



**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  
BUSINESS MEETING**

**July 5, 2023**

**9:00 a.m.**

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

---

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

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

**3. 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.

**4. CONSENT AGENDA**

- A. Approve Minutes for Business Meeting on June 21, 2023
- B. Approve Minutes for Special Meeting on June 28, 2023
- C. Approve the Acceptance of Grant for the Aquatic Safety Program
- D. Approve 2023-2024 Master Payroll

**5. DISCUSSION/ACTION ITEMS**

- A. Approve Curry County Towers and Systems Fee Schedule - 2023
  - i. Order – Adopting a Fee Schedule for Communications Tower Facility
  - ii. Proposed Fee Schedule
- B. Amend County Public Records Request Policy
  - i. Order – Amending the Curry County Public Records Policy
  - ii. Amended Policy
- C. Approve Contract with Richard K. Hayashi for Consulting Services
- D. Instruct Counsel on proceeding with Animal Control Services

**6. ELECTED OFFICIAL UPDATES**

**7. COMMISSIONER UPDATES**

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

**8. EXECUTIVE SESSION**

A. 192.660(2)(b)

**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 broadcast on Time Warner Channel 182 and 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](http://www.co.curry.or.us)

## BUSINESS MEETING MINUTES

**June 21, 2023**

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 9:01AM; present were Chair John Herzog, Vice Chair Brad Alcorn, and Commissioner Jay Trost

Staff present: Director of County Operations and County Counsel Ted Fitzgerald and Administrative Assistants John Jezuit and Natasha Tippetts

The Pledge was recited by all.

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

Ted Fitzgerald suggested to move Agenda Item 6-K to Agenda Item 7-C.

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

### **3. 4-H AND EXTENSION SERVICE DISTRICT BUDGET**

A. Adopting, Making Appropriations, and Imposing and Categorizing Taxes for Fiscal Year 2023-2024 Resolution – Sheryl McDonald, Administrative Office Manager/Local Liaison, Oregon State University, Curry County Extension

Trost motioned to adopt, make appropriations, and impose and categorize taxes for the fiscal year 2023-24 budget for the Curry County 4-H and Extension Service District Resolution. Alcorn seconded. Motion carried unanimously.

### **4. SERVICE AWARDS**

A. Years of Service Award to Deputy John Mackenzie – Sheriff Ward

### **5. PUBLIC COMMENTS**

None

### **6. CONSENT AGENDA**

- A. Approve Business Meeting Minutes for May 3, 2023
- B. Approve Emergency Meeting Minutes for May 5, 2023

- C. Approve Business Meeting Minutes for May 17, 2023
- D. Approve Emergency Meeting Minutes for May 30, 2023
- E. Approve Business Meeting Minutes for June 7, 2023
- F. CCPTSD (Curry County Public Transit Service District) and ODOT Agreement 35454 Operating 5310
- G. IGA (Intergovernmental Agreement) with Jackson County for Property Tax Collection Services
- H. IGA Services Contract #DOR-179-23 – Map Maintenance
- I. Hiring of Lobster Creek Park Host
- J. Approving Brandy Allen to Work 50% with ADPEP (Alcohol and Prevention Education Program) as Tobacco Specialist Grant, 25% Parks, and 25% Maintenance
- ~~K. Reclassification of Positions and Adoption of Revised Position Descriptions for the Assessor's Office~~
- L. New Hire of an Employee – C Higgins

Alcorn motioned to approve the consent calendar as amended. Trost seconded. Motion carried unanimously.

## **7. DISCUSSION/ACTION ITEMS**

- A. Approve Order Regarding Arizona Ranch RV Park Appeal – Becky Crockett, Planning Director

Alcorn motioned to approve Order affirming Planning Commission on AD-2228, Arizona Ranch RV Park and denying appeal A-2301 filed by Jonathan Giska. Herzog seconded. Motion carried unanimously.

- B. PSU (Portland State University) Salary Study Services – Extension of Term of IGA and Amendment No. 1 to Task Order #2 – Julie Swift, Payroll and Personnel Coordinator

Trost motioned to approve an amendment to the PSU IGA, and approve an amendment to Task Order #2. Alcorn seconded. Motion carried unanimously.

- C. Reclassification of Positions and Adoption of Revised Position Descriptions for the Assessor's Office

Commissioners, Kiley Wegner, County Assessor and Julie Swift, Payroll & HR Coordinator discussed.

Trost suggested creating a new pay scale for the Assessor's Office (Julie Swift suggestion) and wait till after the Portland Wage Study is completed to reclassify job descriptions in the Assessor's Office (Kiley Wegner suggestion).

Commissioners agreed to table this discussion until the July 5, 2023 Meeting.

## **8. ELECTED OFFICIAL UPDATES**

None

## **9. COMMISSIONER UPDATES**

### **A. Commissioner Alcorn:**

Expressed the need to update the community with the County's progress after the Cyber security attack. Claimed the County is about 80% back up.

### **B. Commissioner Herzog:**

Spent time with the Juvenile and Parks departments building a community garden in town.

### **C. Commissioner Trost:**

Shared an email from AOCC regarding O&C Lands.

**Chair Herzog called meeting to break at 9:54AM**

**Regular Session resumed at 10:05AM**

## **10. EXECUTIVE SESSION**

### **A. 192.660(2)(a)**

**Chair Herzog called an Executive Session at 10:05AM**

**Executive Session ended at 10:31AM**

**Regular Session proceeded.**

Alcorn motioned to move forward on issues that were discussed. Trost Seconded. Motion carried unanimously.

## **11. 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 Herzog adjourned the meeting at 10:33AM

Dated this 5<sup>th</sup> day of July, 2023

---

John Herzog, Chair

---

Brad Alcorn, Vice Chair

---

Jay Trost, Commissioner

Minutes prepared by Natasha Tippetts, Administrative Assistant



# **CURRY COUNTY BOARD OF COMMISSIONERS**

Commissioners' Hearing Room, Courthouse Annex  
94235 Moore Street, Gold Beach, Oregon  
[www.co.curry.or.us](http://www.co.curry.or.us)

## **SPECIAL MEETING MINUTES**

**June 28, 2023**

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 9:01AM; present were Chair John Herzog, Vice Chair Brad Alcorn, and Commissioner Jay Trost

Staff present: Director of County Operations and County Counsel Ted Fitzgerald and Administrative Assistants John Jezuit and Natasha Tippetts

The Pledge was recited by all.

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

Alcorn motioned to approve the agenda as written. Trost seconded. Motion carried unanimously.

### **3. PUBLIC COMMENTS**

David Barnes – Expressed opinion on Agenda Item 5-C

### **4. CONSENT AGENDA**

- A. Approve Credit Card for Aquatic Safety Program
- B. Approve Resolution – Transferring Funds – CCSO Vehicle Replacement
- C. Approve Yearly Insurance Renewals – CIS & SAIF

Alcorn motioned to approve the consent calendar. Trost seconded. Motion carried unanimously.

### **5. DISCUSSION/ACTION ITEMS**

- A. Approve Resolutions for Curry County Public Transit Service District Budget for FY 2023-2024 – Frank Jerome, Finance Director

Trost motioned to approve Resolution adopting the 2023-2024 Curry County Public Transit District Budget and Resolution appropriating the 2023-2024 Curry County Public Transit Service District Budget. Alcorn seconded. Motion carried unanimously.

B. Approve Resolutions for FY 2023-2024 – Frank Jerome, Finance Director

Finance Director Frank Jerome read following statement:

“Under authority of ORS 294.451 and in my role as Budget Officer, I wish to inform the Board of an error in the publication of the notice of the budget hearing. The publication erroneously stated that the copy of the proposed budget was available at the County Clerk’s Office. The proposed budget was available at the Finance Department Office.”

Alcorn motioned to adopt Resolution adopting the 2023-2024 Budget; Adopt appropriations Resolution for 2023-2024; Adopt Resolution imposing property taxes for 2023-2024. Trost seconded. Motion carried unanimously.

C. Approve Adoption of Ordinance Regarding Article Six Division Eleven

Ted Fitzgerald read Ordinance in full.

Alcorn motioned to approve Ordinance adopting Article six, Division eleven of Curry County Code regarding prohibited camping. Trost seconded. Motion carried unanimously.

**6. ELECTED OFFICIAL UPDATES**

None

**7. COMMISSIONER UPDATES**

A. Commissioner Alcorn:

Provided information on meeting with Worksource Oregon, Business Oregon, Regional Solutions, and Southcoast Development Council to discuss business resources.

B. Commissioner Herzog:

Narrated an event of rodent mitigation.

C. Commissioner Trost:

Provided concern from public on point of contact for County property sales.

**Chair Herzog called meeting to break at 9:56AM**

**Regular session resumed at 10:05AM**

**8. EXECUTIVE SESSION**

A. 192.660(2)(a)

**Chair Herzog called an Executive Session at 10:08AM**

**Executive Session ended at 11:26AM**

**Regular Session proceeded.**

**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 Herzog adjourned the meeting at 11:28AM

Dated this 5<sup>th</sup> day of July, 2023

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

\_\_\_\_\_  
Brad Alcorn, 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>	
7/5/23		Accepting Curry Health Foundation Grant for Aquatic Safety Program	
<b>Time Needed:</b>			
5 Minutes			
<b>Financial Impact:</b>		<b>Description and Background:</b>	
Yes		The Curry Health Foundation has awarded \$2,500.00 to the Aquatic Safety Program to purchase water rescue equipment for the programs operations and Junior Lifeguard Program. The Curry Health Foundation has been instrumental in providing funding for the programs operating equipment.	
<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>			
Approval for the Aquatic Safety Program to accept the \$2,500.00 grant from the Curry Health Foundation.			
<b>Attachments:</b>		<b>Instructions Once Approved:</b>	
1.		Sign Order and notify Aquatic Safety Program	
2.			
3.			
4.			
5.			
<b>Contact Person – Name and Department:</b>		<b>Date Submitted:</b>	
Luke Martinez - Aquatic Safety Program		6/26/23	

BEFORE THE BOARD OF COUNTY COMMISSIONERS

IN AND FOR THE COUNTY OF CURRY, OREGON

In the Matter of an Order Accepting the )  
Curry Health Foundation Grant for the ) ORDER NO. \_\_\_\_\_  
Aquatic Safety Program )  
)

**WHEREAS**, the Aquatic Safety Officer travels the county to mitigate aquatic hazards and provide public education on aquatic hazards; and,

**WHEREAS**, the Aquatic Safety Officer is trained as an open water lifeguard and conducts a Junior Lifeguard Program and;

**WHEREAS**, the Curry Health Foundation has awarded the Aquatic Safety Program \$2,500.00 to purchase water rescue equipment and support the Junior Lifeguard Program;

**NOW, THEREFORE, IT IS HEREBY ORDERED THAT:**

1. The Aquatic Safety Program is to accept the \$2,500.00 grant to purchase water rescue equipment.

**DATED** this 5<sup>th</sup> day of July, 2023.

**CURRY COUNTY  
BOARD OF COMMISSIONERS**

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

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

Approved as to Form:

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

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

# CHF GRANT GUIDELINES

## **Application:**

Grant applications should be as brief as appropriate to present necessary facts about the applicant and the project for which the grant is requested. We would prefer one to two pages with additional enclosures as needed.

## **Eligibility:**

- Grant applicants are only accepted from not-for-profit organizations and government agencies.
- The Curry Health Foundation Grant Program supports projects, programs, and equipment that are directly related to physical and mental health in Curry County.
- Grant applicants pledge to provide press releases, pictures and personal stories about the grant impacts to the Curry County community, including who benefited and used the program, equipment or project.
- The Curry Health Foundation provides equal opportunity for all.

## **Amount Requested:**

- Grants of \$500 to \$2,500.00 per item, project, or program will be considered.
- Grants are limited to a total of \$5,000.00 per organization (two projects or programs)

## **The Curry Health Foundation will not fund the following:**

- \* Individuals
- \* Fund raising activities
- \* Ongoing labor or payroll costs
- \* Travel
- \* Any expense not directly related to healthcare in Curry County
- \* Endowments
- \* Office equipment, supplies etc.
- \* Debt retirement, operational deficits, financial emergencies etc.

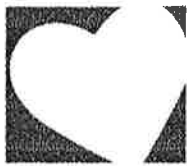
## **Information Required:**

### ***Eligible organizations are required to submit the following information:***

1. A cover letter signed by the person authorizing the grant request.
2. Name, title, email & telephone number of the contact person
3. Not-for-profit affirmation (EIN#)
4. A narrative proposal describing the applicant organization, the project for which funds are requested, the people to be served, and the number of people affected, and the program life.

5. An explanation of how this project contributes to health care in Curry County consistent with #8. below.
6. An explanation of how the organization will sustain this project in ensuing years, if applicable.
7. A detailed budget for the project including any ARP funds requested.
8. A detailed plan for press releases about receiving the grant and a second release about how and when the grant is used, who has benefited and personal stories about how the grant has benefited at least one individual or group (no less than two press releases).
9. Can the program succeed with zero or partial funding from the Curry Health Foundation? Please explain the need for this funding.
10. Please supply original plus one copy of the entire application packet to be sent via email, mail or delivered in person.
11. Please note that incomplete applications that are not fully completed by the deadline of October 14<sup>th</sup> may not be considered for funding.

9/15/22



Curry Health  
FOUNDATION

## Grant Application

**Grant Applicant:** Curry County Aquatic Safety

**Project/Program Title:** Water Rescue Equipment and Junior Lifeguard Program

**Contact Person:** Luke Martinez

(541) 373-1308

Name

Telephone

**Mailing Address:** 94235 Moore Street, Suite 121

Gold Beach, OR 97444

P.O. Box/Street

City

**Street Address:** \_\_\_\_\_

Street

City

**E-mail Address:** martinezl@co.curry.or.us

**Confirm Non-Profit Status:** County Government - EIN #: 93-6002291

**Total Organization Operating Budget Current Year:** \$ 120,000

**Budget Year from:** 2023 **to** 2024

**Sources of Income assured and applied for:**

Government	<u>40</u>	<u>%</u>
Individual Contributions	<u>          </u>	<u>%</u>
Fundraising special events	<u>          </u>	<u>%</u>
Foundation Grants	<u>40</u>	<u>%</u>
Other grants	<u>20</u>	<u>%</u>
Fee based services	<u>          </u>	<u>%</u>
Other	<u>          </u>	<u>%</u>
<b>Total</b>	<u>100</u>	<u>%</u>

**Attachments (3):**

1. Outline of proposed project.
2. **Detailed** budget for project/program proposed.
3. Partnering agencies (if applicable) and contact persons.
4. Press release/story plan

**Signed By:** Luke Martinez

**Title/Position Held:** Aquatic Safety Officer

**Date:** 05/23/23



Luke Martinez – Curry County Aquatic Safety Officer/Coordinator  
94235 Moore Street, Suite 121 | (541) 373-1308 | martinezl@co.curry.or.us

**May 23<sup>rd</sup>, 2023**

Curry Health Foundation  
P.O Box 1274  
Gold Beach, OR 97444

**Dear Curry Health Foundation:**

Thank you for the opportunity to apply for your 2023 grant funding. Our small program has been providing public safety, outreach, and education to all of Curry Counties waterways and shorelines for the past three years.

Through the programs efforts we have prevented injury and or death and have educated tens of thousands of people recreating on our waterways. The program is expanding its services and programming. Most importantly though our Junior Lifeguard Program.

The program is asking the Curry Health Foundation to provide funding for rescue boards and a spine board kit for our Junior Lifeguard training, our in-house training, and response capabilities. Again, we thank you for reviewing our application and consideration of funding this equipment.

Sincerely,

**Luke Martinez - Aquatic Safety Officer**





### ***Curry Health Foundation Grant Request - 2023***

Luke Martinez - Curry County Aquatic Safety Officer  
Curry County Aquatic Safety  
[martinezl@co.curry.or.us](mailto:martinezl@co.curry.or.us)  
(541) 373-1308  
EIN #: 93-6002291  
94235 Moore St. Suite 121  
Gold Beach, OR 97444

The Curry County Aquatic Safety Program is a grant funded program, funded currently through the Oregon State Marine Board (OSMB), Travel Curry Coast, and Travel Southern Oregon Coast (TSOC), Oregon Coast Visitor Association (OCVA), and the City of Gold Beach. The primary mission of Curry County Aquatic Safety is to provide public safety, resource protection, and visitor services to those recreating and visiting Curry counties 100 miles of coastline and 362 square miles of rivers, lakes, and streams.

The program currently is staffed by one Aquatic Safety Officer who is responsible for carrying out all program duties. The program focuses on outreach and education and response when needed. The program provides outreach and education to those on our waterways and shorelines during busy recreation periods, events, and during "Beach Hazard Statements" issued by the National Weather Service in Medford, OR. The program targets areas with high recreational traffic intending to prevent injury and/or death in our waterways and shorelines. In the last three years the program has educated over 15,000 users and visitors in the field, logged over 600 preventative measures, has had 8 rescues, and assisted in another 13. The program also provides water safety education to all of Curry Counties public school districts and afterschool programs. This past year the program hosted the state's first ever open water Junior Lifeguard Program in Port Orford, OR and extended its education efforts into southern Coos county school districts. We have educated over 5,000 students (K-12) of water safety in the classroom setting and have provided aquatic recreation opportunities (swimming, surfing, kayaking, rafting, water rescue techniques) to over 200+ students ages 9-17 in the past two years. The programs guidelines have been established through the Oregon State Marine Board (OSMB) and The United States Lifesaving Association (USLA), providing a framework for equipment, training, and operating principles. The program assists in instruction during the OSMB's annual Boating Safety training courses to First responders and Law Enforcement. The program also collaborates with many agencies including the California State Parks Lifeguard Division – North Coast Sector. The Aquatic Safety Officer has attended and completed their Open Water Lifeguard Academy and participates in their annual requalification swim. It is the intent of the program to build into other regions of the State where there is high recreational activity along waterways and shorelines to help prevent injury and or death.

As we begin the 2023 busy summer season, our program is extending its services and programming. This August of 2023 we will be offering two Junior Lifeguard programs to youth ages (9-17) in Port Orford and Brookings. Currently both programs combined have over 50 registrants signed up. Registration ends in July of 2023, and we are expecting this number to increase. In addition, we are also working with the Curry Public Libraries ASCEND after school program to train Junior Lifeguard aides who will assist in and complete both programs. The program is currently seeking water rescue equipment to aid in this programming as well as our ongoing education, outreach, and response efforts throughout the region. During the Junior Lifeguard programs this equipment will be used for training and lifeguard safety for our students, aides, and instructors. Not only is the Junior Lifeguard program a beneficial resource for the youth of our community to become educated and competent in their local waters, it is also the workforce development for our youth to begin their possible water safety professional career. This proposed equipment will sustain the program for many year to come and serve hundreds of students and visitors.

1) \$985.00 + \$160 SHP– 10'6 Hybrid Surf Rescue Board – This additional rescue board is required for our additional instructors, aides, and program work. Thanks to CHF for our programs original rescue board that has seen many hours on the water and has been involved in multiple rescues.

<https://p2prescue.com/product/106-hybrid-surf-rescue-board/>

2) \$875.00 +\$160 SHP – 9' GromSquad Junior Rescue Board – This board will be used to train our junior lifeguards on rescue board techniques as well as a tool for our Junior Lifeguard aides for helping guard during the program.

<https://p2prescue.com/product/9%e2%80%b2-gromsquad-junior-rescue-board/>

3) \$250.00 + \$70 SHP – Kemp USA Complete Spine Board System – This complete spine board system will be used for training purposes with the Junior Lifeguards as well as response from the program. We currently had an incident where this lifesaving tool would have been instrumental in the evacuation of a patient. Having this tool on our patrol truck will only enhance our capabilities and service.

<https://www.americanlifeguard.net/Kemp-USA-Complete-Spineboard-System-10-993Kit/productinfo/10-993KIT/YELLOW/>

The total cost for these three lifesaving program tools is \$2,500.00. There are currently no other funding sources or matches for this equipment that the program has applied for.

If this equipment is provided by CHF, the program will release a press-release to the County's media list as well as on our social media outlet (facebook). The program will also release any photos taken with the equipment while it is in use and make sure those benefiting from the equipment are notified of who provided it. The program is extremely grateful for the equipment that the Curry Health Foundation provided in 2021 and 2022. These essential items include: Rescue board, rescue tube, megaphone, first aid trauma kits, and an AED.





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

<b>Agenda Date:</b>	<b>Agenda Item Title:</b>	
07-05-2023	2023-24 Master Payroll	
<b>Time Needed:</b>		
2 minutes		
<b>Financial Impact:</b>	<b>Description and Background:</b>	
n/a	Annual Master Payroll Order	
<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 the 2023-24 Master Payroll for Sheriff, Assessor, Road, General, and Elected.		
<b>Attachments:</b>	<b>Instructions Once Approved:</b>	
1. Order	File with the Clerk's Office	
2. Exhibit A		
3. Salary Schedule - Sheriff		
4. Salary Schedule - Assessor		
5. Salary Schedule - Road		
6. Salary Schedule - General		
<b>Contact Person – Name and Department:</b>		<b>Date Submitted:</b>
Julie Swift – Payroll & HR		June 29, 2023

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

**In the Matter of an Order Adopting a )  
Master Payroll of Salaries and ) ORDER NO. \_\_\_\_\_  
Classification of Curry County Personnel )  
for Fiscal Year 2023-2024**

**WHEREAS**, annually, around July 1, the Board of Curry County Commissioners is required to adopt a Master Payroll Order; and

**WHEREAS**, the Board of Commissioners for Curry County, a political subdivision of the State of Oregon, did review Budget Committee recommendations and find that the following pay and classification levels are appropriate.

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

1. The Curry County employees, as listed therein in Exhibit “A”, attached hereto and by this reference made a part hereof, shall be classified and compensated, as described in Exhibit “A”, effective July 1, 2023 and this shall continue until the Board of County Commissioners deems appropriate; and
2. The pay schedules as described herein attached hereto and by this reference made a part hereof, shall be adopted by Curry County, effective July 2023, and shall continue until such time as the Board of County Commissioners deems appropriate; and
3. The collective bargaining agreements for Teamsters 206 and SEIU, which the members of are now part of Teamsters 206, expire June 30, 2023, and are currently being negotiated for a new contract to begin July 1, 2023. Therefore, employees represented by this bargaining unit shall not receive a cost of living increase effective July 1, 2023. Any changes to wages and insurance premium contributions as a result of the collective bargaining process shall be addressed at a later date; and
4. Employees and Elected Officials shall continue to pay the employee 6% contribution to PERS as a pre-tax deduction; and
5. The Board of Commissioners recommended a 3% cost of living adjustment for elected officials with the exception of the Commissioners. The Treasurer shall be paid \$70,088 annually. The County Clerk shall be paid \$81,689 annually. The Assessor was also approved for an additional 10% increase to salaries in her department and shall be paid \$92,776 annually. The Sheriff’s Office shall receive a 3.4% cost of living adjustment, therefore, the Sheriff shall be paid \$109,046 annually; and

6. All non-represented employees covered by the Oregon Teamster Employer Trust health insurance shall receive contribution toward health insurance equivalent to the bargaining unit employees covered by the same Trust. They will also receive the same contribution to the HRA VEBA as those employees. The County shall continue to pay a portion of the cost of employee and dependent health insurance premium for those employees working half-time (.5 FTE) or more. This benefit will be paid on a pro-rata basis.
7. The longevity pay for length of service shall be continued as before for the Sheriff's Office. All longevity increases are based upon Step B for each salary range with a cap of two times the lowest base rate for Range A of the regular salary schedule.

**DATED** this 5<sup>th</sup> day of July, 2023

**BOARD OF CURRY COUNTY COMMISSIONERS**

---

John Herzog, Chair

---

Brad Alcorn, Vice Chair

Approved as to Form:

---

Michael E. Fitzgerald, OSB #950738  
County Legal Counsel

---

Jay Trost, Commissioner

**CURRY COUNTY MASTER PAYROLL  
FISCAL YEAR 2023-2024**

Dept	Position	Name	Status	%	Union	Range	Step	Salary/ Hourly	Exhibit A	
									Longevity	Total Gross
<b><u>General Fund - 1.10</u></b>										
<i>BOPTA</i>										
411.30	County Clerk	Shelley Denney	EO	0.50%				34.04		34.04
411.30	Deputy Clerk I	Marci Brose	F	1.67%	206 D		4	67.80		67.80
411.30	Deputy Clerk I	Lindsay Harris	F	1.67%	206 D		4	67.80		67.80
411.30	Deputy Clerk I	Vicky James	F	1.67%	206 D		2	63.91		63.91
<i>Elections</i>										
414.00	County Clerk	Shelley Denney	EO	49.50%				3,369.47		3,369.47
414.00	Supervisor of Elections	Shane Lensgraf	F	100%	M		1	4,590.00		4,590.00
414.00	Deputy Clerk I	Marci Brose	F	49.16%	206 D		4	1,995.90		1,995.90
414.00	Deputy Clerk I	Lindsay Harris	F	49.16%	206 D		4	1,995.90		1,995.90
414.00	Deputy Clerk I	Vicky James	F	49.16%	206 D		2	1,881.35		1,881.35
<i>Tax Office</i>										
415.15	County Assessor	Kiley Wegner	EO	20%				1,547.62		1,547.62
415.15	Chief Deputy Assessor	Tracy Garner	F	5%	A-P		11+	357.40		357.40
415.15	Chief Office Deputy	Wendy Carpenter	F	70%	206 A-K		5	3,999.80		3,999.80
415.15	Administrative Secretary	open position	F	20%	206 A-D		1	817.40		817.40
415.15	Sr. Department Specialist	Danni Young	F	50%	206 A-C		2	1,981.00		1,981.00
<i>Treasurer's Office</i>										
415.16	County Treasurer	David Barnes	EO	100%				5,841.00		5,841.00
415.16	Deputy Treasurer	open position	F	100%	206 E		1	3,934.00		3,934.00
<i>Assessor's Office</i>										
415.17	County Assessor	Kiley Wegner	EO	80%				6,190.47		6,190.47
415.17	Chief Deputy Assessor	Tracy Garner	F	95%	A-P		11+	6,790.60		6,790.60
415.17	Chief Office Deputy	Wendy Carpenter	F	30%	206 A-K		5	1,714.20		1,714.20
415.17	Administrative Secretary	open position	F	80%	206 A-D		1	3,269.60		3,269.60
415.17	Sr. Department Specialist	Danni Young	F	50%	206 A-C		2	1,981.00		1,981.00
415.17	Appraiser/Analyst II	Lacey Young	F	100%	206 A-L		4	5,451.00		5,451.00
415.17	Appraiser I	Joni Jantzi	F	100%	206 A-E		1	4,327.00		4,327.00
415.17	Appraiser Trainee	Nathan Bisig	F	100%	206 A-D		1	4,087.00		4,087.00
415.17	Appraiser Trainee	Broc Nelson	D	100%	206 A-D		1	4,087.00		4,087.00
<i>District Attorney's Office</i>										
415.30	Deputy District Attorney II	open position	F	100%	R		2	5,853.00		5,853.00
415.30	Office Manager	Stacy DeLonge	F	82%	J		7-10	4,290.24		4,290.24
415.30	Legal Support	open position	F	100%	206 G		1	4,087.00		4,087.00
<i>Recording</i>										
										-

**CURRY COUNTY MASTER PAYROLL  
FISCAL YEAR 2023-2024**

Dept	Position	Name	Status	%	Union	Range	Step	Salary/		Longevity	Total	
								Hourly			Gross	
415.40	County Clerk	Shelley Denney	EO	50%				3,403.71			3,403.71	
415.40	Records Manager	open position	F	100%	206 J		1	4,371.00			4,371.00	
415.40	Deputy Clerk I	Marci Brose	F	49.17%	206 D		4	1,996.30			1,996.30	
415.40	Deputy Clerk I	Lindsey Harris	F	49.17%	206 D		4	1,996.30			1,996.30	
415.40	Deputy Clerk I	Vicky James	F	49.17%	206 D		2	1,881.74			1,881.74	
<i>Juvenile</i>												
423.60	Juvenile and Parks Director	Wendy Lang	F	95%	U		11+	7,458.45			7,458.45	
423.60	Operations Manager	Amy Gaddis-Parker	F	85%	206 G		5	3,910.00			3,910.00	
423.60	Juvenile Counselor	Christine Neil	F	100%	206 K		5	5,043.00			5,043.00	
423.60	Juvenile Counselor	Lena Rupe	F	100%	206 K		4	4,896.00			4,896.00	
423.60	Comm Service/Parks Coord	Waylon Somers	F	50%	206 I		4	2,328.50			2,328.50	
423.60	Victim Advocate	Alisha Wibking-Krohn	IRR	100%				24.08			24.08	
<b><u>ROAD FUND - 1.15</u></b>												
431.00	Road Maint/Const Foreman	Allan Avery	F	100%	206 R-K		6	30.08			30.08	
431.00	Road Maint/Const Foreman	Gary Wolford	F	100%	206 R-K		11+	32.15			32.15	
431.00	Cost Accountant	Diana Carpenter	F	100%	206 R-L		7-10	31.44			31.44	
431.00	Office Manager	Anne Reed	F	100%	206 R-J		3	26.86			26.86	
431.00	Sr. Accounting Specialist	Jon Willis	F	100%	206 R-F		3	24.84			24.84	
431.00	Accounting Clerk	Carrie Dexter	F	100%	206 R-D		6	24.94			24.94	
431.00	Shop Foreman	Bob Halcumb	F	100%	206 R-I		11+	30.58			30.58	
431.00	Road Maint/Const Worker III	Ray Birky	F	100%	206 R-E		7-10	27.27			27.27	
431.00	Road Maint/Const Worker III	Justin Flores	F	100%	206 R-E		6	26.41			26.41	
431.00	Road Maint/Const Worker III	Lynn Cary	F	100%	206 R-E		7-10	27.27			27.27	
431.00	Mechanic	Chuck Gage	F	100%	206 R-E		7-10	27.27			27.27	
431.00	Drainage/Vegetation Spec	Weston Robbins	F	100%	206 R-E		3	24.17			24.17	
431.00	Road Maint/Const Worker II	Amie Barnard	F	100%	206 R-C		4	22.13			22.13	
431.00	Road Maint/Const Worker II	Ally Peck	F	100%	206 R-C		4	22.13			22.13	
431.00	Road Maint/Const Worker II	Emily Martin	F	100%	206 R-C		2	20.86			20.86	
431.00	Road Maint/Const Worker I	Jordon Green	F	100%	206 R-B		2	18.91			18.91	
431.00	Road Maint/Const Worker I	Colby Hanks	F	100%	206 R-B		4	20.06			20.06	
431.00	Road Maint/Const Worker I	Randy Wallace	F	100%	206 R-B		2	18.91			18.91	
431.00	Road Maint/Const Worker I	Randy Carpenter	F	100%	206 R-B		2	18.91			18.91	
431.00	Building Maintenance	Tad Ringulet	F	100%	206 R-B		7-10	21.97			21.97	
431.00	Engineering Tech II	Rob Schafer	F	100%	206 R-I		11+	30.58			30.58	
<b><u>CLERK'S RESERVE FUNE - 1.21</u></b>												
415.40	Restoration Specialist	open position	IRR	100%				13.20			13.20	

**LAW LIBRARY FUND - 1.25**

**CURRY COUNTY MASTER PAYROLL  
FISCAL YEAR 2023-2024**

Dept	Position	Name	Status	%	Union	Range	Step	Salary/ Hourly	Exhibit A	
									Longevity	Total Gross
412.50	Office Manager	Stacy DeLonge	F	18%	J		7-10	941.76	941.76	-
<b><u>SHERIFF'S FUND - 1.28</u></b>										
<i>Search and Rescue</i>										
421.21	County Sheriff	John Ward	EO	10%				908.72		908.72
421.21	Captain	Phil McDonald	F	25%	LE15	F		2,202.75	94.24	2,296.99
421.21	Sergeant II	Jared Gray	F	15%	223 S18	C		952.80	211.74	1,164.54
<i>Marine Patrol</i>										
421.23	Sergeant II	Jared Gray	F	25%	223 S18	C		1,588.00	211.74	1,799.74
421.23	Marine Deputy	Jordan Rhodes	F	100%	223 S1	F		5,607.00	69.20	5,676.20
<i>Civil and Criminal</i>										
421.27	County Sheriff	John Ward	EO	40%				3,634.87		3,634.87
421.27	Captain	Phil McDonald	F	30%	LE15	F		2,643.30	94.24	2,737.54
421.27	Lieutenant	John Ensley	F	100%	LE13	F		7,837.00	94.24	7,931.24
421.27	Detective	Jaired Freeman	F	100%	223 S6	F		6,399.00	78.98	6,477.98
421.27	Detective	Garrett Shannon	F	100%	223 S5	F		6,091.00	75.17	6,166.17
421.27	Sergeant II	Jason Thien	F	100%	223 S18	F		7,354.00	90.74	7,444.74
421.27	Sergeant II	Jared Gray	F	60%	223 S18	C		3,811.20	211.74	4,022.94
421.27	Sergeant II	Zane Van Zelf	F	100%	223 S18	D		6,670.00		6,670.00 +5% K-9
421.27	Road Deputy III	Jeff Hughes	F	100%	223 S3	E		5,884.00		5,884.00
421.27	Road Deputy II	Tim King	F	100%	223 S2	F		5,886.00		5,886.00 +5% K-9
421.27	Road Deputy II	open position	F	100%	223 S2	A		4,612.00		4,612.00 +5% K-9
421.27	Road Deputy II	open position	F	100%	223 S2	A		4,612.00		4,612.00
421.27	Road Deputy I	John Mackenzie	F	100%	223 S1	F		5,607.00	69.20	5,676.20
421.27	Road Deputy I	Coady Stanbery	F	100%	223 S1	C		4,844.00		4,844.00
421.27	Road Deputy I	Jesse Shenfelt	F	100%	223 S1	F		5,607.00		5,607.00
421.27	Road Deputy I	Joshua Frame	F	100%	223 S1	D		5,086.00		5,086.00
421.27	Road Deputy I	Parker Workman	F	100%	223 S1	B		4,613.00		4,613.00
421.27	Road Deputy I	Bryce Starbird	F	100%	223 S1	F		5,607.00		5,607.00
421.27	Road Deputy I	Rodrigo Zepeda-Ferreira	F	100%	223 S1	A		4,393.00		4,393.00
421.27	Road Deputy I	Gabrielle Dominguez	F	100%	223 S1	C		4,884.00		4,884.00
421.27	Road Deputy I	open position	F	100%	223 S1	A		4,393.00		4,393.00
421.27	Chief Civil Deputy	Joan Allen-Steineke	F	100%	223 S15	F		5,801.00	167.05	5,968.05
421.27	Executive Admin Assistant	DJ Storns	F	100%	223 S12	F		5,801.00	71.59	5,872.59
<i>Corrections</i>										
421.29	County Sheriff	John Ward	EO	25%				2,271.79		2,271.79
421.29	Captain	Phil McDonald	F	10%	LE15	F		881.10	94.24	975.34
421.29	Lieutenant	Joel Hensley	F	100%	LE13	F		7,835.00	303.85	8,138.85

**CURRY COUNTY MASTER PAYROLL  
FISCAL YEAR 2023-2024**

Exhibit A										
Dept	Position	Name	Status	%	Union	Range	Step	Salary/ Hourly	Longevity	Total Gross
421.29	Sergeant I	Jeremy Krohn	F	100%	223	S17	D	6,355.00	86.46	6,441.46
421.29	Sergeant I	Ryan Brose	F	100%	223	S17	E	6,673.00	86.46	6,759.46
421.29	Corrections Deputy I	Russell Benson	F	100%	223	S7	C	4,545.00		4,545.00
421.29	Corrections Deputy I	Justin Coleman	F	100%	223	S7	A	4,123.00		4,123.00
421.29	Corrections Deputy I	Nicholas Ensley	F	100%	223	S7	E	5,011.00		5,011.00
421.29	Corrections Deputy I	Rachel Forn	F	100%	223	S7	B	4,329.00		4,329.00
421.29	Corrections Deputy I	Dane Hoover	F	100%	223	S7	B	4,329.00		4,329.00
421.29	Corrections Deputy I	Peter Infantino	F	100%	223	S7	A	4,123.00		4,123.00
421.29	Corrections Deputy I	Amy Martinez	F	100%	223	S7	B	4,329.00		4,329.00
421.29	Corrections Deputy I	Brandon Merrill	F	100%	223	S7	A	4,123.00		4,123.00
421.29	Corrections Deputy I	Zachary Molaghan	F	100%	223	S7	A	4,123.00		4,123.00
421.29	Corrections Deputy I	Joshua Powell	F	100%	223	S7	A	4,123.00		4,123.00
421.29	Corrections Deputy I	Shawnee Wallace	F	100%	223	S7	C	4,545.00		4,545.00
421.29	Corrections Deputy I	open position	F	100%	223	S7	A	4,123.00		4,123.00
421.29	Jail Nurse	Georganne Greene	IRR					55.00		55.00
421.29	Jail Nurse	Jeannine Williams-Barnard	IRR					4,070.00		4,070.00
421.29	Jail Nurse Practitioner	Stacy Kreger	IRR					1,650.00		1,650.00
-										
Communications										
421.51	County Sheriff	John Ward	EO	15%				1,363.08		1,363.08
421.51	Captain	Phil McDonald	F	20%	LE15		F	1,762.20	94.24	1,856.44
421.51	Lieutenant	Stacy Aranda	F	100%	LE13		E	7,462.00	151.93	7,613.93
421.51	Sergeant I	Synthia Westerman	F	100%	223	S17	C	6,052.00	86.46	6,138.46
421.51	Communications Deputy III	Kathy Mazur	F	100%	223	S12	F	5,801.00	119.32	5,920.32
421.51	Communications Deputy II	Brittany Felton	F	100%	223	S11	F	5,523.00		5,523.00
421.51	Communications Deputy I	Krystal Bolduc	F	100%	223	S10	C	4,545.00		4,545.00
421.51	Communications Deputy I	Halley Ellard	F	100%	223	S10	B	4,329.00		4,329.00
421.51	Communications Deputy I	Jessica Swank	F	100%	223	S10	B	4,329.00		4,329.00
421.51	Communications Deputy I	Bri Talbot	F	100%	223	S10	A	4,123.00		4,123.00
421.51	Communications Deputy I	open position	F	100%	223	S10	A	4,123.00		4,123.00
421.51	Communications Deputy I	open position	F	100%	223	S10	A	4,123.00		4,123.00
-										
Parole and Probation										
423.50	County Sheriff	John Ward	EO	10%				908.72		908.72
423.50	Captain	Phil McDonald	F	15%	LE15		F	1,321.65	94.24	1,415.89
423.50	Lieutenant	David Denney	F	100%	LE13		F	7,835.00	303.85	8,138.85
423.50	P & P Officer III	Mike Lang	F	100%	223	S26	F	6,253.00	257.20	6,510.20
423.50	P & P Officer II	Dona Dotson	F	100%	223	S25	F	5,956.00	122.49	6,078.49
423.50	P & P Officer/Admin Asst	Vicki Scott	F	100%	223	S16.5	F	6,700.00	137.80	6,837.80
-										
OTHER SPECIAL REVENUE FUND - 1.90										
Solid Waste										
-										

**CURRY COUNTY MASTER PAYROLL**  
**FISCAL YEAR 2023-2024**

Exhibit A										
Dept	Position	Name	Status	%	Union	Range	Step	Salary/ Hourly	Longevity	Total Gross
630.00	County Legal Counsel	Ted Fitzgerald	F	14%		CC		+	1,756.30	1,756.30
630.00	Facilities Director	Charles Buchanan	F	10%		P		1	524.50	524.50
630.00	Legal Assistant	Rabiah Lee	F	5%		G		3+	260.50	260.50
<b><u>COUNTY FAIR FUND - 2.14</u></b>										
<i>Administration</i>										
451.40	Event Center Manager	Kaitlyn Coleman	F	70%		M		3	3,408.30	3,408.30
451.40	Office Assistant	open position	IRR	70%					15.00	15.00
451.40	Maintenance Supervisor	David Mitchell	IRR	70%					19.00	19.00
451.40	Maintenance	Ken Barnard	IRR	70%					15.00	15.00
<i>Fair Operations</i>										
451.41	Event Center Manager	Kaitlyn Coleman	F	30%		M		3	1,460.70	1,460.70
451.41	Office Assistant	open position	IRR	30%					15.00	15.00
451.41	Maintenance Supervisor	David Mitchell	IRR	30%					19.00	19.00
451.41	Maintenance	Ken Barnard	IRR	30%					15.00	15.00
451.41	Fair Maintenance	open position	IRR	100%					13.20	13.20
451.41	Fair Maintenance	open position	IRR	100%					13.20	13.20
<b><u>COMMUNITY DEVELOPMENT FUND - 2.17</u></b>										
<i>Planning</i>										
400.00	Planning Director	Becky Crockett	F	100%		P		11+	7,124.00	7,124.00
400.00	Sr. Planner	Nancy O'Dwyer	F	100%		206 K		7-10	5,363.00	5,363.00
400.00	Office Manager	Penny Hudgens	F	40%		206 J		6	2,027.60	2,027.60
400.00	Planner	Terran Watwood	F	100%		206 E		4	4,298.00	4,298.00
400.00	Permit Tech II	Cindy Harwell	F	22.50%		206 E		3	938.93	938.93
400.00	Permit Tech I	Graysan Brown	F	22.50%		206 D		3	886.73	886.73
<i>Building</i>										
405.00	Building Official	Garrett Thomson	F	100%		U		6	7,347.00	7,347.00
405.00	Office Manager	Penny Hudgens	F	40%		206 J		6	2,027.60	2,027.60
405.00	Permit Tech II	Cindy Harwell	F	72.50%		206 E		3	3,025.43	3,025.43
405.00	Permit Tech I	Graysan Brown	F	77.50%		206 D		3	3,054.28	3,054.28
405.00	Building Inspector I	Dylan Younger	F	100%		206 D		4	4,060.00	4,060.00
405.00	Building Inspector IV	Dave Bassett	IRR						35.00	35.00
405.00	Plumbing Inspector	Julian Savedra	IRR						35.00	35.00
<i>Septic Services</i>										
410.00	Office Manager	Penny Hudgens	F	15%		206 J		6	760.35	760.35
410.00	Permit Tech II	Cindy Harwell	F	5%		206 E		3	208.65	208.65



**CURRY COUNTY MASTER PAYROLL  
FISCAL YEAR 2023-2024**

										Exhibit A	
Dept	Position	Name	Status	%	Union	Range	Step	Salary/ Hourly	Longevity	Total Gross	
<i>Code Enforcement</i>											
415.00	Deputy Code Enforcement Officer	Brett Conrad	F	100%	206 E		2	4,052.00		4,052.00	-
415.00	Deputy Code Enforcement Officer	Mike Wills	F	100%	206 E		2	4,052.00		4,052.00	
415.00	Community Dev Assistant	Barbara Colton	F	85%	206 D		3	3,349.85		3,349.85	
<i>Surveyor</i>											
420.00	County Surveyor	Scott Fein	.5 FTE	100%					60.00	60.00	-
420.00	Community Dev Assistant	Barbara Colton	F	15%	206 D		3	591.15		591.15	
<i>Economic Development</i>											
435.00	Economic Dev Coordinator	Summer Matteson	F	100%	M		7-10	5,494.00		5,494.00	-
435.00	Economic Dev Assistant	Miranda Plagge	F	100%	I		4	4,657.00		4,657.00	
435.00	Economic Dev Assistant	Matt Howland	F	100%	206 D		2	3,827.00		3,827.00	
<i>County Parks</i>											
450.00	Juvenile and Parks Director	Wendy Lang	F	5%	U		11+	392.55		392.55	-
450.00	Operations Manager	Amy Gaddis-Parker	F	15%	206 G		5	3,910.00		3,910.00	
450.00	Comm Service/Parks Coord	Waylon Somers	F	50%	206 I		4	2,328.50		2,328.50	
450.00	Parks Assistant	Brandy Allen	F	25%	206 B		4	865.75			-
<i>Emergency Management</i>											
455.00	Emergency Management Director	Monica Ward	F	100%	P		5	5,903.00		5,903.00	-
455.00	Emergency Manager	Ashley Thien	F	100%	206 D		4	4,060.00		4,060.00	
<i>Aquatic Safety</i>											
460.00	Aquatic Safety Officer	Luke Martinez	F	100%	K		3	4,753.00		4,753.00	-
460.00	Office Manager	Penny Hudgens	F	5%	206 J		6	280.40		280.40	
<i>Veterans Services</i>											
465.00	Veterans Services Officer	Anthony Voudy	F	100%	K		4	4,896.00		4,896.00	-
465.00	Assistant Veterans Services Officer	Addy Pitman	F	100%	206 G		2	4,210.00		4,210.00	
<b><u>ADMINISTRATIVE SERVICES</u></b>											
<i>Commissioners</i>											
400.00	Commissioner	John Herzog	EO	100%				5,876.00		5,876.00	-
400.00	Commissioner	Brad Alcorn	EO	100%				5,705.00		5,705.00	
400.00	Commissioner	Jay Trost	EO	100%				5,705.00		5,705.00	
<i>Commissioners' Office</i>											
411.10	County Legal Counsel	Ted Fitzgerald	F	15%	CC		+	1,881.75		1,881.75	-
411.10	Administrative Assistant	John Jezuit	F	100%	G		4	4,466.00		4,466.00	
411.10	Administrative Assistant	Natasha Tippetts	F	100%	G		1	4,087.00		4,087.00	

**CURRY COUNTY MASTER PAYROLL  
FISCAL YEAR 2023-2024**

Dept	Position	Name	Status	%	Union	Range	Step	Salary/ Hourly	Exhibit A	
									Longevity	Total Gross
<i>Accounting</i>										-
415.12	Finance Director	Frank Jerome	F	100%		U		1	6,338.00	6,338.00
415.12	Sr. Accounting Clerk	open position	F	100%		206 F		1	4,043.00	4,043.00
415.12	Accounting Clerk - A/P and P/R	Ida Swank	F	50%		206 E		1	1,967.00	1,967.00
<i>County Counsel</i>										-
415.30	County Legal Counsel	Ted Fitzgerald	F	71%		CC		+	8,906.95	8,906.95
415.30	Legal Assistant	Rabiah Lee	F	95%		G		3+	4,949.50	4,949.50
<i>Payroll and HR</i>										-
412.50	Payroll and HR Coordinator	Julie Swift	F	100%		J		11+	5,602.00	5,602.00
<i>Building Repair and Construction Projects</i>										-
419.40	Facilities Director	Charles Buchanan	F	50%		P		1	2,622.50	2,622.50
<i>Occupancy</i>										-
419.41	Facilities Director	Charles Buchanan	F	50%		P		1	2,622.50	2,622.50
419.41	Administrative Assistant	Ida Swank	F	50%		206 D		1	1,857.50	1,857.50
419.41	Facilities Maintenance Worker	Jeremy Barto	F	100%		206 B		2	3,264.00	3,264.00
419.41	Facilities Maintenance Worker	Brandy Allen	F	25%		206 B		4	865.75	865.75
<i>FEDERAL GRANTS FUND - 2.50</i>										-
<i>VOCA</i>										-
412.35	Victims Assist Program Director	Alexandra Hoover	F	72%		206 E		3	3,004.56	3,004.56
412.35	Victim Advocate	Jean Campbell	IRR						17.00	17.00
<i>STATE GRANTS FUND - 2.51</i>										-
<i>Criminal Fines</i>										-
412.35	Victims Assist Program Director	Alexandra Hoover	F	28%		206 E		3	1,168.44	1,168.44
<i>DSART</i>										-
415.30	Deputy District Attorney III	Kevin Kelley	F	100%		V		6	7,600.00	7,600.00
<i>ADPEP</i>										-
423.63	Prevention Specialist Coordinator	Brandy Allen	F	50%		206 E		2	2026.00	2,026.00
423.63	Prevention Specialist Coordinator	Lauryn Akbar	F	100%		206 E		5	4427.00	4,427.00
										-
										-
										-

COLA  
Step Difference

3.40%  
5%

CURRY COUNTY SHERIFF'S OFFICE  
SALARY RANGES AND STEPS

FISCAL YEAR 2023-2024

	A	B	C	D	E	F	Longevity 5 years 1.50%	Longevity 10 years 2.50%	Longevity 15 years 3.50%	Longevity 20 years 5%
S1	4393	4613	4844	5086	5340	5607	69.20	115.33	161.46	230.66
S2	25,3469	26,6143	27,9450	29,3422	30,8093	32,3498	72.63	121.06	169.48	242.11
S3	26,6056	27,9359	29,3327	30,7993	32,3393	33,9563	76.25	127.08	177.91	254.16
S4	27,9799	29,3264	30,7927	32,3324	33,9490	35,6465	71.59	119.32	167.05	238.64
S5	26,2238	27,5350	28,9118	30,3574	31,8752	33,4690	75.17	125.29	175.41	250.58
S6	27,5362	28,9130	30,3587	31,8766	33,4704	35,1440	78.97	131.61	184.26	263.23
S7	28,9262	30,3725	31,8911	33,4856	35,1599	36,9179	64.93	108.22	151.50	216.43
S8	23,7840	24,9732	26,2218	27,5329	28,9096	30,3551	68.15	113.59	159.03	227.18
S9	24,9651	26,2134	27,5241	28,9003	30,3453	31,8625	71.59	119.32	167.05	238.64
S10	26,2238	27,5350	28,9118	30,3574	31,8752	33,4690	64.93	108.22	151.50	216.43
S11	23,7840	24,9732	26,2218	27,5329	28,9096	30,3551	68.15	113.59	159.03	227.18
S12	24,9651	26,2134	27,5241	28,9003	30,3453	31,8625	71.59	119.32	167.05	238.64
S13	26,2238	27,5350	28,9118	30,3574	31,8752	33,4690	64.93	108.22	151.50	216.43
S14	23,7840	24,9732	26,2218	27,5329	28,9096	30,3551	68.15	113.59	159.03	227.18
S15	24,9651	26,2134	27,5241	28,9003	30,3453	31,8625	71.59	119.32	167.05	238.64
S16	26,2238	27,5350	28,9118	30,3574	31,8752	33,4690	78.74	131.23	183.73	262.47
S16.5	28,8426	30,2848	31,7990	33,3890	35,0584	36,8113	82.68	137.80	192.92	275.60
S17	30,2863	31,8006	33,3906	35,0601	36,8131	38,6538	86.46	144.10	201.74	288.20
S18	31,6702	33,2537	34,9164	36,6622	38,4954	40,4201	90.74	151.24	211.73	302.48
S24	33,2391	34,9011	36,6461	38,4784	40,4024	42,4225	69.98	116.63	163.28	233.26
S25	25,6333	26,9149	28,2607	29,6737	31,1574	32,7153	73.50	122.49	171.49	244.99
S26	26,9218	28,2679	29,6813	31,1653	32,7236	34,3598	77.16	128.60	180.04	257.20
LE13	28,2640	29,6772	31,1611	32,7191	34,3551	36,0728	91.16	151.93	212.70	303.85
LE15	35,4165	37,1873	39,0467	40,9990	43,0490	45,2014	91.16	151.93	212.70	303.85
	39,8368	41,8287	43,9201	46,1161	48,4219	50,8430				

COLA  
10%  
Step Difference  
3%  
Longevity 1  
3.25%  
Longevity 2  
3.50%

CURRY COUNTY ASSESSOR'S OFFICE  
SALARY RANGES AND STEPS

FISCAL YEAR 2023-2024

	1	2	3	4	5	6	Longevity 7-10	Longevity 11+
A	3245	3342	3443	3546	3652	3762	3884	4020
	18.7212	19.2828	19.8613	20.4571	21.0708	21.7029	22.4083	23.1926
B	3486	3590	3698	3809	3923	4041	4172	4318
	20.1110	20.7143	21.3357	21.9758	22.6351	23.3141	24.0718	24.9143
C	3847	3962	4081	4203	4329	4459	4604	4765
	22.1925	22.8583	23.5440	24.2503	24.9779	25.7272	26.5633	27.4930
D	4087	4209	4335	4465	4599	4737	4891	5063
	23.5760	24.2832	25.0117	25.7621	26.5350	27.3310	28.2193	29.2069
E	4327	4457	4591	4729	4871	5017	5180	5361
	24.9658	25.7147	26.4862	27.2808	28.0992	28.9422	29.8828	30.9287
F	4447	4581	4718	4860	5005	5156	5323	5510
	25.6575	26.4272	27.2200	28.0366	28.8777	29.7441	30.7108	31.7856
G	4496	4631	4769	4913	5060	5212	5381	5569
	25.9367	26.7148	27.5163	28.3418	29.1920	30.0678	31.0450	32.1316
H	4629	4768	4911	5058	5210	5366	5540	5734
	26.7046	27.5058	28.3309	29.1809	30.0563	30.9580	31.9641	33.0828
I	4688	4829	4974	5123	5277	5435	5612	5808
	27.0473	27.8587	28.6945	29.5553	30.4420	31.3552	32.3743	33.5074
J	4808	4952	5101	5254	5412	5574	5755	5956
	27.7390	28.5712	29.4283	30.3112	31.2205	32.1571	33.2023	34.3643
K	4929	5077	5229	5386	5548	5714	5900	6106
	28.4371	29.2902	30.1689	31.0740	32.0062	32.9664	34.0378	35.2291
L	4989	5138	5292	5451	5615	5783	5971	6180
	28.7798	29.6432	30.5325	31.4485	32.3919	33.3637	34.4480	35.6537

M	5049	5200	5356	5517	5683	5853	6043	6255
N	29.1288	30.0027	30.9028	31.8299	32.7848	33.7683	34.8658	36.0861
O	5289	5447	5611	5779	5953	6131	6330	6552
P	30.5123	31.4277	32.3705	33.3416	34.3419	35.3721	36.5217	37.8000
Q	5529	5694	5865	6041	6222	6409	6617	6849
R	31.8958	32.8526	33.8382	34.8534	35.8990	36.9759	38.1777	39.5139
S	5770	5943	6121	6304	6494	6688	6906	7148
T	33.2856	34.2841	35.3127	36.3720	37.4632	38.5871	39.8412	41.2356
U	6010	6191	6376	6568	6765	6968	7194	7446
V	34.6754	35.7156	36.7871	37.8907	39.0275	40.1983	41.5047	42.9574
W	6251	6439	6632	6831	7036	7247	7482	7744
X	36.0652	37.1471	38.2616	39.4094	40.5917	41.8094	43.1682	44.6791
Y	6491	6686	6886	7093	7306	7525	7770	8041
Z	37.4487	38.5721	39.7293	40.9212	42.1488	43.4133	44.8242	46.3930
AA	6731	6933	7141	7355	7576	7803	8057	8339
BB	38.8321	39.9971	41.1970	42.4329	43.7059	45.0171	46.4801	48.1069
CC	6972	7181	7396	7618	7847	8082	8345	8637
	40.2219	41.4286	42.6714	43.9516	45.2701	46.6282	48.1437	49.8287
	7212	7428	7651	7880	8117	8360	8632	8934
	41.6054	42.8535	44.1392	45.4633	46.8272	48.2320	49.7996	51.5426
	7332	7551	7778	8011	8252	8499	8775	9083
	42.2971	43.5660	44.8730	46.2192	47.6058	49.0339	50.6276	52.3995
	7453	7676	7906	8144	8388	8639	8920	9232
	42.9952	44.2850	45.6136	46.9820	48.3915	49.8432	51.4631	53.2643
	7693	7924	8162	8407	8659	8919	9209	9531
	44.3850	45.7166	47.0880	48.5007	49.9557	51.4544	53.1266	54.9861
	7933	8171	8416	8669	8929	9197	9496	9828
	45.7685	47.1415	48.5558	50.0124	51.5128	53.0582	54.7826	56.7000
	8173	8418	8671	8931	9199	9475	9783	10125
	47.1519	48.5665	50.0235	51.5242	53.0699	54.6620	56.4385	58.4139
	8414	8666	8926	9194	9470	9754	10071	10424
	48.5417	49.9980	51.4979	53.0429	54.6341	56.2732	58.1020	60.1356
	9724	10016	10316	10626	10944	11273	11639	12047
	56.1000	57.7830	59.5165	61.3020	63.1410	65.0353	67.1489	69.4991

COLA  
Step Difference  
Longevity 1  
Longevity 2

3%  
3.25%  
3.50%

FISCAL YEAR 2023-2024

CURRY COUNTY ROAD DEPARTMENT  
SALARY RANGES AND STEPS

	1	2	3	4	5	6	Longevity 7-10	Longevity 11+
A	2961	3050	3141	3236	3333	3433	3544	3668
	17.0827	17.5952	18.1230	18.6667	19.2267	19.8035	20.4471	21.1628
B	3182	3277	3376	3477	3581	3689	3809	3942
	18.3577	18.9084	19.4757	20.0599	20.6617	21.2816	21.9732	22.7423
C	3510	3615	3724	3835	3951	4069	4201	4348
	20.2500	20.8575	21.4832	22.1277	22.7916	23.4753	24.2382	25.0866
D	3730	3842	3957	4076	4198	4324	4465	4621
	21.5192	22.1648	22.8298	23.5146	24.2201	24.9467	25.7575	26.6590
E	3949	4067	4189	4315	4445	4578	4727	4892
	22.7827	23.4662	24.1702	24.8953	25.6421	26.4114	27.2698	28.2242
F	4058	4180	4305	4434	4567	4704	4857	5027
	23.4115	24.1139	24.8373	25.5824	26.3499	27.1404	28.0225	29.0032
G	4103	4226	4353	4483	4618	4757	4911	5083
	23.6712	24.3813	25.1127	25.8661	26.6421	27.4414	28.3332	29.3249
H	4224	4351	4481	4616	4754	4897	5056	5233
	24.3692	25.1003	25.8533	26.6289	27.4278	28.2506	29.1688	30.1897
I	4279	4407	4540	4676	4816	4961	5122	5301
	24.6865	25.4271	26.1899	26.9756	27.7849	28.6185	29.5486	30.5828
J	4388	4520	4655	4795	4939	5087	5252	5436
	25.3154	26.0748	26.8571	27.6628	28.4927	29.3475	30.3013	31.3618
K	4498	4633	4772	4915	5063	5214	5384	5572
	25.9500	26.7285	27.5304	28.3563	29.2070	30.0832	31.0609	32.1480
L	4553	4690	4830	4975	5124	5278	5450	5640
	26.2673	27.0553	27.8670	28.7030	29.5641	30.4510	31.4407	32.5411

COLA  
Step Difference  
Longevity 1  
Longevity 2

3%  
3.25%  
3.50%

FISCAL YEAR 2023-2024

CURRY COUNTY  
SALARY RANGES AND STEPS

	1	2	3	4	5	6	Longevity 7-10	Longevity 11+
A	2950	3039	3130	3224	3320	3420	3531	3655
	17.0192	17.5298	18.0557	18.5974	19.1553	19.7300	20.3712	21.0842
B	3169	3264	3362	3463	3567	3674	3793	3926
	18.2827	18.8312	19.3961	19.9780	20.5773	21.1947	21.8835	22.6494
C	3497	3602	3710	3821	3936	4054	4186	4332
	20.1750	20.7803	21.4037	22.0458	22.7071	23.3884	24.1485	24.9937
D	3715	3826	3941	4059	4181	4307	4447	4602
	21.4327	22.0757	22.7379	23.4201	24.1227	24.8464	25.6539	26.5518
E	3934	4052	4174	4299	4428	4561	4709	4874
	22.6962	23.3770	24.0783	24.8007	25.5447	26.3111	27.1662	28.1170
F	4043	4164	4289	4418	4550	4687	4839	5009
	23.3250	24.0248	24.7455	25.4879	26.2525	27.0401	27.9189	28.8960
G	4087	4210	4336	4466	4600	4738	4892	5063
	23.5788	24.2862	25.0148	25.7652	26.5382	27.3343	28.2227	29.2105
H	4208	4334	4464	4598	4736	4878	5037	5213
	24.2769	25.0052	25.7554	26.5280	27.3239	28.1436	29.0583	30.0753
I	4262	4390	4522	4657	4797	4941	5101	5280
	24.5885	25.3261	26.0859	26.8685	27.6745	28.5048	29.4312	30.4613
J	4371	4502	4637	4776	4920	5067	5232	5415
	25.2173	25.9738	26.7530	27.5556	28.3823	29.2338	30.1839	31.2403
K	4481	4615	4754	4897	5043	5195	5364	5551
	25.8519	26.6275	27.4263	28.2491	29.0966	29.9695	30.9435	32.0265
L	4535	4671	4811	4956	5104	5257	5428	5618
	26.1635	26.9484	27.7568	28.5895	29.4472	30.3306	31.3164	32.4124

M	4590	4728	4870	5016	5166	5321	5494	5686
N	26.4808	27.2752	28.0934	28.9363	29.8043	30.6985	31.6962	32.8055
	4808	4952	5101	5254	5411	5574	5755	5956
O	27.7385	28.5706	29.4277	30.3106	31.2199	32.1565	33.2016	34.3636
	5026	5177	5332	5492	5657	5827	6016	6226
P	28.9962	29.8660	30.7620	31.6849	32.6354	33.6145	34.7070	35.9217
	5245	5402	5564	5731	5903	6080	6278	6498
Q	30.2596	31.1674	32.1024	33.0655	34.0575	35.0792	36.2193	37.4869
	5464	5628	5797	5971	6150	6334	6540	6769
R	31.5231	32.4688	33.4428	34.4461	35.4795	36.5439	37.7316	39.0522
	5683	5853	6029	6210	6396	6588	6802	7040
S	32.7865	33.7701	34.7832	35.8267	36.9015	38.0086	39.2439	40.6174
	5901	6078	6260	6448	6642	6841	7063	7310
T	34.0442	35.0656	36.1175	37.2011	38.3171	39.4666	40.7493	42.1755
	6119	6303	6492	6686	6887	7094	7324	7580
U	35.3019	36.3610	37.4518	38.5754	39.7326	40.9246	42.2547	43.7336
	6338	6528	6724	6926	7133	7347	7586	7852
V	36.5654	37.6623	38.7922	39.9560	41.1547	42.3893	43.7670	45.2988
	6556	6753	6955	7164	7379	7600	7847	8122
W	37.8231	38.9578	40.1265	41.3303	42.5702	43.8473	45.2724	46.8569
	6665	6865	7071	7283	7502	7727	7978	8257
X	38.4519	39.6055	40.7936	42.0175	43.2780	44.5763	46.0250	47.6359
	6775	6978	7188	7403	7625	7854	8109	8393
Y	39.0865	40.2591	41.4669	42.7109	43.9922	45.3120	46.7847	48.4221
	6994	7204	7420	7643	7872	8108	8371	8664
Z	40.3500	41.5605	42.8073	44.0915	45.4143	46.7767	48.2970	49.9873
	7212	7428	7651	7881	8117	8361	8632	8935
AA	41.6077	42.8559	44.1416	45.4658	46.8298	48.2347	49.8023	51.5454
	7430	7653	7882	8119	8363	8613	8893	9205
BB	42.8654	44.1513	45.4759	46.8402	48.2454	49.6927	51.3077	53.1035
	7649	7878	8115	8358	8609	8867	9155	9476
	44.1288	45.4527	46.8163	48.2208	49.6674	51.1574	52.8200	54.6687
CC	8840	9105	9378	9660	9949	10248	10581	10951
	51.0000	52.5300	54.1059	55.7291	57.4009	59.1230	61.0445	63.1810



SALARIES OF ELECTED OFFICIALS  
FISCAL YEAR 2023-24

POSITION	MONTHLY	ANNUAL
2 Commissioners	5,705.25	68,463.00
1 Commissioner	5,876.42	70,517.00
County Sheriff	9,087.17	109,046.00
County Assessor	7,731.33	92,776.00
County Clerk	6,807.42	81,689.00
County Treasurer	5,840.67	70,088.00

EMPLOYEE LONGEVITY  
FISCAL YEAR 2023-24

NAME	MONTH	YEARS	PERCENT
	2023		
Jason Thien	July	5	1.50%
Jeremy Krohn	October	10	2.50%
Brittany Felton	November	5	1.50%
	2024		
Ryan Brose	April	10	2.50%
Nicholas Ensley	May	5	1.50%



**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>

**In the Matter of an Order Adopting a Fee )  
Schedule for Communications Tower ) ORDER NO. \_\_\_\_\_  
Facilities )**

**Jay Trost, Commissioner**



## Curry County Public Agency Towers and Systems Fee Schedule 2023

Tower Sites	
Equipment	Fee
Colocation Application Fee	\$1,00.00 per application
Two Way/Paging/Microwave transmitter	\$2,625.00 per year
Additional Transmitter	\$985.00 per year
Antenna up to 12' (non-dish)	\$2,625 per year
Antenna >12' (non-dish)	\$2,400.00 per year
Microwave dishes	\$660.00 per foot (diameter) per year
Combiner Port Fee	\$2,500 one time fee, per port, per year
Combining Use Fee	\$660.00 per year
Back Up Power Fee	\$985.00 per year
Connectivity Provisioning	TBD
Outdoor Ground Space	\$1.40 per square foot per month
Road Fee, if applicable	Pass through cost
Landowner Fee, if applicable	Pass through cost
Structural Analysis Fee	\$2,250.00
Structural Re-analysis Fee	\$1,500.00
Structural Letter	\$960.00
Tower Mapping. Other Engineering Fees, Site Visits	Pass through cost

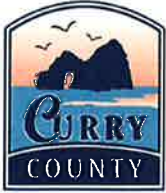
### Additional Information

- \* Rates include commercial power for standard consumption equipment
- \* Rates increase 4% annually
- \* Special exceptions may require rate(s) to vary based on site and the circumstance
- \* Fee schedule subject for re-evaluation every three (3) years

Radio System Subscriber Units	
Radio System Subscriber Use Fee	\$420.00 per unit, per year

**Submit all inquiries and applications to Curry County's Site Manager:**

Day Wireless Systems  
 Tower Sites Division  
[dwssites@daywireless.com](mailto:dwssites@daywireless.com)  
 503-659-1240



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

Agenda Date:		Agenda Item Title:	
7/5/23		Amendment to County Public Records Request Policy	
Time Needed:			
Financial Impact:		Description and Background:	
N/A		<p>A review of the 2018 Public Records Request Policy has resulted in proposed changes to the Policy to reflect current practices.</p> <p>This item originally appeared on the April 5, 2023 BOC Agenda, and was pulled for discussion at a Management Meeting, which occurred.</p>	
Category:			
<input type="checkbox"/>	Action/Discussion		
<input checked="" type="checkbox"/>	Consent		
<input type="checkbox"/>	Executive Session		
<input type="checkbox"/>	Hire Order		
<input type="checkbox"/>	Presentation		
Requested Motion:			
Rescind Order No. 20555 and adopt the proposed amendments to the Curry County Public Records Request Policy.			
Attachments:		Instructions Once Approved:	
1. Order 2. Policy 3. 4. 5.		Double File - - File Order (and attached policy) with County Clerk - File Policy with County Clerk	
Contact Person – Name and Department:		Date Submitted:	
Ted Fitzgerald - DCO/County Counsel		6/27/23	

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

**In the Matter of an Order Amending the    )**  
**Curry County Public Records Policy        ) ORDER NO. \_\_\_\_\_**  
**)**

**WHEREAS**, the County's existing public records policy and procedure let to inconsistent results when processing public records; and

**WHEREAS**, it is in the public interest of the citizens of Curry County to repeal Order No. 20555 and the accompanying 2018 Public Records Policy and Procedure; and

**WHEREAS**, the County wishes to adopt a new Public Records Policy to comply with State Law and eliminate elements in prior policy that led to inconsistent processing of public records requests.

**NOW, THEREFORE, IT IS HEREBY ORDERED THAT:**

1. Order No. 20555 is repealed effective as of July 5, 2023.
2. The attached Public Records Request Policy is adopted and becomes effective July 6, 2023.

**DATED** this 5<sup>th</sup> day of July, 2023.

**BOARD OF CURRY COUNTY COMMISSIONERS**

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

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

Approved as to Form:

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

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



**CURRY COUNTY  
BOARD OF COMMISSIONERS**

---

**PUBLIC RECORDS REQUEST POLICY**

**1. SUMMARY**

This policy is created pursuant to ORS 192.324 and is intended to establish an orderly and consistent process for responding to Public Records (FOIA) Requests. This policy applies to all County offices, departments and staff.

Oregon Public Records Law (ORS 192.311-192.431) grants the public the right to inspect and copy most public records maintained by Curry County (the “County”). Therefore, except for records exempt from disclosure, and as set forth further herein, the County shall make all public records available upon request. A public record includes any writing, recording or electronic record that is prepared, owned, used or retained by the County and contains information relating to the conduct of the County’s business.

Certain records maintained by the County are not public records or may be exempt from public disclosure. Additionally, federal and state laws require the County to keep certain records confidential.

Oregon Public Records Law does not impose a duty on the County to create public records in response to an information request, or to extract data in a manner requested by the public.

**2. DEFINITIONS**

“Public Records Custodian” or “PRC” means the person designated by the Board of Commissioners to handle and process Public Records Requests received by the County, aside from the County Sheriff. The PRC for records pertaining to the County Sheriff’s Office is the County Sheriff or his designee.

“Public Records Request” or “PRR” means a request for information received by the County pursuant to Oregon Public Records Law/FOIA.

“Requesting Party” means the party named on the Public Records Request Form, or their designee.

“Responsive Document(s)” means the document(s) received by the Requesting Party in connection with a Public Records Request.



### **3. PROCEDURE TO PROCESS PUBLIC RECORD REQUESTS**

#### **3.1 Submission of Records Requests**

Requests must be delivered in person, mailed, or emailed to:

Curry County Public Records Custodian  
94235 Moore Street, Suite 123  
Gold Beach, OR 97444  
[publicrecordsrequest@co.curry.or.us](mailto:publicrecordsrequest@co.curry.or.us)

All requests for County public records shall be in writing. An email setting forth the request satisfies the writing requirement as long as all pertinent information (name, address, phone number, etc.) that is provided on the Records Request Form is included.

A written request may be submitted on the form established by the County or by a written statement containing all information requested on the PRR Form. The request shall specifically identify the documents or records requested as well as the name and contact information of the Requester.

##### **3.1.1 All Public Records Requests Shall be Referred to the PRC**

If a member of the public makes a public record request to any County department or office, all County officers, employees and departments aside from the County Sheriff's Office shall forward those requests to the PRC.

##### **3.1.2 Other County Duties Regarding Records**

The PRC role under this rule in no way impacts the County Clerk's statutory role of filing and recording County documents, or other statutory duties of the County with respect to retention and destruction of County records. No County employee shall alter or destroy a record that the employee reasonably thinks is subject to a current or reasonably anticipated public records request or is relevant to current or reasonably anticipated litigation. This includes records otherwise eligible for destruction.

### **4. ACKNOWLEDGMENT AND FEES**

Because State law allows a five (5) business day initial response period, neither this policy, not State law requires the County to make records available immediately upon request, whether the request is made in person or otherwise.

#### **4.1 Acknowledgement**

Within five (5) business days of receiving the request, the PRC shall send written acknowledgement of the request to the address provided on the PRR Form.

##### **4.1.1 Fees**

The County shall not charge a deposit or staff fee prior to producing documentation pursuant to a request. However, fees may be assessed for material costs incurred by the County department in the course of the production of documents. All contemplated fees not listed on the County Fee Schedule must be approved by the PRC prior to being charged to the Requesting Party. Payment shall be made directly to the County department providing responsive documents, and not to the PRC.

##### **(a) Extraordinary Circumstances**

In circumstances involving an extraordinary amount of staff time to produce records, the department head shall consult with the PRC regarding the assessment of fees to the Requesting Party.

##### **(b) Actual Costs**

If a flash drive, CD, or other item is needed to provide Responsive Documents, the Requesting Party shall, prior to receiving documents, pay the cost set forth by the County Fee Schedule; or if not provided on the Fee Schedule, the actual cost of the item.

#### **5. DELIVERY OF DOCUMENTS**

##### **5.1 Availability of Responsive Document(s) Generally**

If not impracticable, County shall make the Responsive Document(s) available for pick-up or digital transmittal not more than ten (10) business days after the written Acknowledgement described in Section 4.1 is issued to the Requesting Party.

##### **5.2 If Delivery of Responsive Document(s) Impracticable**

Compliance with the ten-day time limitation may be impracticable because of staff unavailability, the volume of simultaneous requests, or otherwise pursuant to ORS 192.329(6), the PRC shall provide a written statement that it is still processing the request and shall set out a reasonable estimated date by which the public body expects to complete its response based on the information currently available.

#### **6. LOG OF ALL PUBLIC RECORDS REQUESTS.**

The PRC shall keep a log of all requests documenting the date, documents requested and delivery of all document requests.

## **7. FORMS**

The PRC may develop and modify forms to carry out this policy in compliance with State law.

## **8. PUBLIC RECORDS REQUESTS BY INDIVIDUAL COUNTY COMMISSIONERS**

Notwithstanding the doctrine that an individual elected official acting alone is not entitled to review public records outside the public records request process, the Curry County Board of Commissioners, acting together, is entitled to review any document in county possession; whether in executive session or otherwise.

The Board of Commissioners for Curry County believes that requiring individual commissioners to go through the public record process to review county documents is inefficient and results in unnecessary burden on staff and elected officials.

Therefore, the Board of Commissioners hereby delegates to any individual commissioner the Board's authority to review any document in county possession, subject to conferral with County Legal Counsel.

**Any document or information obtained by a single Commissioner under this process is not authorized for release or disclosure without prior approval of County Legal Counsel.**

If such individual commissioner document review requests is deemed to be administratively burdensome by the PRC, the matter shall be brought to the entire board for determination of how to proceed.

Any County agent, officer, employee or representative who denies a Commissioner request to review county documents, other than records of the Curry County Sheriff, is subject to discipline.

## **9. APPEALS**

### **9.1 District Attorney**

Denial of access to public records, or a denial of a request to totally or partially waive PRR fees may be appealed directly to the Curry County District Attorney in accordance with ORS 192.324(6), ORS 192.415, or ORS 192.418.

### **9.2 Circuit Court**

Denial of a public record of an elected official may be appealed to Circuit Court in accordance with ORS 192.422, ORS 192.427 and ORS 192.431.



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

Agenda Date:		Agenda Item Title:	
7/5/23		Discussion regarding Richard K Hayashi, Consultant Services	
Time Needed:			
10 minutes			
Financial Impact:		Description and Background:	
Potential financial impact		<p>Richard K. Hayashi has offered to provide efficiency consulting services to the County for \$1,000.00/month.</p> <p>The Board must discuss this proposal.</p> <p>If approved, this contract would be exempt from the competitive process pursuant to Section 11.2(a) of the Curry County Contract Review Rules.</p>	
Category:			
<input checked="" type="checkbox"/>	Action/Discussion		
<input type="checkbox"/>	Consent		
<input type="checkbox"/>	Executive Session		
<input type="checkbox"/>	Hire Order		
<input type="checkbox"/>	Presentation		
Requested Motion:			
Approve County DCO to enter into a contract with Richard K. Hayashi for consulting services.			
Attachments:		Instructions Once Approved:	
1. 2. 3. 4. 5.			
Contact Person – Name and Department:		Date Submitted:	
Ted Fitzgerald - DCO/County Counsel		6/28/23	



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

Agenda Date:		Agenda Item Title:	
7/5/23		Discuss RFP for County Animal Control Services	
Time Needed:			
Financial Impact:		Description and Background:	
		Curry County Animal Services/Control is currently a division of the Code Enforcement Department. Animal Control is a County mandated service that is set to assure the safety of people, pets and domestic animals. Counsel is seeking alternatives to create a more efficient way to promote animal welfare.	
Category:			
<input checked="" type="checkbox"/>	Action/Discussion		
<input type="checkbox"/>	Consent		
<input type="checkbox"/>	Executive Session		
<input type="checkbox"/>	Hire Order		
<input type="checkbox"/>	Presentation		
Requested Motion:			
Instruct Counsel to send out RFP for animal control.			
Attachments:		Instructions Once Approved:	
1.			
2.			
3.			
4.			
5.			
Contact Person – Name and Department:		Date Submitted:	
Ted Fitzgerald - DCO/County Counsel		6/29/23	