



**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  
March 6, 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 22, 2024 (Pg. 1)
- B. Reclassification of Employee (PIO/Grant Manager) (Pg. 4)
- C. Adopt Position Description – Fairgrounds & Event Center Manager (Pg. 6)
- D. Approve Position Description – Economic Development Assistant (Pg. 12)
- E. Approve Promotion of B. Nelson – Appraiser I (Pg. 17)

**5. DISCUSSION/ACTION ITEMS**

- A. Proposal for Land Trade with Private Party (Pg. 22)  
*\*Public Comments\**
  - i. GIS Maps (Pg. 23)
  - ii. Tax Maps (Pg. 25)
- B. Ordinance Adopting a Division of County Code (Pg. 27)  
*\*Public Comments\**
  - i. Ordinance (Pg. 28)
  - ii. Article One, Division Nineteen (Pg. 30)

**6. ELECTED OFFICIAL UPDATES**

**7. COMMISSIONER UPDATES**

- A. Commissioner Herzog
- B. Commissioner Trost
- C. Commissioner Alcorn

**8. EXECUTIVE SESSION**

- A. 192.660(2)()

**9. 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."

**10. 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](mailto: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 22, 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 Clerk Shelley Denney, County Counsel Assistant Rabiah Lee, and Administrative Assistant Natasha Tippetts

The Pledge was recited by all.

### 2. AMENDMENT AND APPROVAL OF THE AGENDA

Trost would like to add Agenda Item 6-C – Letter of Commitment for Deflection Programs

Trost also recommends pulling Item 5-M and moving to Agenda Item 6-D.

Herzog would like to discuss the Meeting times and adds this to Agenda Item 6-E.

Fitzgerald states that the Wild Rivers Animal Rescue contract is now complete and would like to add to Consent Agenda 5-M.

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

### 3. PUBLIC COMMENTS

Lynn Coker – Provided information on proposed light ordinance.

Nancy Chester – Provided opinion on County operations.

### 4. CONSENT AGENDA

A. Approve Minutes for Business Meeting on February 2 2024

B. Approve Minutes for BOC-DCO Meeting on December 15, 2023

C. Approve Minutes for BOC-DCO Meeting on January 4, 2024

D. Approve Minutes for BOC-DCO Meeting on January 19, 2024

E. Approve Minutes for BOC-DCO Meeting on January 23, 2024

F. Appoint Budget Committee Members

G. Hire Code Compliance Officer – C. Southern

H. Re-Classify Building Official

- I. Re-Classify Building Inspector III & Promote Employee
- J. Approve Plumbing Inspector Job Description
- K. Approve Facilities/Parks Director Job Description & Re-Classify C. Buchanan
- L. Hire Senior Department Specialist – C. Adams
- M. ~~Appoint LPSCC Member~~ Wild Rivers Animal Rescue Contract
- N. Rescind Resolution 2023-14

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

## **5. PRESENTATION**

- A. Critical Records Management – Kofile  
*Shelley Denney was present for questions*

The Board discussed having the Finance Director identify how much ARP Funds are currently available for use on cyber attack related costs. The Board also discussed receiving another quote from Kofile that goes back farther in time for document records.

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

- A. Lobster Creek Generator Purchase – Fitzgerald presented.

**Trost motioned to grant the Facilities/Parks Director permission to purchase a new generator from Blue Start Gas for \$16,005 for Lobster Creek Campground. Herzog seconded. Motion carried unanimously.**

- B. Contract for Land Use Planning Services – Fitzgerald presented.

**Alcorn motioned to authorize the Director of County Operations to enter into an agreement with Pacific Geographic and Consultants, Inc for as-needed Land Use planning services, through June 30, 2024. Herzog seconded. Motion carried unanimously.**

- C. Letter of Commitment for Deflection Programs – Trost presented.

**Board agreed unanimously to approve the Letter of Commitment.**

- D. Appoint LPSCC Member – Trost presented.

The Board engaged in conversation in regard to the eligibility of LPSCC Members. Trost mentioned the Lay Member position must be filled by a Curry County resident. The Board agreed the applicant was not eligible and to post vacancy the following day.

- E. Discussion of Meetings Times – Herzog presented.

Herzog mentioned that the second Thursday night meeting does not fit into his schedule anymore and would like to discuss having it earlier in the day. The Board engaged in conversation on the benefits of the different days and nights and input they have received from the community. The Board agreed to try a 4:00 p.m. meeting for the next Thursday Business Meeting on March 21<sup>st</sup>.

**7. ELECTED OFFICIAL UPDATES**

Treasurer Barnes – Expressed opinion on Kofile presentation.

**8. COMMISSIONER UPDATES**

Herzog – Mentioned having County Employees park farther away from the Annex for night meetings. Expressed concern on trash and camping on County property.

Trost – Commented on Public Comment Speaker Nancy Chester’s opinion. Stated that the Director of County Operations is directed by the Board. Trost also read ballot language for the May Ballot measure – County levy.

Alcorn – Acknowledged work that Phil Dickon, Chief Information Officer has accomplished. Stated BOEM released that they are moving forward with the Offshore Wind Energy project and that the Board will still adamantly oppose in every way available.

**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 7:39 p.m.

Dated this 6<sup>th</sup> day of March, 2024

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

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

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

Minutes prepared by Natasha Tippetts, Administrative Assistant



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

<b>Agenda Date:</b>		<b>Agenda Item Title:</b>	
March 6, 2024 .....		Status Change of Current Employee	
<b>Time Needed:</b>			
.....			
<b>Financial Impact:</b>		<b>Description and Background:</b>	
.....		<p>The PIO/Grant Manager position held by Val Early, is currently a full time position. This Order will change her to Irregular with a flex schedule of hours.....</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>			
Amend the Status of Val Early, PIO/Grant Manager to an irregular employee.....			
<b>Attachments:</b>		<b>Instructions Once Approved:</b>	
1. Order.....		.....	
2.....		.....	
3.....		.....	
4.....		.....	
5.....		.....	
<b>Contact Person – Name and Department:</b>			<b>Date Submitted:</b>
Natasha Tippetts – HR Specialist.....			2/28/2024

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

**In the Matter of an Order Amending the )  
Status of an Employee ) ORDER NO. \_\_\_\_\_  
(V. Early – Public Information )  
Officer/Grant Manager)**

**WHEREAS**, it is the recommendation of Ted Fitzgerald, Director of County Operations, that the status for the following person shall be amended:

<u>Name</u>	<u>Position</u>	<u>Range/Step</u>	<u>Rate</u>	<u>Status</u>
Val Early	PIO/Grant Manager	N/A	26.48/Hour	Ireg

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 amendment of status be effective on March 8, 2024.

**DATED** this 6<sup>th</sup> day of March, 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 BOARD OF COMMISSIONERS**  
**REQUEST FOR AGENDA ITEM**  
*BUSINESS MEETING*

<b>Agenda Date:</b>		<b>Agenda Item Title:</b>	
March 6, 2024 .....		Approve position description for Fairgrounds & Event Center Manager	
<b>Time Needed:</b>			
.....			
<b>Financial Impact:</b>		<b>Description and Background:</b>	
.....		The Fair Board has revised the position description for the Fairgrounds & Event Center Manager. The Board will need to approve before advertising.	
<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>			
Approve revised position description for existing position – Fairgrounds & Event Center Manager			
.....			
<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 .....			2/28/2024

**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 )  
(Fairgrounds & Event Center Manager)**

**WHEREAS**, it is the recommendation of the Fair Board that the attached position description be adopted for the following existing position:

Fairgrounds &Event Center Manager	M
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 6<sup>th</sup> day of March, 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: Fairgrounds and Event Center Manager**

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<b>EXEMPT:</b>	Yes	
<b>SALARY LEVEL:</b>	M	
<b>SUPERVISOR:</b>	Fair Board	
<b>PREPARED BY:</b>	Director of County Operations	February 2024

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**GENERAL POSITION SUMMARY:**

This position serves as manager for the County Fairgrounds and Event Center. The Manager plans, promotes, supervises, and conducts all events and activities at the County Fairgrounds and Event Center. The Manager is also responsible for public relations, marketing, scheduling events, budget management, supervision of staff, and facility upkeep and development at the direction of the Fair Board.

As a County employee, this position represents the mission and interests of the Fair Board Members at the direction of the Fair Board Chairperson.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Follows County Finance policies to perform fiscal functions for the Department, such as depositing monies received, managing accounts payable and receivable, credit card expenditures, and grant reporting. Attends County staff meetings and trainings as required.
2. Tracks and ensures operations and expenditures are within budgeted parameters in consultation with the Fair Board Chairperson and County Finance Office staff. Keeps Fair Board members apprised of budgets, line item balances, income, and expenditures. Prepares proposed budgets for approval by the Fair Board and the County Budget Committee. Represents the Fair Board in annual budgeting meetings and presentations.
3. Answers incoming calls, processes incoming mail, submits deposits to the County, and maintains office supply inventory for the Fair Office. Responsible for keeping the Fair Board, Director of County Operations, and County Risk Manager informed of activities, operations, and issues involving fair business and use of fairgrounds property. Oversees an events plan, a business plan, and develops events accordingly. Keeps the public informed regarding available facilities for use at the Fairgrounds and Event Center.
4. Coordinates operations of the Fairgrounds and Event Center. Promotes events and use of Fairgrounds during non-peak times and ensures key personnel are informed of scheduled events. Maintains calendar of events for all Fairgrounds and Event Center

events. Updates website and social media content, including approved minutes, scheduled events, and Fair-related information. Maintains positive public relations and positive representation of the Fair Board and County at all times.

5. Coordinates maintenance of the Fairgrounds and Event Center with the County's maintenance department to ensure facilities are kept in good repair and operating condition, within fiscal limitations. Records suggestions for improvements to the facilities and ensures suggestions are conveyed to key personnel, including, but not limited to the Director of County Operations. Tracks projects, major repairs, and improvements for both the Fair and Event Center.
6. Prepares and distributes Fair Board meeting agendas and attends Fair Board meetings. Coordinates the recording, transcription, and distribution of the meeting minutes to the public in accordance with public meeting laws. Distributes meeting attachments such as bills, sponsorships, and any pertinent financials to Fair Board members.
7. Follows County procedures for the filing of contracts, action notifications, and placement on Board Agendas. In coordination with the Fair Board Chairperson and County Legal Counsel, publishes contracts for professional services, goods, entertainment, rodeo events, sponsorship agreements, etc. in accordance with the County's Contract Review Board Rules.
8. Establishes and maintains forms and other documentation for the rental of Fair facilities, including the Showcase, Docia, Floral, and other Fair and Event Center buildings. Ensures rental payments, including security/cleaning deposits (if applicable), and insurance certifications are received.
9. Administers all aspects of the annual County Fair in consultation with the Fair Board, including, but not limited to:
  - Preparing, ordering, and maintaining awards, ribbons, wrist bands, buckles, and all inventory supplies.
  - Preparing and ordering promotional products.
  - Arranging Judges and judges' accommodations.
  - Monitoring, preparing, and tracking contract and agreements.
  - Managing vendor assignments; maintaining vendor packets and tracking logs.
  - Managing Sponsorship Agreements, including packets, and banners; maintaining sponsorship list and tracking log.
  - Preparing and ordering tickets, promotional products, and posters.
  - Ensuring Fair Book is completed and printed.
  - Makes accommodations for temporary staff in accordance with Oregon law and County policy; hiring and supervision of the temporary staff, including timesheets and ensuring the performance of assigned duties.
  - Coordinating with 4-H.
  - Managing box seating, horse stall rentals, camping assignments, parking permits, space assignments, and camping packets as directed by Fair Board Chairperson.
  - Filling some administrative duties for the Fair Parade, Opening Ceremony, Grand

- Marshalls, Rodeo, Exhibitor processing, etc.
- Handling premium payments for 4-H and Open Exhibits through the Fair Office.
- Presenting an annual County Fair report to the Board of Commissioners.

10. Other duties as assigned.

**SUPERVISORY CONTROLS AND RESPONSIBILITIES:**

This position supervises other Fair and Event Center employees, including temporary County Fair employees and volunteers.

**QUALIFICATION REQUIREMENTS:**

Preference may be given to candidates with experience in 4-H, rodeo, Fair, and/or FFA events; cash handling; and/or creating and maintaining web pages.

Valid Oregon Driver’s license or the ability to obtain a valid Oregon Driver’s license within sixty (60) days of hire.

*Knowledge of . . .*

- Planning and presenting events.
- Business management principles and methods, and of the principles of personnel management and effective supervision.
- Knowledge of accounting, bookkeeping, budget principles, and basic management practice; considerable knowledge of reporting and data gathering techniques and organization.
- Publicity and sales promotion methods; effective public relations.
- Modern practices and methods of office management and supervision.
- Familiarity with building construction and maintenance.

*Ability to . . .*

- Type, use office equipment, and compose letters and reports in an effective style and proper business form.
- Work flexible and sometimes additional hours during peak season (late evenings, some weekends, etc.).
- Proficiently communicate by written and oral means.
- Work quickly and accurately under pressure, prioritize tasks, and accurately handle multiple tasks simultaneously.
- Make decisions independently in accordance with established policies and to use initiative and judgment in carrying out tasks and responsibilities.
- Use tact and judgment in dealing with the public and maintain harmonious working relationships with the public, Department Heads, coworkers, and Fair Board members at all times.

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

Three years of experience in general office work of a progressively responsible nature.

Highschool diploma, preferably supplemented by college or business school, or an equivalent of experience and training.

A minimum of one year of direct involvement in the operations of large-scale events, preferably involving the public, such as:

- Event Manager
- Manager or assistant manager of an exposition, convention center, event center, or similar enterprise
- Executive with business management and public relations experience
- Sales manager, business manager, or executive of a large commercial or governmental agency.

A demonstrated interest in community affairs as evidenced by participation in community activities.

Integrity, initiative, imagination, tact, resourcefulness, and good judgment.

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



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

<b>Agenda Date:</b>		<b>Agenda Item Title:</b>	
March 6, 2024 .....		Approve position description Economic Development Assistant	
<b>Time Needed:</b>			
.....			
<b>Financial Impact:</b>		<b>Description and Background:</b>	
.....		Miranda Plagge, Economic Development Administrator has revised the	
<b>Category:</b>		Economic Development Assistant job description.....	
<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 revised position description for existing position – Economic Development .....			
.....			
<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 .....			2/26/2024

**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 )  
(Economic Development Assistant)**

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

Economic Development Assistant	D
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 6<sup>th</sup> day of March, 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: Economic Development Assistant**

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**EXEMPT:** No  
**SALARY LEVEL:** D  
**SUPERVISOR:** Economic Development Administrator  
**PREPARED BY:** Economic Development Administrator February 2024

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**GENERAL POSITION SUMMARY:**

Position serves as the primary contact for the Transient Lodging Tax collection and Business License registration programs. Is also responsible for maintaining economic development webpages and social media sites. Does economic development research as directed.

This position is also responsible for processing and upkeep of clerical tasks as directed for the Economic Development department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Notifies businesses of the need for a Business License or the need to collect a transient lodging tax; processes applications; receipts revenues. Facilitates at the direction of the Administrator business relations as the representative for business products, and services to our business stakeholders.
2. Processes all OLCC liquor applications.
3. Assists in the preparation of marketing, advertising, tourism, promotional, visual and electronic demonstrations that promote the county's economic development goals, objectives, in recruiting, retaining and expanding business development in Curry County.
4. Assists in preparation of economic development reports, technical research studies, prepares statistical reports, presentations and support procurement of data.
5. Creates content and maintains Economic Development social media outlets, website and department webpage.
6. Completes administrative tasks for the department, such as: Update and maintain procedures, purchasing, processing claims, distribution of mail, maintaining of office

supplies/equipment, noticing meetings and maintain efficiency of department files and electronic drive.

7. Assists with promotions at Festivals in and out of region.
8. Assists with grant acquisition, grant management and grant reporting.
9. Performs special projects, and other duties as assigned by the Administrator.
10. Work on miscellaneous tasks that further community and business development.

## **QUALIFICATION REQUIREMENTS**

### *Knowledge of . . .*

- The use of Microsoft 365 and associated programs, remote meeting services, webpage and database software
- Performing detailed research and technical studies and communicating the results in an effective manner.
- Strong knowledge of social media marketing

### *Ability to . . .*

- Work well with numbers
- Communicate effectively in oral, written and technological forms
- Estimate and manage time efficiently
- Maintain confidentiality
- Professionally and effectively engage with other employees and the public

### *Skills in . . .*

- Microsoft Office 365
- Web and Social Media applications
- Communications and collaboration efforts

## **SUPERVISORY CONTROLS AND RESPONSIBILITIES:**

Work is performed under the general direction of the Economic Development Administrator. Recurring routine assignments are independently performed on basis of past experience.

Employee receives general instructions regarding scope of and approach to projects or assignments, but problem resolution are left to the employee's discretion and interpretation. Work

is directed and reviewed periodically to ensure determinations and decisions are made in accordance with department policy and procedures.

Work is performed within federal, state, county and departmental laws, rules, policies and procedures; software and equipment manuals, specialized dictionaries and reference materials. A considerable amount of judgment and initiative is used to interpret these guidelines.

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

High School graduation or equivalent; three years of experience in an office work environment; or any satisfactory equivalent combination of education, training and experience.

#### *Desirable Qualifications:*

Knowledge or experience related to County operations; experience working with the public; marketing; and community development.

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

- Work is typically performed in an office environment but some work may be performed elsewhere in the field
- Work is generally sedentary and requires hearing voice conversation and keyboarding, lifting up to thirty-five (35) pounds.
- A valid Oregon Driver license is required.

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



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

<b>Agenda Date:</b>		<b>Agenda Item Title:</b>	
March 6, 2024 .....		Approve promotion for B. Nelson	
<b>Time Needed:</b>			
.....			
<b>Financial Impact:</b>		<b>Description and Background:</b>	
.....		Kiley Wegner, Assessor, is promoting Broc Nelson from Appraiser Trainee	
<b>Category:</b>		to Appraiser I.	
<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 promotion of Broc Nelson to Appraiser I			
.....			
<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 .....			2/26/2024

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

**In the Matter of an Order Promoting an )  
Employee ) ORDER NO. \_\_\_\_\_  
(B. Nelson – Appraiser I) )**

**WHEREAS**, it is the recommendation of Kiley Wegner, County Assessor, that Brock Nelson, currently an Appraiser Trainee, Salary Range A-D, Step 1, at \$4,291/month be promoted to Appraiser I, Salary Range A-E, Step 1, at \$4,544/month.

The job description for the new position is attached hereto and incorporated by 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 promotion be in effect as of March 6, 2024.

**DATED** this 6<sup>th</sup> day of March, 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: Property Appraiser I - Assessor's Office**

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**EXEMPT:** No  
**SALARY LEVEL:** E  
**SUPERVISOR:** Chief Deputy Assessor  
**PREPARED BY:** Assessor

June 2023

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**GENERAL POSITION SUMMARY:**

An employee in this class is distinguished from the Property Appraiser II in that this is a trainee position working under the close supervision of the Chief Deputy Assessor. This position inspects properties and computes values of improvements.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Physically inspects lands for type of topography, view, access, landscaping and other pertinent information
2. Inspects properties to determine class, percentage of depreciation and functional use
3. Computes values of improvements through cost approach in comparison with present market activity, utilizing Department of Revenue factor books and computer program
4. Makes recommendations to senior property appraisers regarding the establishment of benchmarks relating properties to be appraised to those benchmarks, and in determining trends and averages
5. Reads aerial photos, topography maps and government survey maps; and research deeds and letters of verification in an effort to arrive at realistic property values
6. Answers questions from the public regarding appraisal values, market trends, sales, and zoning
7. Works closely with senior property appraisers in preparing material for use in defending appeals to the Board of Property Tax Appeals, Department of Revenue and Oregon Tax Court

## **SUPERVISORY CONTROL AND RESPONSIBILITIES:**

This position does not supervise the work of others.

Work is performed under the supervision of the Chief Deputy Assessor who assigns and reviews work for conformance with established policy and procedures and results obtained.

On a specific assignment, a Property Appraiser I often works under the immediate supervision of a Property Appraiser II. After the initial training period has been concluded, incumbents will conduct property appraisals with a decreasing amount of supervision being necessary.

## **QUALIFICATION REQUIREMENTS:**

*Knowledge of . . .*

- Real property appraisal methods and appropriate applications of recorded instruments such as deeds, mortgages and contracts
- Land mapping and surveying
- Geographic Information Systems and internet research tools

*Ability to . . .*

- Deal courteously and tactfully with the public
- Maintain effective working relationships with other employees, County departments and various tax related agencies
- Communicate effectively both verbally and in writing
- Independently investigate assigned problems and recommend solutions
- Gather data.
- Successfully navigate between locations on a map
- Deal effectively with stress, interruptions and meet timelines

*Additional skills:*

- The use of Microsoft Excel, Word, Powerpoint and Outlook
- Accurately performing mathematical calculations.

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

Two years' experience in an assessor or tax collector's office or related field such as real estate, banking, title, legal or management

Associate degree with major course work in economics, business or public administration, real estate, accounting, forestry, agriculture, planning or related field

Satisfactory combination of education, experience and training which demonstrates the ability to perform the above described duties.

*Necessary Special Requirements:*

- Pass test for Designation as a Registered Appraiser per ORS 308.010 within 90 days of hire date
- Possession of a valid Oregon Driver's License
- Must sign a Certificate of Confidentiality as required by ORS 308.413(3)

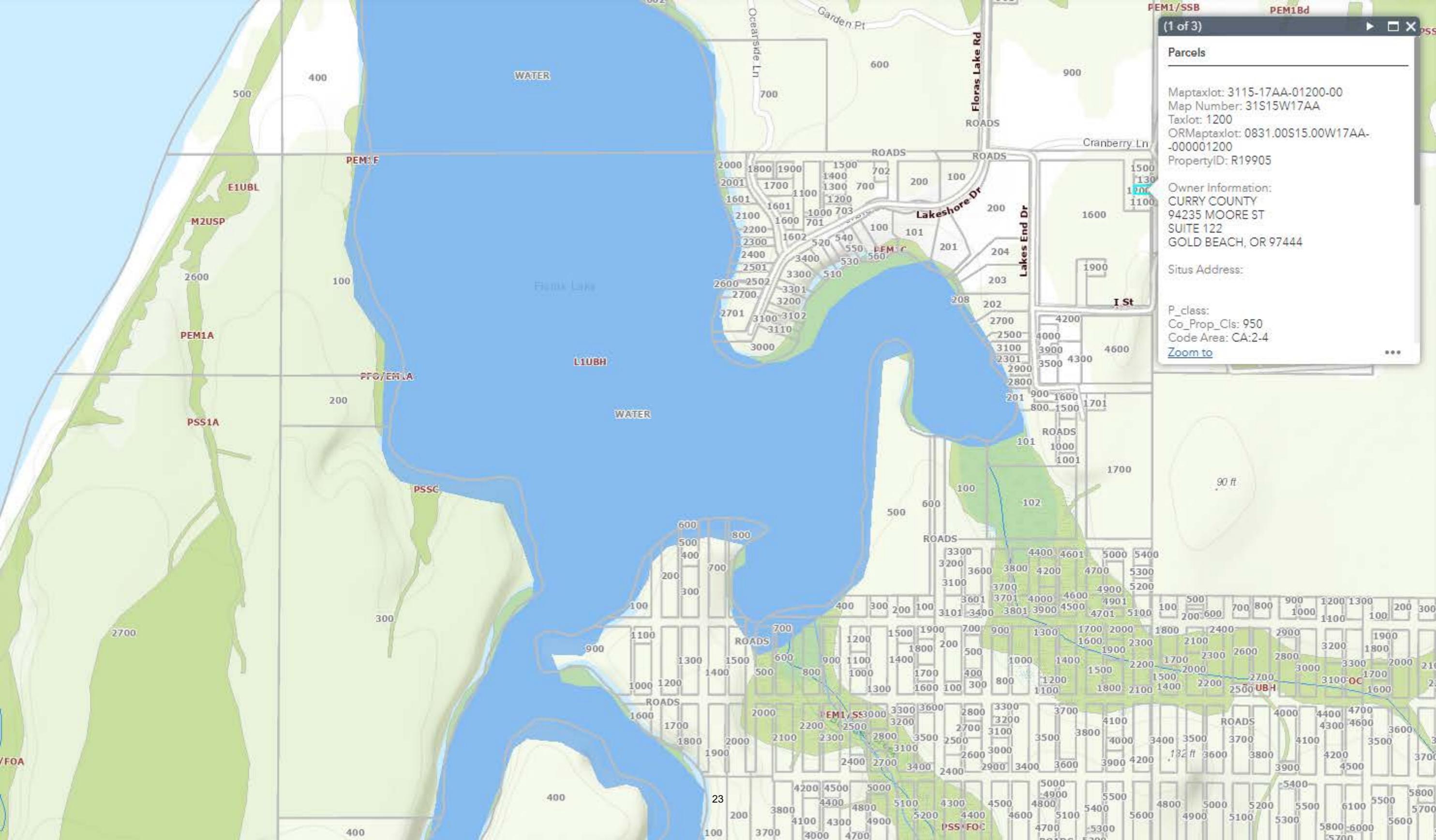
**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Ability to lift or move thirty (30) pounds. Ability to see, talk, hear, bend, stoop, stand, walk or sit. Ability to drive in adverse weather, occasionally for long distances or at night.
- Mixed office and field work. Employees may encounter adverse weather, tobacco smoke, or animals during the process of conducting field work.
- Travel, sometimes overnight and long distances to training and educational requirements as per ORS 308.010.
- Contact with the public in home or office environments may risk exposure to irrational/hostile behavior, contagious diseases or contact with animals.



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

<b>Agenda Date:</b>		<b>Agenda Item Title:</b>	
<b>Time Needed:</b>			
<b>Financial Impact:</b>		<b>Description and Background:</b>	
<b>Category:</b>			
<input 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>			
<b>Attachments:</b>		<b>Instructions Once Approved:</b>	
1.			
2.			
3.			
4.			
5.			
<b>Contact Person – Name and Department:</b>			<b>Date Submitted:</b>



PEM1/SSB PEM1Bd

(1 of 3)

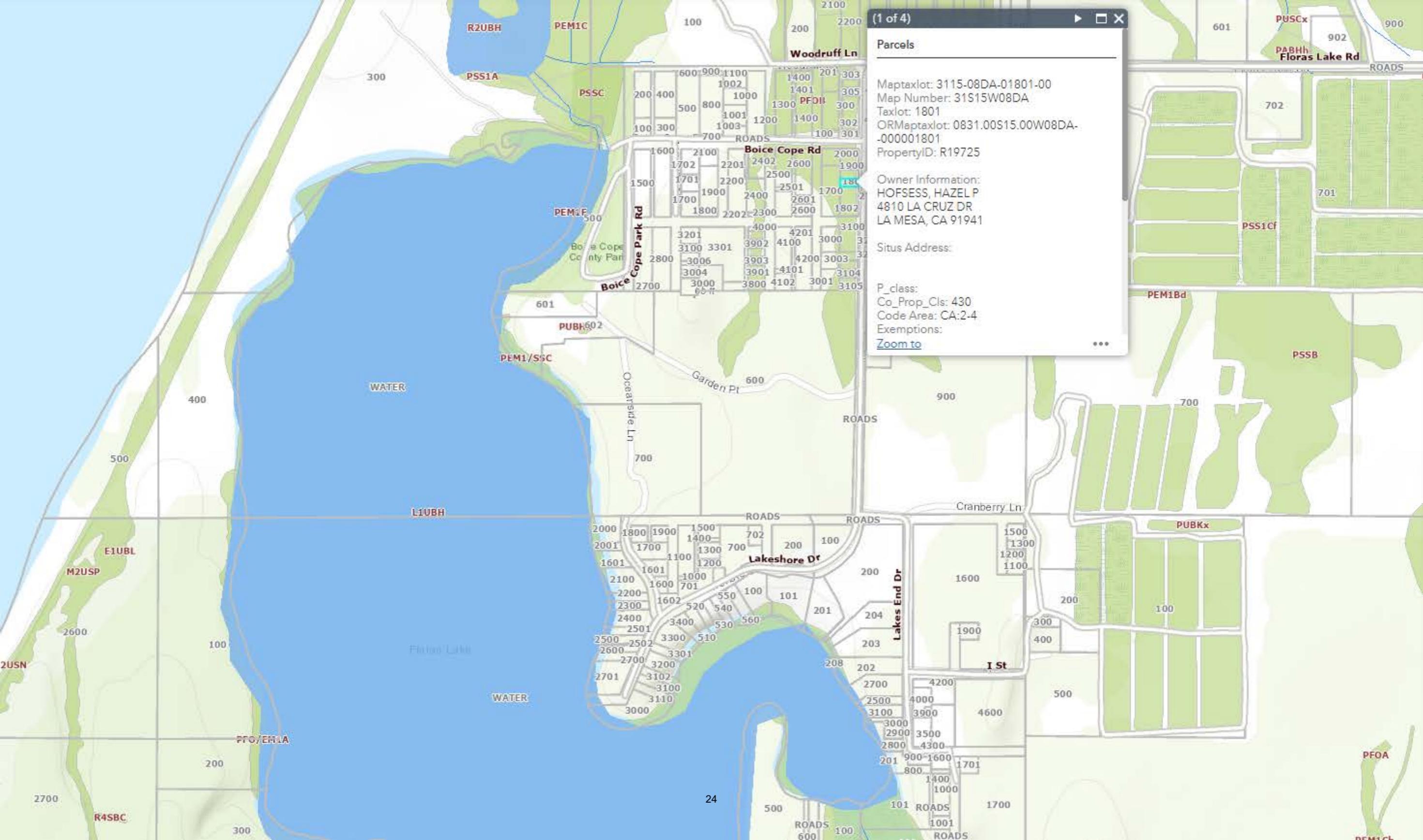
**Parcels**

Maptaxlot: 3115-17AA-01200-00  
 Map Number: 31S15W17AA  
 Taxlot: 1200  
 ORMaptaxlot: 0831.00S15.00W17AA-000001200  
 PropertyID: R19905

Owner Information:  
 CURRY COUNTY  
 94235 MOORE ST  
 SUITE 122  
 GOLD BEACH, OR 97444

Situs Address:

P\_class:  
 Co\_Prop\_Cls: 950  
 Code Area: CA:2-4  
[Zoom to](#)



(1 of 4)

**Parcels**

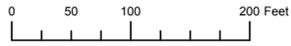
Maptaxlot: 3115-08DA-01801-00  
 Map Number: 31S15W08DA  
 Taxlot: 1801  
 ORMaptaxlot: 0831.00S15.00W08DA-000001801  
 PropertyID: R19725

Owner Information:  
 HOFSESS, HAZEL P  
 4810 LA CRUZ DR  
 LA MESA, CA 91941

Situs Address:

P\_class:  
 Co\_Prop\_Cls: 430  
 Code Area: CA:2-4  
 Exemptions:  
[Zoom to](#) ...

THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSE ONLY



N.E. 1/4 S.E. 1/4 SEC. 8 T.31S. R.15W. W.M.  
CURRY COUNTY  
1" = 100'

31S15W08DA

- Cancelled
- 500
- 801
- 900
- 1803
- 1804
- 1805
- 1901
- 2200M1
- 3002
- 3103
- 3106
- 3107
- 3300
- 3401
- 3700
- 4100
- 4400



Hofsess property

Revised: RAA  
01/21/2020

31S15W08DA





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

<b>Agenda Date:</b>		<b>Agenda Item Title:</b>	
3/6/24		Ordinance Adopting a Division of County Code	
<b>Time Needed:</b>			
10 minutes			
<b>Financial Impact:</b>		<b>Description and Background:</b>	
N/A		<p>The proposed Ordinance would adopt Article One, Division Nineteen of County Code relating to the publication of County Measures in the State Voters' Pamphlet, the referral of those Measures by a Citizen or by the Board, filing of Ballot Titles, and the submission of arguments regarding Ballot Measures.</p> <p>In order to provide information about the upcoming County Levy in the State Voters' Pamphlet, the County must have in place and Ordinance that provides a review procedure for the ballot title and explanatory statement. The proposed ordinance satisfies that and other requirements set forth by Oregon Law.</p> <p>The adoption of this Ordinance may be conducted in accordance with ORS 203.045(4) as it does not impose, or provide exemption from, taxation.</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 the proposed Ordinance adopting Article One, Division Nineteen of Curry County Code.			
<b>Attachments:</b>		<b>Instructions Once Approved:</b>	
1. Ordinance 2. Article One, Division Nineteen 3. 4. 5.		File with Clerk.	
<b>Contact Person – Name and Department:</b>			<b>Date Submitted:</b>
Ted Fitzgerald, County Legal Counsel			2/27/24

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

**In the Matter of an Ordinance Adopting** )  
**Article One, Division Nineteen of County** ) **ORDINANCE NO. \_\_\_\_\_**  
**Code** )  
**(State Voters' Pamphlet Code)** )  
 )

**WHEREAS**, in order to publicize County measures in the State Voters' Pamphlet, the County must adopt and comply with an ordinance that provides a review procedure for the ballot title and explanatory statement relating to that measure; and

**WHEREAS**, the County does not currently have an adopted Ordinance meeting those criteria; and

**WHEREAS**, the County finds it appropriate to adopt an Ordinance in order to comply with the State of Oregon's requirements for publication of County Measures in the State Voters' Pamphlet.

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

**SECTION I TITLE**

This Ordinance shall be known as Ordinance No. 24-01 and may be cited as "Ordinance Adopting Article One, Division Nineteen of County Code – State Voters' Pamphlet Code."

**SECTION II AUTHORITY**

This Ordinance is enacted pursuant to the authority of ORS 203.035 and any subsequent amendments thereto.

**SECTION III PURPOSE**

The purpose of this Ordinance is to codify procedures including, but not limited to, to the publication of County Measures in the State Voters' Pamphlet, the referral of those Measures by a Citizen or by the Board, filing of Ballot Titles, and the submission of arguments regarding Ballot Measures in accordance with ORS 251.285.

**SECTION IV ADOPTION**

The provisions of this Ordinance and the attached Article One, Division Nineteen, incorporated herein by reference, are hereby adopted and shall be effective immediately upon adoption of this Ordinance; and shall remain in force and effect until otherwise ordained by the Board of Curry County Commissioners.

**SECTION V SEVERANCE CLAUSE**

If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance or the attached Code, or any part thereof, is for any reason held to be unconstitutional or otherwise invalid, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof. The legislative body hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof, irrespective of the fact that any provision be declared unconstitutional or otherwise invalid.

**SECTION VI EMERGENCY CLAUSE**

The Curry County Board of Commissioners deems the adoption of this Ordinance to be necessary in order to conduct County business in a timely manner. Therefore, it is declared that an emergency exists, and this Ordinance shall be in full force and effect upon its adoption.

**SECTION VII EFFECTIVE DATE**

This Ordinance shall become effective on the 6<sup>th</sup> day of March, 2024.

**DATED** this 6<sup>th</sup> day of March, 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

First Reading: March 6, 2024

Effective Date: March 6, 2024

**ARTICLE ONE**

**DIVISION NINETEEN STATE VOTERS' PAMPHLET CODE**

**SECTION 1.19.010 STATEMENT OF PURPOSE AND AUTHORITY**

This Division is enacted pursuant to Curry County Ordinance No. 24-01 and ORS Chapter 251.

**SECTION 1.19.020 DEFINITIONS**

As used in this section, the following terms have the meanings set forth herein:

**“Board”** means the Curry County Board of Commissioners.

**“Opponents”** means, persons, without restriction as to the holding of any County office or position, whose opinions on the subject matter of the measure are substantially contrary to those of the chief petitioners.

**“Proponents”** means the chief petitioners of a Measure.

**“The measure’s qualification”** refers to the first date upon which a measure is entitled to be placed on a ballot for consideration by the electors of the County.

**“Working days”** means weekdays, Monday through Friday, but excluding legal holidays described in ORS 187.010 and 187.020

**SECTION 1.19.030 PUBLICATION OF CERTAIN COUNTY MEASURE IN VOTERS' PAMPHLET**

When a County measure is, in accordance with the law of the State of Oregon and Curry County on exercise of the initiative and referendum, referred to the electors of the County, whether by referral by the county governing body or by petition of electors, the County measure, ballot title, explanatory statement and arguments may be printed in a voters' pamphlet prepared by the Secretary of State for the applicable election, if:

- (a) The County Governing Body decides, as to any County measure, or
- (b) The Proponents decide, as to a County measure initiated or referred by the people;  
or
- (c) A political committee, as defined in ORS 260.005, that opposes any County measure decides that the measure shall be published in the State Voters' Pamphlet.

If the decision to have the measure so published is by the Proponents of the measure, the Proponents shall indicate their decision in a statement signed by all of the chief petitioners and filed with the County Clerk; if by a political committee, the committee shall indicate its decision in a statement signed by every committee director, as defined in ORS 260.005, and filed with the County Clerk.

**SECTION 1.19.040                      PREPARATION OF EXPLANATORY STATEMENT**

The explanatory statement shall be an impartial, simple and understandable statement of not more than five hundred (500) words explaining the measure and its effect. The statement shall be prepared by the committee appointed pursuant to Section 1.19.041 in the case of the referral of a measure by a citizen, or by County Legal Counsel in case of the referral of a measure by the Board.

**1.19.041                                      Citizen Referral of Measure**

When an initiative or referendum measure is filed with the County Clerk by the people in accordance with the law of the State, a five-member committee to prepare an explanatory statement shall be appointed in the following manner:

1. Two members of the committee shall be appointed by the proponents of the measure.
2. Two members shall be appointed by the Board of County Commissioners from among the opponents of the measure.
3. These four members shall be appointed no later than the 120th day prior to the election.
4. A fifth member shall be appointed by the four members previously appointed. If the fifth member has not been chosen by the 110th day prior to the election, the Presiding Judge of the Curry County Circuit Court shall appoint the fifth member.

The explanatory statement shall only be prepared after the committee has heard public comments at one or more public meetings; such public meetings may be held with only the notice prescribed by ORS 192.640. The statement shall be filed with the County Clerk not later than the close of business on the 90th day prior to the election.

**1.19.042                                      Board Referral of Measure**

When a measure is referred to the voters by the Board of County Commissioners, the explanatory statement shall be prepared by County Counsel.

**SECTION 1.19.050                      BALLOT TITLES AND EXPLANATORY STATEMENTS**

**1.18.051                                      Filing of Ballot Title and Explanatory Statement by Board**

If the Board of County Commissioners has decided to include a County measure, ballot title and explanatory statement in the State voters' pamphlet, the Office of the County Counsel shall prepare

and file the ballot title and explanatory statement with the County Clerk not later than the 70th day before the election. The ballot title and explanatory statement filed shall be subject to judicial review pursuant to ORS 250.195 and 251.285.

**1.18.052 Challenge and Judicial Review of Ballot Title and Explanatory Statement**

If a County elector is dissatisfied with the ballot title or the explanatory statement or both, on the grounds that the ballot title is not a concise and impartial statement of the purpose of the measure or the explanatory statement is not an impartial, simple, and understandable statement explaining the measure and its effect, the elector may, pursuant to ORS 250.195 and 251.285 (3), petition the Circuit Court to prepare another ballot title or another explanatory statement for the measure.

Attached to the petition shall be a copy of the measure, of the challenged ballot title or explanatory statement, and a statement of why the title or statement dissatisfy the petitioner.

The Court may solicit additional written information pertinent to the measure, the ballot title, and the explanatory statement, shall afford the petitioner access to the information, and may then hear oral argument about the title and statement.

The Court shall review the petition pursuant to ORS 250.195(3) and make a determination as follows:

(a) **Ballot Titles**

If the Court finds that the ballot title is a concise and impartial statement of the purpose of the measure, the Court shall sustain the title as being so.

If the Court finds to the contrary, it shall prepare another ballot title that is a concise and impartial statement of the purpose of the measure.

(b) **Explanatory Statement**

If the Court finds that the explanatory statement is an impartial, simple, and understandable statement explaining the measure and its effect, the Court shall sustain the statement as being so.

If the Court finds to the contrary, it shall prepare another explanatory statement of the measure that is an impartial, simple, and understandable statement explaining the measure and its effect.

**1.19.053 Alternate Schedules**

As to a County measure initiated or referred by a petition of electors, if a measure first qualifies to be placed on a ballot for which a voters' pamphlet will be printed, on a date less than 120 days but more than 89 days before the date of the election, the following timetable applies:

1. The Appointment of the first four members of the committee, described in 1.19.041, within three (3) working days of the measure's qualification;

2. Appointment of the fifth committee member by the first four members, within four (4) working days of the measure's qualification;
3. Appointment of the fifth committee member by the presiding Judge, if the fifth member has not been appointed by the first four members, within five (5) working days of the measure's qualification;
4. Filing of the explanatory statement by the committee with the County Clerk, within eight (8) working days of the measure's qualification, or not later than 89 days before the election, whichever is later.
5. Filing of a challenge to the sufficiency of the explanatory statement with the Circuit Court, within nine (9) working days of the measure's qualification, or not later than the 79th day before the election, whichever is later.
6. Adjudication by the Circuit Court of the challenge to the sufficiency of the explanatory statement within nineteen (19) working days of the measure's qualification, or not later than the 72nd day before the election, whichever is later.

**1.19.054 Submission to Secretary of State**

Filing of the ballot title and explanatory statement with the Secretary of State shall be not later than the 70<sup>th</sup> day before the election.

When filing the measure with the Secretary of State, the County Clerk shall also file the ballot title originally prepared for the measure, if that title has not been subjected to judicial review or has been so subjected but sustained and shall so file the title prepared by the Court if the original title has been subjected to judicial review and not sustained.

The Clerk shall likewise file the explanatory statement originally prepared for the measure, if that statement has not been subjected to judicial review or has been so subjected but sustained and shall likewise file the statement prepared by the Court if the original statement has been subjected to judicial review and not sustained.

**SECTION 1.19.060 ARGUMENTS REGARDING MEASURES**

**1.19.061 Procedure for Argument Submitted by Citizen**

If it is decided that a County measure, its ballot title and explanatory statement is to be published in the State voters' pamphlet, the County Clerk shall accept from any County voter or group of voters, argument(s) supporting or opposing the measure, not later than the 70<sup>th</sup> day before an election to be held on the day of the general election, or not later than the 68<sup>th</sup> day before a special election to be held on the day of the primary election, and shall file such arguments with the Secretary of State, together with the measure, provided that:

1. The argument is typewritten and can be printed in the Voters' Pamphlet in 29.8 square inches, and
2. The argument is filed with the County Clerk not later than the 70th day before an election to be held on the day of the general election, or not later than the 68th day before a special election to be held on the day of the primary election, and
3. The voter or group, when filing the argument, either
  - (a) Pays the County \$300.00 to apply to the cost of the printing, or
  - (b) Files with the Clerk a petition signed by 1,000 voters or 10 per cent of the total number of voters in the County ten (10) days before the submission, whichever number is the lesser, and the argument is accompanied by the name of the person who submitted the argument, the name of the organization the person represents, if any, and whether the argument supports or opposes the measure.
4. The argument includes a disclaimer statement substantially the following form:  
*"The printing of this argument does not constitute an endorsement by the State of Oregon or the County of Curry, nor does the State or County warrant the accuracy or truth of any statement made in this argument."*

**1.19.062 Procedure for Argument Submitted by the Board**

If the Board of County Commissioners has decided to include a County measure, ballot title, explanatory statement and arguments in the State voters' pamphlet, the Board may prepare an argument or appoint a committee of three citizens to prepare an argument on the measure.

If a committee is appointed, it shall include at least one member of the Board of County Commissioners. The committee shall present the draft argument to the Board of County Commissioners.

The Board of County Commissioners shall review the draft and file an approved final argument with the County Clerk no later than the 75<sup>th</sup> day before the election. If the Board's argument relates to a County measure referred to the voters by the Board of County Commissioners, no fee or petition as described in this Division shall be required.