares, and composes letters, reports, notifications, documents, memos, and other materials of an important or confidential nature on own initiative or from brief instructions or notes.
2. Assists in daily clerical functions of assessment and taxation and serves as initial contact for the department.
3. Explains departmental policies and procedures to both the public and other employees.
4. Assists the Administrative Secretary with business personal property and manufactured structure related inquiries.

**SUPERVISORY CONTROLS AND RESPONSIBILITIES:**

No supervisory responsibilities. Supervised by Chief Office Deputy

**QUALIFICATION REQUIREMENTS:**

*Knowledge of . . .*

- Thorough knowledge of a complete and specialized departmental function; general office practices and procedures.
- Office management practices and procedures to ensure efficient workflow.

*Ability to . . .*

- Establish and maintain effective relationships with other employees, department heads and the public.
- Work with limited supervision in an independent setting, while able to recognize situations in which supervision and guidance are necessary.
- Handle complaints, problems, and hostile persons courteously
- Communicate effectively both verbally and in writing

*Additional skills:*

- Keep detailed records and prepare accurate reports and findings
- Convey information, ideas, and facts both orally and in writing to supervisors, colleagues, and individuals, inside and outside the County, using language and a format the audience will best understand.

**EDUCATION AND/OR EXPERIENCE:**

High school graduation or equivalent; three years of progressively responsible clerical work including experience in the Assessor's Office, or any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above-described duties.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Work is primarily performed in office, sitting at long periods of time. Work hours begin early morning; 10-hour work days; occasional weekend or evenings
- Travel for training is sometimes necessary.
- Lifting of 30-40 lbs. while reaching and maneuvering is occasionally needed. Bending and filing in low floor level drawers



**CURRY COUNTY BOARD OF COMMISSIONERS**  
**REQUEST FOR AGENDA ITEM**  
*BUSINESS MEETING*

<b>Agenda Date:</b>		<b>Agenda Item Title:</b>	
February 22, 2024		Appoint LPSCC Member	
<b>Time Needed:</b>			
<b>Financial Impact:</b>		<b>Description and Background:</b>	
		The LPSCC (Local Public Safety Coordinating Council) currently has a	
<b>Category:</b>		vacancy in the Lay Member Position. Lexi Sylvester who currently serves as	
<input type="checkbox"/>	Action/Discussion	the Community Engagement Manager for HIV Alliance has submitted a	
<input checked="" type="checkbox"/>	Consent	Committee Application. LPSCC has approved this membership and is	
<input type="checkbox"/>	Executive Session	bringing it to the Board for final approval.	
<input type="checkbox"/>	Hire Order		
<input type="checkbox"/>	Presentation		
<b>Requested Motion:</b>			
Appoint Lexi Sylvester to the Lay Position of the LPSCC			
<b>Attachments:</b>		<b>Instructions Once Approved:</b>	
1. Order			
2. Redacted Application			
3.			
4.			
5.			
<b>Contact Person – Name and Department:</b>			<b>Date Submitted:</b>
Natasha Tippetts – HR Specialist			2/14/2024

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

**In the Matter of an Appointing Member to )  
the LPSCC ) ORDER NO. \_\_\_\_\_  
)**

**WHEREAS**, the Local Public Safety Coordinating Council (LPSCC) currently has an open position as a Lay Member, and;

**WHEREAS**, Lexi Sylvester has submitted an application for consideration, and;

**WHEREAS**, Sylvester currently serves as the Community Engagement Manager for HIV Alliance, and;

**WHEREAS**, it is the recommendation of LPSCC that Sylvester be appointed as the Lay Member and;

**NOW, THEREFORE, IT IS HEREBY ORDERED** that Lexi Sylvester is appointed to the Lay Member Position on the Local Public Safety Coordinating Council.

**DATED** this 22<sup>nd</sup> day of February, 2024

**BOARD OF CURRY COUNTY COMMISSIONERS**

\_\_\_\_\_  
Brad Alcorn, Chair

\_\_\_\_\_  
John Herzog, Vice Chair

Approved as to Form:

\_\_\_\_\_  
Michael E. Fitzgerald, OSB #950738  
County Legal Counsel

\_\_\_\_\_  
Jay Trost, Commissioner



Application: Volunteer Boards, Commissions, Councils, Committees or Task Forces Board of Curry County Commissioners

94235 Moore Street, Suite 122 Gold Beach, OR 97444

Phone: 541-247-3296 Fax: 541-247-2718

Email: BOC\_Office@co.curry.or.us

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

Please print or type clearly

Name: Lexi Sylvester

Date: 2/7/2024

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"/>	Board of Property Tax Appeals
<input type="checkbox"/>	Budget Committee
<input type="checkbox"/>	Planning Commission
<input type="checkbox"/>	Solid Waste Advisory Committee
<input type="checkbox"/>	Compensation Board
<input type="checkbox"/>	Coos Curry Housing Authority
<input type="checkbox"/>	Fair Board
<input type="checkbox"/>	Local Public Safety Coordinating Council
<input type="checkbox"/>	CCD Business Development Corporation
<input type="checkbox"/>	Suicide Awareness and Prevention Council
<input type="checkbox"/>	Destination Leadership Team - Travel Curry Coast

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

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	X
--------------------------	-----	--------------------------	----	-------------------------------------	---

Date Received:

If yes, list which committee(s):

What experience, training, or qualifications do you, have for this Board, Commission, Council, Committee, or Task Force?

I currently serve as the Community Engagement Manager for HIV Alliance, which puts me in touch with

data, information, and resources on substance use disorder and overdose.

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

I am most interested in supporting the work of the committee on substance use, homelessness, and related issues.

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

I have served on LPSCC's in other counties as a non-voting member, and on many similar committees in Josephine County.



Application: 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

Other Volunteer activities: I am a volunteer with Oregon Coast Pride, and Curry Pride.

I am a volunteer with Oregon Coast Pride, and Curry Pride.

Circle one:

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:

Signature:

[Handwritten signature]

Date:

2/7/2024

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.

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

Your Mailing Address: [Redacted]

Best Phone Number to Call: [Redacted]

Email [Redacted]

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](http://www.co.curry.or.us)

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



**CURRY COUNTY BOARD OF COMMISSIONERS**  
**REQUEST FOR AGENDA ITEM**  
*BUSINESS MEETING*

<b>Agenda Date:</b>		<b>Agenda Item Title:</b>	
2/22/24		Rescind Resolution No. R2023-14	
<b>Time Needed:</b>			
10 minutes			
<b>Financial Impact:</b>		<b>Description and Background:</b>	
N/A		It has come to the attention of the Finance Department that the Supplemental Budget approved by Resolution No. R2023-14 was unnecessary. Additionally, modifications detailed within the Supplemental Budget were not made.	
<b>Category:</b>		It is appropriate to rescind Resolution No. R2023-14 in order to reflect the actual FY 22-23 budget.	
<input type="checkbox"/>	Action/Discussion		
<input checked="" type="checkbox"/>	Consent		
<input type="checkbox"/>	Executive Session		
<input type="checkbox"/>	Hire Order		
<input type="checkbox"/>	Presentation		
<b>Requested Motion:</b>			
Rescind Board of Commissioners Resolution No. R2023-14.			
<b>Attachments:</b>		<b>Instructions Once Approved:</b>	
1. Order 2. Resolution 3. 4. 5.		File Order with Clerk.	
<b>Contact Person – Name and Department:</b>			<b>Date Submitted:</b>
Ted Fitzgerald			2/14/24

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

**In the Matter of an Order Rescinding a ) ORDER NO. \_\_\_\_\_**  
**Resolution – Supplemental Budget )**  
**(R2023-14) )**

**WHEREAS**, the Board of Commissioners approved Resolution No. R2023-14 allowing a Supplemental Budget to the FY 22-23 Budget; and

**WHEREAS**, upon further review by the Finance Department, it was determined that the increase and reallocation of appropriations under the Supplemental Budget were not necessary and never occurred; and

**WHEREAS**, it is appropriate to rescind Resolution No. R2023-14 to reflect the actual FY 22-23 Budget.

**NOW, THEREFORE, IT IS HEREBY ORDERED THAT** Resolution No. 2023-14 is rescinded.

**DATED** this 22<sup>nd</sup> day of February, 2024.      **BOARD OF CURRY COUNTY COMMISSIONERS**

\_\_\_\_\_  
Brad Alcorn, Chair

Approved as to Form:      \_\_\_\_\_  
John Herzog, Vice Chair

\_\_\_\_\_  
Michael E. Fitzgerald, OSB #950738  
Curry County Legal Counsel

\_\_\_\_\_  
Jay Trost, Commissioner

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

In the Matter of a Resolution Modifying )  
Fund Balances in the FY 22-23 Budget for )  
the Event Center – Fair TLT Improvement )  
Funds )

RESOLUTION NO. R2023-14

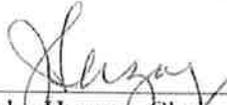
WHEREAS, due to TLT funds being held in the Event Center fund, a transfer is needed to move funds to the Fair TLT Improvement Fund so they may be used, and it is the recommendation of the Finance Director that such transfer occur so funds are available for the 2022-2023 fiscal year budget; and

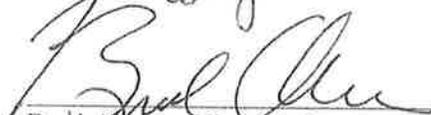
WHEREAS, such increase and reallocation of appropriation is allowed under ORS 294.471.

NOW, THEREFORE, IT IS HEREBY RESOLVED THAT the 2022-2023 fiscal year budget for Curry County be modified as detailed in Exhibit A attached hereto, for the specific purpose of providing appropriations to cover expenditures through June 30, 2023.

DATED this 7<sup>th</sup> day of June, 2023.

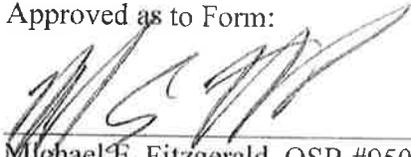
BOARD OF CURRY COUNTY COMMISSIONERS

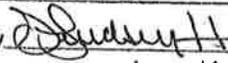
  
\_\_\_\_\_  
John Herzog, Chair

  
\_\_\_\_\_  
Brad Alcorn, Vice Chair

  
\_\_\_\_\_  
Jay Trost, Commissioner

Approved as to Form:

  
\_\_\_\_\_  
Michael E. Fitzgerald, OSB #950738  
Curry County Legal Counsel

CJ 2023-152  
Curry County Clerk, Shelley Denney  
Filed Date 6 / 19 / 23  
Time 8:50 AM  
Deputy   
2pgs S. Lindsey Harris

Department:		BUDGET		
G/L ACCT NUMBER	ACCT DESCRIPTION	EXISTING BUDGET	CHANGE	NEW Budget
			+ = increase - = decrease	
<b>Revenue</b>				
-370.00-000-00	Grant - Other	-		
2.14-451.44-391.38-000-00	Tran In - 2.14 Event Cntr TLT	-		
-399.01-000-00	Assigned Fund Balance			
2.14-451.40-399.03-000-00	Restricted Fund Balance	962,768	(823,000)	139,768
	<b>Total Resources</b>	962,768	(823,000)	139,768
<b>Personal Services</b>				
-490.00-110-00	Sal-Regular	-		
-490.00-120-00	Sal-Irregular	-		
-490.00-130-00	Sal-Overtime	-		
-490.00-213-00	Ben-Health Ins	-		
-490.00-213-10	Ben-HRA VEBA	-		
-490.00-214-00	Ben-Life Ins	-		
-490.00-220-00	Ben- FICA 7.65%	-		
-490.00-230-00	PERS-County Portion	-		
-490.00-250-00	Ben-Unemployment	-		
-490.00-260-00	Ben-Workers Comp	-		
-490.00-290-00	Ben-OR W/C Assessment	-		
	<b>Total Personal Services -</b>	-	-	-
<b>Materials &amp; Services</b>				
-490.00-330-00	Pro Svc - General	-		
-490.00-430-00	R&M Equipment	-		
-490.00-580-00	Meals & Lodging	-		
-490.00-		-		
490.00-741-00	Capital Outlay-Machinery & Equip	-		
-490.00-600-00	Supplies - Office	-		
-490.00-606-00	Event Food Supplies	-		
-490.00-	Other M&S	-		
	<b>Total Materials &amp; Services</b>	-	-	-
<b>Debt, Capital, Transfers</b>				
-490.00-847-00	Debt Interest Payments	-		
-490.00-849-00	Debt Principal Payments	-		
	Reserve for Future Expenditure	-		
	Capital Outlay - Motor Vehicle	-		
-490.00-745-00	Capital Outlay	-		
	Tran To -	-		
2.14-451.40-491.01-000-44	Tran To Fair TLT Improvements	-	823,000	823,000
	Tran To (use 492 for Tran within a Fund)	-		
	<b>Total Expenditures</b>	-	823,000	823,000
Total Change should = 0 >>			-	
Note: Total change should = 0, or Total Revenue change should match Total Expense change.				
Prepared By Elizabeth Knight		Date	6/2/2023	
Elected Official or Department Head				Date 6.2.23
Approved By Liasion Commissioner		Date		



**CURRY COUNTY BOARD OF COMMISSIONERS**  
**REQUEST FOR AGENDA ITEM**  
*BUSINESS MEETING*

<b>Agenda Date:</b>		<b>Agenda Item Title:</b>	
2/22/24		Presentation by Patrick Mello Account Executive for Kofile.	
<b>Time Needed:</b>			
<b>Financial Impact:</b>		<b>Description and Background:</b>	
		Patrick will do a presentation on how ARP funds can be used to help the Clerk's Office rebuild the Critical Records Management after the Cyber-Attack last year.	
<b>Category:</b>			
<input type="checkbox"/>	Action/Discussion		
<input type="checkbox"/>	Consent		
<input type="checkbox"/>	Executive Session		
<input type="checkbox"/>	Hire Order		
<input checked="" type="checkbox"/>	Presentation		
<b>Requested Motion:</b>			
<b>Attachments:</b>		<b>Instructions Once Approved:</b>	
1. Proposal by Kofile			
2.			
3.			
4.			
5.			
<b>Contact Person – Name and Department:</b>		<b>Date Submitted:</b>	
Shelley Denney		2/14/24	

October 5, 2023

**Honorable Shelley Denney**  
**Curry County Clerk**

# **Critical Records Management**

## **Deed Books Indexing**

**SUBMITTED BY:**

Gail Lawson  
Account Executive  
gail.lawson@kofile.com  
(503) 679-9372

**Kofile** 

6300 Cedar Springs Road, Dallas, TX 75235  
p: 214.442.6668 | f: 214.442.6669  
[info@kofile.com](mailto:info@kofile.com) | [www.Kofile.com](http://www.Kofile.com)

Dear Honorable Shelley Denney,

This proposal addresses Curry County Oregon Clerk's critical records and is presented by Kofile Technologies, Inc. (Kofile). Quoted services include indexing and stapling. Archival rehousing includes encapsulation and loose-leaf binding into Archival Recorder Binders. Note that prices for the inventory herein are good for 90 days from the date of this assessment.

### **ARCHIVAL INDEXING**

Data integrity is essential. Kofile's proprietary indexing software and keying procedures is proven 99.25% accuracy.

Prior to indexing, Kofile conducts a comprehensive assessment of Curry County Oregon Clerk's indexing specifications to ensure accurate and consistent indexes, guaranteeing quick searches for users.

During the assessment, Kofile documents established methods of indexing specific instruments, clarifying terminology, and the standards used to enter names, dates, and other basic required information. This analysis differentiates the following:

- Cross-indexed documents
- Differentiation between individual names & corporation names
- Government departments & agencies
- Alternate & alias names
- Abbreviations, titles, & naming consistency (e.g., hyphens, nos., spaces, & suffixes)

Kofile's quality control procedures (QC) ensure that managers and supervisors internally research and answer questions about any problematic process. Kofile will contact Curry County Oregon Clerk for any clarification and/or decisions needed. Client involvement demonstrates Kofile's pride in building successful professional relationships.

#### *Data Entry Procedures*

Consistently keyed fields will improve document retrieval and build a dependable, searchable database. To accomplish this, two technicians separately key the same entry for every field. Software is then utilized to ensure those separate entries match. Fields that do not match are sent to a supervisor to determine the issue, after which the entry is sent to a third technician to key a final time. With this methodology, each field is blind-keyed at least twice, and up to three times.

Any amendments are communicated with Curry County Oregon Clerk via an exception list. Some exceptions are to be expected as not all records contain all fields noted. Kofile will establish rules for these abnormalities once the project commences.

## ACCESSIBILITY OF RECORDS

Records held at Kofile are maintained as private and confidential material. Curry County Oregon Clerk is guaranteed access to records via email or toll-free fax at our expense. Upon receipt of a records request, Kofile will flag the requested record and verify inventory control, pull supporting paperwork, and email/fax a response to the approved requester or alternate. The turnaround time for a records request will meet or exceed requirements.

Please note that all records (including volumes, documents, digital images, metadata or microfilm) serviced by Kofile shall remain the property of Curry County Oregon Clerk. This policy applies to any agreement, verbal or written, between Curry County Oregon Clerk and Kofile.

The records are not used by Kofile other than in connection with providing the services pursuant to any agreement between Kofile and Curry County Oregon Clerk. The records are not commercially exploited by or on behalf of Kofile, its employees, officers, agents, invitees or assigns, in any respect.

Please let me know if you have any questions. We look forward to serving Curry County Oregon Clerk and to working together for the preservation and access of its public and historical assets.

Sincerely,

Gail Lawson

*Gail Lawson*

c: (503) 679-9372

e: gail.lawson@kofile.com

lgs

**SCOPE OF SERVICES**

**Archival Indexing (ID)**

- Key and blind re-key verify documents.
- Formatting of metadata (indexes) per the requirements of Curry County Oregon Clerk's System vendor.
- If requested, Kofile can provide a Disaster Recovery electronic offsite backup of metadata.
- Indexing fields, as applicable, and identified here:
  - Document Number
  - Grantor
  - Grantee
  - Date

**PROJECT PRICING**

Without a signed agreement, prices are good for 90 days. Proposal is based on estimated documents, page conditions, and fields needed to index. Kofile will complete sample indexing and once the County approves, and we will be able to finalize pricing. Our goal is to make sure that the indexing fields align with current indexing practices of the County. Billing occurs on actuals per mutually agreed upon pricing, not to exceed the P.O. without authorization.

Curry County Clerk				
Indexing and Stapling Project Overview				
Record Series	Date Range	Number of Discs	Number of Documents	Indexing and Stapling
Deed Books	2008 - 2023	29	212,000	\$254,400.00

**WARRANTY**

Together with our passion and expertise, resources and technology, and processes and protocols, we fully guarantee our work through our Standard Service Warranty. We perform all work in a manner consistent with or greater than industry standards require and will correct any errors or unsatisfactory work, free of charge. This warranty extends for 90 business days after the project is completed.

This proposal shall be governed by the terms of use found at <https://kofile.com/termsandconditions>.

Payment Terms: Pay 50% upon inventory pick-up with the balance due upon project completion.

Check box if a customer P.O. Number will be required for Kofile to bill.

**CUSTOMER ACCEPTANCE**

**KOFILE ACCEPTANCE**

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Print Name of Authorized Official

\_\_\_\_\_  
Print Name of Authorized Official

\_\_\_\_\_  
Title of Authorized Official

\_\_\_\_\_  
Title of Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**CURRY COUNTY BOARD OF COMMISSIONERS**  
**REQUEST FOR AGENDA ITEM**  
*BUSINESS MEETING*

<b>Agenda Date:</b>		<b>Agenda Item Title:</b>	
February 22, 2024 .....		Lobster Creek Campground Generator Replacement .....	
<b>Time Needed:</b>			
.....			
<b>Financial Impact:</b>		<b>Description and Background:</b>	
\$16,005.00 – Cap Outlay .....		The generator at Lobster Creek Campground had a sever mechanical	
<b>Category:</b>		failure, resulting in no power. Facilities/Maintenance Director, Charles	
<input checked="" type="checkbox"/>	Action/Discussion	Buchanan, has gathered three bids (attached). Buchanan recommends we	
<input type="checkbox"/>	Consent	proceed with the quote from Blue Star Gas. Although it is higher than the	
<input type="checkbox"/>	Executive Session	others, the Parks department already uses them for propane and servicing. I	
<input type="checkbox"/>	Hire Order	.....	
<input type="checkbox"/>	Presentation	.....	
<b>Requested Motion:</b>			
Grant the Facilities/Park Director permission to purchase a new Generator from Blue Star Gas for the amount of			
\$16,005.00 for the Lobster Creek Campground .....			
<b>Attachments:</b>		<b>Instructions Once Approved:</b>	
1. Order .....		.....	
2. Quotes .....		.....	
3. ....		.....	
4. ....		.....	
5. ....		.....	
<b>Contact Person – Name and Department:</b>			<b>Date Submitted:</b>
Facilities/Park Director – Charles Buchanan .....			2/13/2024

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

**In the Matter of an Order Approving the )  
Purchase of a Generator from Blue Star ) ORDER NO. \_\_\_\_\_  
Gas for Lobster Creek Background )**

**WHEREAS**, Lobster Creek Campground’s generator has come to end of life and;

**WHEREAS**, the Facilities/Maintenance Director has collected the required three bids per County Policy and;

**WHEREAS**, Blue Star Gas is currently the main servicing and propane company that the County uses and;

**WHEREAS**, it is the recommendation from the Facilities/Maintenance Director that the quote from Blue Star Gas be approved for the amount of \$16,005.00 and;

**NOW, THEREFORE, IT IS HEREBY ORDERED** that Board grants permission to the Facilities/Parks Director to purchase a new generator for the amount of \$16,005.00 for Lobster Creek Campground.

**DATED** this 22<sup>nd</sup> day of February, 2024

**BOARD OF CURRY COUNTY COMMISSIONERS**

\_\_\_\_\_  
Brad Alcorn, Chair

\_\_\_\_\_  
John Herzog, Vice Chair

Approved as to Form:

\_\_\_\_\_  
Michael E. Fitzgerald, OSB #950738  
County Legal Counsel

\_\_\_\_\_  
Jay Trost, Commissioner



## Service Proposal

### Blue Star Gas Coast Co.

#### Customer Info

Name	CURRY CO. PARKS
Phone #	N/A
Alt. Phone #	
People In Home	2

#### Physical Address

LOBSTER CAMP	
City:	GOLD BEACH
State:	OR

#### Appliances

Water Heater	-	Space Heater / Fireplace	-
Range	-	Furnace	-
Oven	-	Pool Heater	-
Dryer	-		
Est. Annual Usage	0	Primary Heat	Propane

#### Pricing Info

Price Per Gallon Quoted	\$0.00
First Fill Price	N/A
COT Price	NO
Special Price	NO
Current Supplier	N/A
Current Price	\$0.00
Recommended Tank Size	N/A
Tank Rent Quoted	\$0.00

#### Directions

#### Materials & Parts

<input type="checkbox"/> 1st Stage
<input type="checkbox"/> 2nd Stage
<input type="checkbox"/> Twin Stage
<input type="checkbox"/> Pigtail
<input type="checkbox"/> Misc. Fittings

#### Underground Piping

Length of Pipe-	0
# of Risers-	0
<input type="checkbox"/> Misc. Pipe Indoor	
<input type="checkbox"/> Misc. Pipe Outdoor	
<input type="checkbox"/> Cust. To Provide Trenching	

#### Tank Set Fee

<input type="checkbox"/> Standard
<input type="checkbox"/> Piping
Additional Labor

#### Fire Marshall Fee

<input type="checkbox"/> Permit Fee
-------------------------------------

Startup and Warranty	<b>\$330.00</b>
Labor Charges	<b>\$1,320.00</b>
Add. Parts & Appliances	<b>\$14,355.00</b>
Sales Tax	<b>\$0.00</b>
Promotional Discounts	<b>\$0.00</b>
<b>Estimated Install Charges</b>	<b>\$16,005.00</b>

Flexible Payment Options Include



Ask For Details

Notes:

**TRAVEL TIME INCLUDED IN LABOR**

\*\* IT IS THE CUSTOMER'S RESPONSIBILITY TO OBTAIN NECESSARY BUILDING PERMITS \*\*

\*\* UNLESS OTHERWISE SPECIFIED, PROPANE PRICES ARE BASED ON MARKET CONDITIONS AND SUBJECT TO CHANGE \*\*

\* THIS BID IS GOOD FOR 30 DAYS FROM QUOTED DATE \*





29295 North Grizzly Road, Gold Beach, Oregon 97444, 541 247-9017, OR CCB#90309

## Proposal to Supply, Deliver, & Start-up Kohler 24RCLA Generator

Date: 12/4/2023

Customer: Curry Parks Department

Phone: 541-373-0327

Email: somersw@curry.or.us

Project location: Lobster Creek Youth Camp

### Proposal for Kohler 24RCLA Generator:

- Generator Shipping to Gold Beach, Oregon
- Boom Truck Delivery to Lobster Creek Youth Camp
- Replace existing Generator with new Kohler 24RCLA Generator (optional engine block heater not included)
- Group 24, 630 AH Battery
- Propane Conversion
- Generator Controller Programming
- Kohler Factory Start-up Procedure (generator warranty not valid for Off-Grid application, warranty registration not included)

### Proposed Generator Start-up Date:

Gold Coast Renewable Energy is prepared to deliver and start-up Generator (weather permitting) on Tuesday, January 2, 2024.

### Contractor's Warranty:

Gold Coast Renewable Energy warrants workmanship for a period of 1 year from the date of Start-up.

Kohler 24RCLA Generator Manufacturer's Warranty: Kohler 24RCLA Generator Warranty Void for Off-Grid use.

Project Price is: \$15,692.00

Optional Generator Service (Oil Change, oil & air Filter, Spark Plugs, Travel and Labor): \$295.00/service interval (per year, or 100hrs)

The undersigned agree to the above project description and price:

*Ron Cleghorn*

Date: 12/4/2023

Contractor signature: Ron Cleghorn, Owner/Gold Coast Renewable Energy, CCB #90309

Date: \_\_\_\_\_

Authorized Curry County Representative: \_\_\_\_\_

Estimate



744 S. Grape Street  
Medford, OR 97501

OFFICE (541) 665-5386 FAX (541) 500-8119

CCB# 193479

ZElectric77@yahoo.com

NAME: Waylon Somers

DATE: 01/30/24

Email: somersw@co.curry.or.us

Phone: 541-373-0327

**Job Address: Lobster Creek Youth Camp, Gold Beach**

*We hereby* submit specifications and estimates to the following to code minimum:

Installing a Kohler 12RES generator, this price includes the generator and labor to complete the job.

Estimated Price: \$7,860.00

*Payment to be made as follows:*

**Time and materials, (plus 40% mark up for materials) due upon completion of job**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be billed at time and materials, plus mark-up on materials, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner to carry: fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Note: This estimate may be withdrawn by Contractor if not accepted within 30 days.

Acceptance of this estimate -- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment to be made as outlined above. All past due accounts shall bear, and Owner agrees to pay, a service charge of one and one-half percent (1 1/2%) per month from due date. Should suit, action or other proceedings be instituted to collect any amount due to ZZ Electric, llc Customer signing this estimate hereby expressly agrees to pay all expenses of collection of debt, including but not limited to collection agency fees, attorney fees and court costs at the pretrial, trial and applicative levels. Customer signing this estimate agrees to submit to venue in Jackson County, Oregon, in the event a lawsuit is filed.

\*\*\*\*NOTICE OF RIGHT TO LIEN\*\*\*\*

A lien may be claimed for all materials, equipment, labor and services furnished after a date that is eight days, not including Saturdays, Sundays & Holidays as defined in ORS 187.010, before this notice was verbally accepted and/or signed by you. Even if you or your mortgage lender has made full payment to the contractor who ordered these materials or services, your property may still be subject to a lien unless the supplier providing this notice is paid in full.

Signature: \_\_\_\_\_ Date of acceptance: \_\_\_\_\_

Notice of right to lien information to customer given at signing of contract.



**CURRY COUNTY BOARD OF COMMISSIONERS**  
**REQUEST FOR AGENDA ITEM**  
*BUSINESS MEETING*

<b>Agenda Date:</b>		<b>Agenda Item Title:</b>	
2/22/24		Contract for Land Use Planning Services	
<b>Time Needed:</b>			
10 minutes			
<b>Financial Impact:</b>		<b>Description and Background:</b>	
Increased Requirements		<p>In consideration of the amount of land use applications processed by the Planning Department, and the loss of a dedicated Planning Director position, it is prudent for the County to enter into an agreement with an outside contractor to provide as-needed consultation and services through June 30, 2024.</p> <p>The Director of County Operations will present the quotes that he has obtained from land use planners, and will make a recommendation to the Board on his findings.</p>	
<b>Category:</b>			
<input checked="" type="checkbox"/>	Action/Discussion		
<input type="checkbox"/>	Consent		
<input type="checkbox"/>	Executive Session		
<input type="checkbox"/>	Hire Order		
<input type="checkbox"/>	Presentation		
<b>Requested Motion:</b>			
Authorize the Director of County Operations to enter into an Agreement with _____ for as-needed Land Use planning services, through June 30, 2024.			
<b>Attachments:</b>		<b>Instructions Once Approved:</b>	
1. Order 2. 3. 4. 5.		File Order with Clerk, copy to Counsel, copy to Petitioner.	
<b>Contact Person – Name and Department:</b>			<b>Date Submitted:</b>
Ted Fitzgerald			2/15/24

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

**In the Matter of an Order Authorizing the ) ORDER NO. \_\_\_\_\_  
Director of County Operations to Enter )  
into an Agreement with a Contract )  
(Land Use Planning Services) )**

**WHEREAS**, the County’s Planning Director position is unfilled at this time; and

**WHEREAS**, Director of County Operations, Michael E. (“Ted”) Fitzgerald has been performing the oversight and authorization functions of the Planning Director position on an interim basis; and

**WHEREAS**, the workload experienced by the Planning Department requires more staff than are currently available; and

**WHEREAS**, in the interests of providing the best possible service to the citizens of Curry County, it is reasonable to engage a contractor to assist until the end of the fiscal year.

**NOW, THEREFORE, IT IS HEREBY ORDERED THAT** the Director of County Operations is authorized to enter into an Agreement with \_\_\_\_\_ to provide as-needed land use planning services, with total costs in no case exceeding \$50,000.00 and a term to expire June 30, 2024 in order to allow a reevaluation of needs and resources.

**DATED** this 22<sup>nd</sup> day of February, 2024.      **BOARD OF CURRY COUNTY COMMISSIONERS**

\_\_\_\_\_  
Brad Alcorn, Chair

Approved as to Form:

\_\_\_\_\_  
John Herzog, Vice Chair

\_\_\_\_\_  
Michael E. Fitzgerald, OSB #950738  
Curry County Legal Counsel

\_\_\_\_\_  
Jay Trost, Commissioner



**CURRY COUNTY BOARD OF COMMISSIONERS**  
**REQUEST FOR AGENDA ITEM**  
*BUSINESS MEETING*

<b>Agenda Date:</b>		<b>Agenda Item Title:</b>	
2/22/24		Landowner Petition for Annexation of a Single Parcel of Land into a Special District - Ophir Rural Fire Protection District	
<b>Time Needed:</b>			
10 minutes			
<b>Financial Impact:</b>		<b>Description and Background:</b>	
N/A		<p>A Petition for Annexation was filed by Jonathan and Richelle Moon on January 31, 2024 regarding the annexation of the parcel of land located at 94280 Agate way, Gold Beach, into the Ophir Rural Fire Protection District.</p> <p>In accordance with Oregon Law, the Board must now hold a hearing regarding the merits of the Petition and make a determination as to its approval.</p>	
<b>Category:</b>			
<input checked="" type="checkbox"/>	Action/Discussion		
<input type="checkbox"/>	Consent		
<input type="checkbox"/>	Executive Session		
<input type="checkbox"/>	Hire Order		
<input type="checkbox"/>	Presentation		
<b>Requested Motion:</b>			
[Approve or Deny] the Petition for Annexation of 94280 Agate Way, Gold Beach, into the Ophir Rural Fire Protection District.			
<b>Attachments:</b>		<b>Instructions Once Approved:</b>	
<ol style="list-style-type: none"> <li>1. Order</li> <li>2. Petition w/attachments</li> <li>3. Letter sent to Petitioners</li> <li>4.</li> <li>5.</li> </ol>		File Order with Clerk, copy to Counsel, copy to Petitioner.	
<b>Contact Person – Name and Department:</b>			<b>Date Submitted:</b>
Ted Fitzgerald			2/14/24

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

**In the Matter of an Order Annexing ) ORDER NO. \_\_\_\_\_  
Property into the Ophir Rural Fire )  
Protection District ) BOC ANNEXATION NO. 24-01**

**WHEREAS**, the Board of Commissioners received a Petition requesting the Annexation of a parcel of land (94280 Agate Way, Gold Beach) into the Ophir Rural Fire Protection District on January 29, 2024, and such Petition was found to meet the criteria set forth by ORS 198.857; and

**WHEREAS**, pursuant to ORS 198.857(2), the Ophir Rural Fire Protection District has approved and endorsed the request for annexation as demonstrated by the Approval Form attached to the Petition; and

**WHEREAS**, the Board of Commissioners held a duly noticed public hearing on the merits of the Petition for Annexation, considered the comprehensive plan for the area, and made a determination to approve the Petition.

**NOW, THEREFORE, IT IS HEREBY ORDERED THAT** the property located at 94280 Agate Way, Gold Beach, Oregon, bearing a legal description as follows:

**Lot Five (5), Hubbard Mound, County of Curry, State of Oregon.**

**(T36S R15W S12D TL 800)**

is now annexed to the Ophir Rural Fire Protection District; with such annexation becoming effective upon the date of this Order.

**DATED** this 22<sup>nd</sup> day of February, 2024.      **BOARD OF CURRY COUNTY COMMISSIONERS**

\_\_\_\_\_  
Brad Alcorn, Chair

Approved as to Form:

\_\_\_\_\_  
John Herzog, Vice Chair

\_\_\_\_\_  
Michael E. Fitzgerald, OSB #950738  
Curry County Legal Counsel

\_\_\_\_\_  
Jay Trost, Commissioner



**CURRY COUNTY  
BOARD OF COMMISSIONERS**

**GUIDANCE FOR ANNEXATION OF PROPERTY  
IN TO A DISTRICT OR SPECIAL DISTRICT -  
SINGLE LANDOWNER (ORS 198.857)**

*This document provides guidance as to landowner petitions for the annexation of property into districts and special districts pursuant to ORS Chapter 198. This guidance is applicable to annexation of a single property, or multiple properties owned by the same individual. It is recommended that Petitioner(s) seek legal counsel prior to filing to determine the eligibility of a property for annexation pursuant to state and federal law.*

**Packet for Submission**

A complete application packet must include:

- ✓1. **The Petition**, with all necessary signatures and the approval from the Board of the affected District. A sample Petition is attached to this Guidance. Please follow the below instructions and ensure all required information is included with your submission.
- ✓2. **A clear and legible map**, approved or provided by the Curry County Assessor's Office.
- ✓3. **An official legal description of the property**, approved or provided by the Curry County Assessor's Office. It is suggested to use a private professional surveyor to obtain a sufficient legal description and map for your property.
4. Approval from the County Clerk for filing criteria.
- ✓5. A check or money order made out to Curry County in the sum of \$500.00.

**Submit your completed Application Packet to:**

Curry County Board of Commissioners  
94235 Moore Street, Suite 122  
Gold Beach, Oregon 97444  
[BOC\\_Office@co.curry.or.us](mailto:BOC_Office@co.curry.or.us)  
(541) 247-3296

**What Happens Next?**

If a petition filed under this section meets the requirements of this section and is otherwise sufficient pursuant to Oregon and Federal law, the Board of Commissioners shall set a date for a public hearing on the petition.

The public hearing will be held 20-50 days after the date on which the Petition is filed. Upon being scheduled, written notice of the public hearing shall be mailed to the Petitioner as well as to the Board of the affected district.

RECOMMEND:  
MAP FROM LIC. SURVEYOR

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

**Landowner Petition for Annexation of )  
a Single Parcel of Land in to a Special ) BOC ANNEXATION NO. \_\_\_\_\_  
District )**

- 1) I, the undersigned Petitioner, do hereby petition the Curry County Board of Commissioners to initiate proceedings for the annexation of a single parcel of land to the OPBC Rural Fire Protection DISTRICT, located entirely within Curry County, pursuant to ORS 198.857.
- 2) The Principal Act concerning the District is set forth at ORS Chapter 478.
- 3) Petitioner is the Landowner of the parcel of Land proposed for annexation to the district as indicated by their signature below.
- 4) A legal description and a map outlining the boundaries of the parcel of land proposed to be annexed to the district are attached to this petition.
- 5) The parcel of land proposed to be included in the district does not include any territory within a city.
- 6) The parcel of land proposed to be annexed to the district does not include any territory included within another district formed under the same principal act.
- 7) The parcel of land proposed for annexation will be served by the facilities and services of the district.   
MAP# 365 15W12D TAX LOT # 500  
Legal Description: Lot Five (5), HUBBARD MOUND, County of Curry, State of Oregon

I, the Owner of the Parcel of Land, Address: 94280 Agate Way, Gold Beach, OR 97444 proposed for annexation, request annexation as presented in this petition. In witness thereof, I have signed this petition on this 3 day of December, 2023.

Jonathan Maun, Richelle Maun  
Landowner Name(s)

[Signature]  
Richelle Maun

28601 Brooks Rd. Gold Beach, OR 97444  
Address

801 830 5074  
Phone Number

3 DEC 2023  
Date

**APPROVAL FOR ANNEXATION TO SPECIAL DISTRICT  
ENDORSEMENT OF THE Ophir Fire Protection, Tony Moon  
DISTRICT BOARD**

Pursuant to the request presented by Petitioner(s) to the Board of Directors of the Ophir Rural Fire Protection DISTRICT, approved at a regular meeting the Board held on that 11 day of December, 2023, the property described in this Petition is hereby endorsed and approved for annexation to the Ophir Rural Fire Protection DISTRICT.

Name of District: Ophir Fire Dist

By: Jackie R Brecker

Title: Vice Chair of ORFA Board of Directors

Date: 12-11-23

**\*FOR USE ONLY WHEN PETITIONING FOR ANNEXATION INTO A FIRE PROTECTION DISTRICT\***

**APPROVAL OF FOREST PROTECTIVE ASSOCIATION FOR ANNEXATION INTO  
FIRE PROTECTION DISTRICT**

Ophir

Pursuant to ORS 478.150 the State Forestry Department has been consulted by Petitioners,

JONATHAN MOON, LOT 5 HUBBARD MOUND <sup>COUNTY OF CLATSOP, STATE OF OREGON</sup> and concurs in the boundaries and lands to included within

the Ophir Fire Protection District. All

lands lying within the Rural Fire Protection District would remain under Forest Patrol Assessment.

By: 

Title: Unit Forester

Date: 01/29/2024





**MICHAEL E. "TED" FITZGERALD**

COMMUNITY DEVELOPMENT DIRECTOR  
DIRECTOR OF COUNTY OPERATIONS  
COUNTY LEGAL COUNSEL

94235 Moore Street | Suite 123  
Gold Beach, OR 97444  
(541) 247-3291  
[CountyCounsel@co.curry.or.us](mailto:CountyCounsel@co.curry.or.us)

January 31, 2024

Jonathan Moon  
Richelle Moon  
28601 Brooks Road  
Gold Beach, OR 97444

**Re: Annexation of Property into Ophir Rural Fire Protection  
94280 Agate Way, Gold Beach (R19891)**

Jonathan & Richelle:

I am in receipt of your Petition for Annexation of a Single Parcel of Land in to a Special District, pertaining to the property located at 94280 Agate Way in Gold Beach, Oregon.

Pursuant to ORS 187.857(3), please accept this correspondence as your notice of a **public hearing to be held on February 22, 2024 at 6:30 p.m.** During the hearing, the Board of Commissioners will consider all facts and information relevant to the annexation and will make a determination thereto.

If the Board approves the annexation, the annexation will be effective immediately and the Board Order will be sent to the Oregon Department of Revenue ("DOR") in order to update the District Boundaries. DOR has thirty (30) days to approve or deny the map and boundaries.

Sincerely,

Michael E. "Ted" Fitzgerald



**CURRY COUNTY BOARD OF COMMISSIONERS**  
**REQUEST FOR AGENDA ITEM**  
*BUSINESS MEETING*

<b>Agenda Date:</b>		<b>Agenda Item Title:</b>	
February 22, 2024 .....		Hearing – Surveyor Fees .....	
<b>Time Needed:</b>			
.....			
<b>Financial Impact:</b>		<b>Description and Background:</b>	
.....		Curry County Surveyor, Scott Fein, has looked over the current fees in his	
<b>Category:</b>		Department and made amendments. It was estimated that these fees have	
<input type="checkbox"/>	Action/Discussion	not been amended since 2018. According to County Code a Public Hearing	
<input type="checkbox"/>	Consent	must take place prior to adopting new fees.....	
<input type="checkbox"/>	Executive Session	.....	
<input type="checkbox"/>	Hire Order	.....	
<input type="checkbox"/>	Presentation	.....	
<b>Requested Motion:</b>			
Approve updated Fees for Surveyor’s Office .....			
<b>Attachments:</b>		<b>Instructions Once Approved:</b>	
1. Order .....		.....	
2. Fees .....		.....	
3. ....		.....	
4. ....		.....	
5. ....		.....	
<b>Contact Person – Name and Department:</b>			<b>Date Submitted:</b>
.....			

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

**In the Matter of an Order Approving** ) **ORDER NO.** \_\_\_\_\_  
**Updated Fees for the Surveyor's Office** )  
)

**WHEREAS**, the Surveyor's Office collects fees for services; and

**WHEREAS**, Curry County Surveyor, Scott Fein is submitting a request to adopt fee increases to go into effect immediately

**NOW, THEREFORE, IT IS HEREBY ORDERED THAT** the proposed County Surveyor fees, filed within, are adopted and implemented as of the date of this Order.

**DATED** this 22<sup>nd</sup> day of February, 2024.      **BOARD OF CURRY COUNTY COMMISSIONERS**

\_\_\_\_\_  
Brad Alcorn, Chair

Approved as to Form:

\_\_\_\_\_  
John Herzog, Vice Chair

\_\_\_\_\_  
Michael E. Fitzgerald, OSB #950738  
Curry County Legal Counsel

\_\_\_\_\_  
Jay Trost, Commissioner

FEE TYPE/NAME	COST
Additional Pages Checking & Filing (after 2)	170
Affidavit of Correction	No Charge
Affidavit of Deferred Monumentation (Plats)	630
Affidavit of Deferred Monumentation per lot/unit	County Cost
Copy of Survey Record (paper or digital)/page	15
Partition Plat Filing	470
Partition Plat Checking	540
Property Line Adjustment Checking & Filing	390
Property Line Adjustment Legal Description Check per description	170
Subdivision & Cemetary & Condo Plat Filing	265
Subdivision & Cemetary & Condo Plat Checking	1920
Subdivision & Cemetary& Condo Plat Checking per lot/unit	113
Survey Checking & Filing (first 2 pages)	395
Vacation of Right of Way	350
Vacation of Plat	County Cost