



**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**

**September 6, 2023**

**9:00 a.m.**

**TO BE HELD AT CITY OF BROOKINGS CHAMBERS AT 898 ELK DRIVE,  
BROOKINGS OREGON**

*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 August 16, 2023
- B. Approve Minutes for BOC-DCO Meeting on August 10, 2023
- C. Approve Minutes for BOC-DCO Meeting on August 17, 2023
- D. Approve Minutes for BOC-DCO Meeting on August 22, 2023
- E. Hire Deputy Treasurer – N. Vicino
- F. Re-Hire IT Director – P. Dickson
- G. Re-Hire Assistant VCO – A. Pitman
- H. Approve Supplemental Budget Resolutions
- I. Approve Annual GovPilot Service Fee
- J. Approve Fee on Documents for Public Land Corner Preservation Fund
- K. Approve Fee on Documents for Surveyor Services
- L. Approve Bid to Hicks Striping & Curbing
- M. Approve Bid to Dustin Watson Construction – Veterans Building
- N. Approve Constitution Week Resolution
- O. Approve Contract with Nutrien Solutions

**5. DISCUSSION/ACTION ITEMS**

- A. Approve Updated MOU with City of Brookings – Building Services
  - i. Proposed Updated MOU
  - ii. Current MOU

**6. ELECTED OFFICIALS UPDATES**

**7. COMMISSIONER UPDATES**

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

**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**

*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**

**August 16, 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 9:00 a.m.; present were Chair John Herzog, Vice Chair Brad Alcorn, and Commissioner Jay Trost

Staff present: Director of County Operations and County Counsel Ted Fitzgerald, Economic Development Administrative Assistant Miranda Plagge, and Administrative Assistant Natasha Tippetts

The Pledge was recited by all.

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

Remove Item 5-C, Moss Adams – Audit Presentation  
Add Item 5-C, Resolution – Appeal Measure 110

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

#### **3. PUBLIC COMMENTS**

None

#### **4. CONSENT AGENDA**

- A. Approve Minutes for Business Meeting on August 2, 2023
- B. Approve Minutes for BOC-DCO Meeting on August 3, 2023
- C. Approve Per Diem Rate for Employee Travel
- D. Adopt Position Description – Facilities Technician
- E. Adopt Position Description – I.T. Director
- F. Promote Employee – Jeremy Barto
- G. Hire Legal Assistant – Lisa Humiston
- H. Adopt Ordinance – ODOT Application CP/GE-2301
- I. Approve Updated Local Public Safety Coordinating Bylaws
- J. Approve Suicide Awareness Proclamation
- K. Approve CCPTSD and ODOT Agreement 35417
- L. Approve CCPTSD and ODOT Agreement 35573

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

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

- A. Request for Proposal – Digital Assets, Economic Development Administrative Assistant Miranda Plagge presented

**Trost motioned to approve the Request for Proposal for digital assets. Alcorn seconded. Motion carried unanimously.**

- B. Travel Oregon 2023-2025 Competitive Grant Application, Economic Development Administrative Assistant Miranda Plagge presented

**Trost motioned to approve to apply for the Travel Oregon 2023-2025 Competitive Grants Application. Alcorn seconded. Motion carried unanimously.**

- C. Resolution – Appeal Measure 110

County Counsel Ted Fitzgerald read Resolution in full.

**Trost motioned to approve Resolution. Alcorn seconded. Motion carried unanimously.**

- D. Create New Positions

**Trost motioned to approve the proposed job descriptions for salary classifications prior to their adoption. Alcorn seconded. Motion carried unanimously.**

## **6. PUBLIC HEARING**

- A. Third Reading – Ordinance, Retail Sale of Animals

**Trost motioned to approve proposed Ordinance and adopt Article Four, Division Three of County Code. Alcorn seconded. Motion carried unanimously.**

## **7. ELECTED OFFICIAL UPDATES**

None

## **8. COMMISSIONER UPDATES**

- A. Commissioner Alcorn:

Provided update on flat fire. Cautioned citizens to have awareness and be precautions.

- B. Commissioner Herzog:

Provided information on JR Lifeguard Program.

C. Commissioner Trost:

Commented about the efficiency on getting the Resolution regarding Measure 110 on the agenda.

- 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 10:35 a.m.

Dated this 6<sup>th</sup> day of September, 2023

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

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

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

Minutes prepared by Natasha Tippetts, Administrative Assistant



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**MINUTES  
BOC – DCO MEETING**

**August 10, 2023**

**1:00 p.m.**

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The meeting was called to order at 1:00 p.m.

Commissioner Trost gave an update regarding today's Department Head Meeting.

Commissioner Alcorn did not give an update.

Commissioner Herzog was not present.

Commissioner Alcorn discussed Road Department coordination, cooperation and preparedness ahead of time during emergencies. No Motion made.

Commissioners Trost and Alcorn discussed Code Enforcement job descriptions. No Motion made.

The meeting was adjourned at 1:31 p.m.



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**MINUTES**

**BOC – DCO MEETING**

**August 17, 2023**

**1:00 p.m.**

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The meeting was called to order at 1:05 p.m.

Prosecution of Camping Regulations

Director Fitzgerald discussed camping regulations and County Code Enforcement with District Attorney Spansail. District Attorney Spansail described his experience handling the prosecution of relevant offenses and agreed to assist with any desired training requested by County leadership in relation to upcoming Code Enforcement hires.

IT Director

The Commissioners and Director Fitzgerald discussed the recent IT Director job posting, and applications received. Motion by Commissioner Trost to approve the hire of Philip Dickson as IT Director. Seconded by Commissioner Alcorn.

Annual Priorities/Goals

Commissioner Alcorn and Commissioner Trost discussed reviewing goals set forth in the April 2023 Board Workshop, and the furtherance of those goals prior to the end of the year.

Commissioner Updates

Commissioner Alcorn gave an update regarding a business dinner he attended with Governor Kotek.

Commissioner Herzog was not present.

Commissioner Trost did not give an update.

The meeting was adjourned at 3:08 p.m.



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**MINUTES**

**BOC – DCO MEETING**

**August 22, 2023**

**1:00 p.m.**

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The meeting was called to order at 1:13 p.m.

TLT Distribution Changes

Finance Director Jerome presented figures regarding the distribution of TLT funds under the prior Ordinance No. 20-02 and compared them with the figures resulting from the Board's reversion of Ordinance No. 20-02 on July 19, 2023. A discussion ensued regarding the funding provided to the Event Center, to County services/administration costs, and general provisions of Oregon law related to the collection and disbursement of TLT funds. Miranda Plagge of Economic Development shared certain upcoming tourism opportunities for Curry County. No Motion was made.

Nelson Research Proposal

Director Fitzgerald and Commissioner Trost gave an update regarding the information requested by Nelson Research in order to prepare a survey to determine the feasibility of a County services levy. The potential levy rate and proposed survey questions were discussed. No Motion was made.

Fee Waiver for the City of Brookings

Director Fitzgerald and Commissioners discussed recording fees for the City of Brookings in relation to an ongoing dedication of a public road, planned to be owned by the City. It was discussed that because the County will be drafting the deeds, the County is responsible for the payment of recording fees; thus no fee waiver will be necessary for the City. No Motion was made.

Ascend Request for Van

Commissioner Herzog added this item. A non-profit verbally requested use of a retired Curry County Public Transportation automobile. Director Fitzgerald stated no further discussion is



necessary until a written request, including financial information, is received by his office. No Motion was made.

#### VOCA Grant Application

Director Fitzgerald added this item. This grant is for the provision of Victim's Advocate services by the County District Attorney's Office, and is a routine, annual obligation with minimal (budgeted) financial impact to the County. Motion by Commissioner Herzog to approve the submittal of the grant application. Commissioner Trost Seconded.

#### Commissioner Updates

Commissioner Alcorn gave an update regarding recent emergency management events, including the Del Norte fire.

Commissioner Herzog gave an update regarding Junior Lifeguard training.

Commissioner Trost did not give an update.

The meeting was adjourned at 3:03 p.m.



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

<b>Agenda Date:</b>		<b>Agenda Item Title:</b>	
September 6, 2023		New Hire of an Employee Deputy Treasurer – N. Vicino	
<b>Time Needed:</b>			
2 minutes			
<b>Financial Impact:</b>		<b>Description and Background:</b>	
n/a		This order would hire Nicholas Vicino as full time Deputy Treasurer as	
<b>Category:</b>		approved in the budget.	
<input type="checkbox"/> Action/Discussion			
<input checked="" type="checkbox"/> Consent			
<input type="checkbox"/> Executive Session			
<input type="checkbox"/> Hire Order			
<input type="checkbox"/> Presentation			
<b>Requested Motion:</b>			
Approve the hire of Nicholas Vicino as Deputy Treasurer			
<b>Attachments:</b>		<b>Instructions Once Approved:</b>	
1. Order		File with the Clerk's Office	
2. Description			
3.			
4.			
5.			
<b>Contact Person – Name and Department:</b>		<b>Date Submitted:</b>	
Julie Swift – Payroll & HR		August 28, 2023	

**In the Matter of the Hire of** )  
**An Employee** ) ORDER NO. \_\_\_\_\_

9

**CURRY COUNTY  
JOB DESCRIPTION**

**JOB TITLE: Deputy Treasurer**

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<b>EXEMPT:</b>	No	
<b>SALARY LEVEL:</b>	E	
<b>SUPERVISOR:</b>	Curry County Treasurer	
<b>PREPARED BY:</b>	Curry County Treasurer	June 2023

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**GENERAL POSITION SUMMARY:**

Assists in the general operation of the Treasurer's Office. Makes decisions in relation to the office when the Treasurer is absent, including signature authority. Point-of-contact in the absence of Treasurer.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Maintains the control records for all transactions affecting the fund balances in all County funds, trust, suspense, and taxing district accounts. Assures accurate recording, balancing, and classification of all financial transactions to proper accounts in accordance with county procedures and state regulations.
2. Verifies the amounts of money deposited by various county departments and taxing districts, receipt same, crediting the proper fund and budget item.
3. Coordinates, confers with and resolves problems with the IT department relating to technical and programming aspects of accounting functions; participate in the design of reports
4. Provides difficult and involved balances, verifications, reconciliations, and audit reports as required. Assures completeness and accuracy of records and summaries of financial transactions and investments in compliance with Government Accounting Standards Board (GASB 34).
5. Coordinates and cooperates with outside auditors as required during periodic audits of the County's financial records. Creates reports to present required audit information in compliance with Government Accounting Standards Board (GASB 34).
6. Creates, develops, and maintains multiple complex computer spread sheets for functions that are not available on the main accounting system. Designs reports, analyzes problem areas, and reconciles receipt entry into the accounting system.

7. Responds to inquiries from the public, County departments and taxing districts regarding functions of the Treasurer's Office. Records request for money and follows procedures for direct deposit to checking accounts of taxing districts.
8. Records Coordinator for Treasurer's Office. Responsible for retaining records for Treasurer's Office in compliance with Archives Division of Oregon Administrative Rules.

## **QUALIFICATION REQUIREMENTS:**

### *Knowledge of . . .*

- Office principles and practices, investing, record keeping and reporting.
- State laws and Government Accounting Standards.
- Practices and terminology associated with bookkeeping and accounting as well as a working knowledge of the principles of accounting.

### *Ability to . . .*

- Develop, improve, and install accounting, investment and bookkeeping procedures and systems in the interest of efficiency, effectiveness, standardization, and compliance.
- Meet deadlines with accuracy and attention to detail with uncontrollable interruptions.
- Communicate effectively both verbally and in writing
- Deal courteously and tactfully with the general public
- Maintain effective working relationships with other employees and county departments

### *Skills in . . .*

- Manipulating data management systems to enter, update, edit, display, and search financial information recorded on data processing equipment
- The operation of calculators, personal computers, data entry on various computer programs, and other office equipment

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

High school graduation or equivalency with general business curriculum supplemented by college-level course work in accounting

Four years of experience in accounting, bookkeeping or general office procedures which include investment activities preferred; or any satisfactory equivalent of experience and training.

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

- An employee in this classification performs accounting duties requiring knowledge of an extensive body of accounting procedures and techniques to work with a total accounting system. Incumbents of this class are responsible for reviewing work from other departments or sources and verifying its accuracy.

- Work is performed under limited supervision and is reviewed primarily on the basis of results obtained.
- Incumbent is expected to independently perform work assignments.
- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear.
- The employee is occasionally required to stand; walk; and stoop, kneel, or crouch.
- Position generally works in an office environment.
- The noise level in the work environment is usually moderate.

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



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

Agenda Date:		Agenda Item Title:	
September 6, 2023		Re-hire of an Employee – IT Director – P. Dickson	
Time Needed:			
2 minutes			
Financial Impact:		Description and Background:	
n/a		Phil was previously an employee in the IT Department	
Category:		in 2016. This would hire him as full time IT Director per the attached agreement	
<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:			
Approve the hire of Philip Dickon as IT Director subject to the execution of an Employment Contract with Philip Dickson.			
Attachments:		Instructions Once Approved:	
1. Order		Copy to Director of County Operations; file Order upon receipt of executed	
2. Description		Employment Contract.	
3.			
4.			
5.			
Contact Person – Name and Department:			Date Submitted:
Julie Swift – Payroll & HR			August 28, 2023

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

**In the Matter of the Re-Hire of a Former )  
Employee )  
(IT Director) )**

**ORDER NO.** \_\_\_\_\_

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

<u>Name</u>	<u>Position</u>	<u>Range/Step</u>	<u>Rate</u>	<u>Status</u>
Philip W. Dickson	Information Technology Director	IT-A-2	\$12497/mo	FT

The job description is attached hereto for reference.

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

**NOW, THEREFORE, IT IS HEREBY ORDERED** that the above stated hire be in effect as of September 8, 2023; notwithstanding, however, that such employment shall be subject to the terms and conditions set forth in the Employment Contract between the parties, attached hereto and incorporated herein by reference.

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

**JOB DESCRIPTION**

**JOB TITLE: Director of Information Technology**

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**EXEMPT:** Yes

**SALARY LEVEL:** IT - A

**SUPERVISOR:** Director of County Operations

**PREPARED BY:** Director of County Operations

August 2023

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**POSITION SUMMARY:**

This position is the Department Head for Information Technology ("IT") and is responsible for the performance and administration of County IT Services as well as planning, organizing and directing and overseeing the activities of the Department.

The qualified candidate will promote excellence, dependable performance, responsible employee services, pride, initiative, commitment, cooperation, safety and a team approach.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

May include, but are not limited to the following:

Plan, direct, manage, and supervise the activities and operations of the IT Department, including systems development and maintenance, office automation, wide area network, voice and data communications, and technical support. Manages the development and implementation of short and long-term IT service plans for the County. Coordinates appropriately with other departments, outside agencies, and vendors.

Performs analyses and makes recommendations regarding cost and benefit estimates, conceptual design, schedules of implementation, network, hardware and software requirements, internal procedures and standards for County IT infrastructure. Manages, directs, and organizes the development, acquisition, implementation and operation of new and revised computer systems, software, and network security infrastructure.

Negotiates with regional, state, and federal agencies, as well as data, hardware, software and computing service vendors for use by Curry County IT. Provides cost-effective, high-quality IT strategies and solutions that contribute to the success of the organization.

Recommends the appointment of personnel; provides and coordinates staff training; works with employees to enhance technical knowledge and skills.

Develops, implements, and administers the IT Department budget; forecasts the need for additional funds for staffing, equipment, materials, and supplies.

Develop and manage departmental disaster recovery planning in coordination with County Emergency Management.

### **SUPERVISORY RESPONSIBILITIES:**

This position is the Department Head for the County Information Technology Department, and supervises subordinate employees accordingly.

### **QUALIFICATION REQUIREMENTS:**

*Knowledge of –*

IT systems technology and application.

Principles and practices of supervision, training, personnel management and planning.

Principles and practices of local government budget preparation and administration.

Design, implementation and effectiveness review of all security details for all network-connected systems.

State and Federal standards and regulations for network security.

Computer hardware and software characteristics, performance, evaluation, and vendors.

Complete understanding of all network routing protocols and related technologies.

*Ability to –*

Ensure that County IT infrastructure closely follows current industry standards and practices.

Work under the direction of the Board of Commissioners.

Establish and maintain effective working relationships with employees, subcontractors, and vendors.

Communicate clearly and concisely, both orally and in writing.

Analyze problems, identify root causes, alternative solutions and their consequences; develop action plans and implementation strategies.

Organize, administer, and perform IT infrastructure support activities.

Supervise, train and evaluate personnel.

*Skill in –*

Managing an IT program.

Preparing system designs to satisfy County requirements.

Troubleshooting and problem solving.

**EDUCATION AND EXPERIENCE:**

Bachelor's degree or equivalent from an accredited college or university with a focus in management of IT systems or a related field.

A minimum of 10 years of experience in the management of an IT organization.

Experience with local government budgeting is desirable.

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

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>	
September 6, 2023		Re-hire of an Employee – Assistant VSO – A Pitman	
<b>Time Needed:</b>			
2 minutes			
<b>Financial Impact:</b>		<b>Description and Background:</b>	
n/a		Addy left the Veterans Services Office July 28, 2023.	
<b>Category:</b>		This will bring her back full time effective September 5, 2023.	
<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 Re-hire of Adali Pitman as Assistant Veterans Services Officer.			
<b>Attachments:</b>		<b>Instructions Once Approved:</b>	
1. Order		File with the Clerk's Office	
2. Description			
3.			
4.			
5.			
<b>Contact Person – Name and Department:</b>			<b>Date Submitted:</b>
Julie Swift – Payroll & HR			August 28, 2023

**In the Matter of the Re-hire of** )  
**A Former Employee** ) ORDER NO. \_\_\_\_\_

**CURRY COUNTY  
JOB DESCRIPTION**

**JOB TITLE: Assistant Veterans' Services Officer**

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<b>EXEMPT:</b>	No	
<b>SALARY LEVEL:</b>	G	
<b>SUPERVISOR:</b>	Veterans' Services Officer	
<b>PREPARED BY:</b>	Veterans' Services Officer	June 2023

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**GENERAL POSITION SUMMARY:**

The Assistant VSO will represent claimants as a federally authorized representative to file claims and actions on behalf of the veterans, their survivors and dependents to ensure they receive the maximum entitlement of benefits. An Assistant VSO considers a wide range of legal, medical, occupational and other factors to develop cases based upon complicated facts.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Serves as an advocate and liaison between veterans, state, and federal agencies and other community resources.
2. Serves as an advocate and liaison between veterans, state, and federal agencies and other community resources.
3. Disseminates general information pertaining to veterans' benefits through community outreach projects, State Stand Downs for homeless veterans, resource fairs and other public events.
4. Coordinates transportation for veterans to various VA medical facilities and community providers as necessary.
5. Actively seeks and maintains professional relationships with community providers to provide veterans with appropriate referrals for services in the community while maintaining confidential records.
6. Represents the Department at Veterans related public events within the community.

**SUPERVISORY CONTROLS AND RESPONSIBILITIES:**

This position has no supervisory responsibilities. The Assistant VSO is supervised by the Veteran's Services Officer.

## **QUALIFICATION REQUIREMENTS:**

### *Knowledge of . . .*

- Federal rules, regulations, and statutes of the VA and ODVA
- Case law of the United States Court of Appeals for Veterans Claims
- Etiology and relationship of medical conditions and medical terminology, human anatomy, and physiology
- Social Security, Medicare, and all need-based federal and state programs

### *Ability to . . .*

- Tactfully conduct interviews of a personal nature with veterans and their families to obtain accurate and complete information
- Understand and interpret federal laws and regulations and medical records
- Prepare written statements and oral presentations on behalf of claimants
- Express technical information in clear oral or written manner
- Use pcs for word processing, the Vetra Spec / VBMS database program, and
- other appropriate software
- Keep accurate and confidential records

### *Skill in . . .*

- Reading, analyzing, and interpreting common scientific and technical journals, financial reports, and legal documents
- Responding to common inquiries and complaints from customers, regulatory agencies, or members of the business community
- Writing speeches and articles for publication that conform to prescribed style and format. Effectively presenting information to top management, public, or other groups
- Working with and applying mathematical concepts, such as fractions, percentages, ratios, and proportions, to practical situations
- Defining problems, collecting data, establishing facts, and drawing valid conclusions

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

Bachelor's degree in health or social sciences, business administration, law, education, or a related field.

Two years' experience in a social service setting, legal services or direct service to veterans; or any satisfactory equivalent of experience and training which demonstrates the ability to perform the above-described duties.

### *Necessary Special Requirements:*

- Must be able to obtain accreditation as a Veterans' Services Officer as required by the Oregon Department of Veterans' Affairs
- Possession of a valid Oregon Driver License and good driving record

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

- Typically requires climbing, stooping, kneeling, crouching, reaching standing, walking, sitting, lifting and repetitive motion.
- Requires exerting up to 20 lbs., frequently, 50 lbs. occasionally, of force to move objects. Minimum physical effort is required. Requires driving.

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>	
..... 9/6/23 .....		..... Supplemental Budgets for Vehicle Purchases .....	
<b>Time Needed:</b>			
..... 5 Minutes .....			
<b>Financial Impact:</b>		<b>Description and Background:</b>	
None....		Adjust Budgets for Vehicle Replacement Fund; Assessor; Juvenile	
<b>Category:</b>		Department; ADPEP-TPEP; and Veterans Services to enable the purchase	
<input type="checkbox"/> Action/Discussion		of vehicles previously approved by the BOC	
<input checked="" type="checkbox"/> Consent			
<input type="checkbox"/> Executive Session			
<input type="checkbox"/> Hire Order			
<input type="checkbox"/> Presentation			
<b>Requested Motion:</b>			
Approve Supplemental Budgets .....			
<b>Attachments:</b>		<b>Instructions Once Approved:</b>	
<u>Resolutions</u>		Update Department budgets per Supplemental Budgets	
<b>Contact Person – Name and Department:</b>			<b>Date Submitted:</b>
..... Frank Jerome, Finance Director .....			..... 8/21/23 .....

**In the Matter of a Resolution Modifying )  
Fund Balances in the FY 22-23 Budget for ) RESOLUTION NO. \_\_\_\_\_  
the Vehicle Replacement Fund )  
)**

24

Supplemental Budget #9 FY2022-23

Fund Budget Must Balance To \$0.00

Department: Vehicle Replacement		BUDGET		
G/L ACCT NUMBER	ACCT DESCRIPTION	EXISTING BUDGET	CHANGE + = increase - = decrease	NEW Budget
<b>Revenue</b>				
_____-370.00-000-00	Grant - Other	-		
6.05-490.00-390.88-217-13	Building	28,000	9,134	37,134
6.05-490.00-390.88-217-15	Veterans	-	37,134	37,134
6.05-490.00-390.88-423-60	Juvenile	-	61,000	61,000
_____-399.01-000-00	Tran In -	-		-
	Assigned Fund Balance	-		-
	Restricted Fund Balance	-	-	-
	<b>Total Resources</b>	<b>28,000</b>	<b>107,268</b>	<b>135,268</b>
<b>Personal Services</b>				
_____-490.00-110-00	Sal-Regular	-		-
_____-490.00-120-00	Sal-Irregular			-
_____-490.00-130-00	Sal-Overtime			-
_____-490.00-213-00	Ben-Health Ins			-
_____-490.00-213-10	Ben-HRA VEBA			-
_____-490.00-214-00	Ben-Life Ins			-
_____-490.00-220-00	Ben- FICA 7.65%			-
_____-490.00-230-00	PERS-County Portion			-
_____-490.00-250-00	Ben-Unemployment			-
_____-490.00-260-00	Ben-Workers Comp			-
_____-490.00-290-00	Ben-OR W/C Assessment			-
	<b>Total Personal Services -</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Materials &amp; Services</b>				
_____-490.00-330-00	Pro Svc - General			-
_____-490.00-430-00	R&M Equipment			-
_____-490.00-580-00	Meals & Lodging			-
6.05-490.00-491.00-415-17	Tran to Assessor	-	9,134	9,134
6.05-490.00-490.00-742-00	Cap Outlay-Motor Vehicles	273,000	107,268	380,268
_____-490.00-741-00	Capital Outlay-Machinery & Equip			-
_____-490.00-600-00	Supplies - Office			-
_____-490.00-606-00	Event Food Supplies			-
6305-490.00-496.00-000-00	Other M&S Contingency	-	(9,134)	(9,134)
_____-490.00-				-
	<b>Total Materials &amp; Services</b>	<b>273,000</b>	<b>107,268</b>	<b>380,268</b>
<b>Debt, Capital, Transfers</b>				
_____-490.00-847-00	Debt Interest Payments			-
_____-490.00-849-00	Debt Principal Payments			-
	Reserve for Future Expenditure			-
	Capital Outlay - Motor Vehicle	-		-
_____-490.00-745-00	Capital Outlay			-
	Tran To -	-		-
_____-491.____-00	Tran To			-
	Tran To (use 492 for Tran within a Fund)			-
	<b>Total Expenditures</b>	<b>273,000</b>	<b>107,268</b>	<b>380,268</b>
Total Change should = 0 >>			-	
Note: Total change should = 0, or Total Revenue change should match Total Expense change.				
Prepared By Frank Jerome		Date 8/9/23		
Elected Official or Department Head		Date 8/9/23		
Approved By		Date		
Liasion Commissioner		Supp #9		

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

**In the Matter of a Resolution Modifying )  
Fund Balances in the FY 22-23 Budget for ) RESOLUTION NO. \_\_\_\_\_  
the Building Department - Assessor )  
)**

**WHEREAS**, due to the availability of grant funds (CAFFA) and their use to partially fund the purchase of a vehicle by the Assessor's Office, such funds must be transferred into the Vehicle Replacement Fund for the purpose of providing for costs beyond the amount that was anticipated in the 2022-2023 fiscal year budget; and

**WHEREAS**, such increase and reallocations of appropriation is allowed under ORS 294.4761.

**NOW, THEREFORE, BE IT RESOLVED** that the 2022-2023 fiscal year budget for Curry County be modified as detailed in Exhibit A for the specific purpose of providing appropriations to cover expenditures; effective retroactively through June 30, 2023.

**DATED** this 6<sup>th</sup> day of September, 2023.      **BOARD OF CURRY COUNTY COMMISSIONERS**

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

Approved as to Form:

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


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

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

Supplemental Budget #10

FY2022-23

Fund Budget Must Balance To \$0.00

Department:		Assessor		BUDGET	
G/L ACCT NUMBER	ACCT DESCRIPTION	EXISTING BUDGET	CHANGE + = increase - = decrease	NEW Budget	
<b>Revenue</b>					
-370.00-000-00	Grant - Other	-			
1.10-415.17-391.00-000-00	Tran In Vehicle Replacement	-	9,134	9,134	
	Tran In -	-			
-399.01-000-00	Assigned Fund Balance	-			
	Restricted Fund Balance	-	-		
	<b>Total Resources</b>	-	9,134	9,134	
<b>Personal Services</b>					
-490.00-110-00	Sal-Regular	-			
-490.00-120-00	Sal-Irregular				
-490.00-130-00	Sal-Overtime				
-490.00-213-00	Ben-Health Ins				
-490.00-213-10	Ben-HRA VEBA				
-490.00-214-00	Ben-Life Ins				
-490.00-220-00	Ben- FICA 7.65%				
-490.00-230-00	PERS-County Portion				
-490.00-250-00	Ben-Unemployment				
-490.00-260-00	Ben-Workers Comp				
-490.00-290-00	Ben-OR W/C Assessment				
	<b>Total Personal Services -</b>	-	-		
<b>Materials &amp; Services</b>					
-490.00-330-00	Pro Svc - General				
-490.00-430-00	R&M Equipment				
-490.00-580-00	Meals & Lodging				
1.10-415.17-490.00-588-00	IGS -2.22 Vehicle Replacement	28,000	9,134	37,134	
-490.00-					
-490.00-741-00	Capital Outlay-Machinery & Equip				
-490.00-600-00	Supplies - Office				
-490.00-606-00	Event Food Supplies				
-490.00-	Other M&S	-	-		
	<b>Total Materials &amp; Services</b>	28,000	9,134	37,134	
<b>Debt, Capital, Transfers</b>					
-490.00-847-00	Debt Interest Payments				
-490.00-849-00	Debt Principal Payments				
	Reserve for Future Expenditure				
	Capital Outlay - Motor Vehicle	-			
-490.00-745-00	Capital Outlay				
	Tran To -	-			
-491.-.-00	Tran To				
	Tran To (use 492 for Tran within a Fund)				
	<b>Total Expenditures</b>	28,000	9,134	37,134	
Total Change should = 0 >> -					
Note: Total change should = 0, or Total Revenue change should match Total Expense change.					
Prepared By Frank Jerome		Date 8/9/23			
Elected Official or Department Head 		Date 8/9/23			
Approved By Liasion Commissioner		Date			
Supp #10					

**In the Matter of a Resolution Modifying )  
Fund Balances in the FY 22-23 Budget for ) RESOLUTION NO. \_\_\_\_\_  
the Building Department – Juvenile (1/2) )  
)**

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Supplemental Budget #11

FY2022-23

Fund Budget Must Balance To \$0.00

Department:

Juvenile Department

Department: Juvenile Department		BUDGET		
G/L ACCT NUMBER	ACCT DESCRIPTION	EXISTING BUDGET	CHANGE	NEW Budget
			+ = increase - = decrease	
Revenue				
_____ -370.00-000-00	Grant - Other	-		
1.10-423.60-380.00-00-00	Misc Revenue Geico Insurance	-	20,000	20,000
1.10-423.60-391.00-423-63	Tran In ADPEP	10,305	41,000	51,305
	Tran In -	-		-
_____ -399.01-000-00	Assigned Fund Balance			
	Restricted Fund Balance	-	-	-
	Total Resources	10,305	61,000	71,305
Personal Services				
_____ -490.00-110-00	Sal-Regular	-		-
_____ -490.00-120-00	Sal-Irregular			-
_____ -490.00-130-00	Sal-Overtime			-
_____ -490.00-213-00	Ben-Health Ins			-
_____ -490.00-213-10	Ben-HRA VEBA			-
_____ -490.00-214-00	Ben-Life Ins			-
_____ -490.00-220-00	Ben- FICA 7.65%			-
_____ -490.00-230-00	PERS-County Portion			-
_____ -490.00-250-00	Ben-Unemployment			-
_____ -490.00-260-00	Ben-Workers Comp			-
_____ -490.00-290-00	Ben-OR W/C Assessment			-
	Total Personal Services -	-	-	-
Materials & Services				
_____ -490.00-330-00	Pro Svc - General			-
_____ -490.00-430-00	R&M Equipment			-
_____ -490.00-580-00	Meals & Lodging			-
2.51-423.63-491.00-423-60	IGS to Vehicle Replacement	10,305	61,000	71,305
_____ -490.00-741-00	Capital Outlay-Machinery & Equip			-
_____ -490.00-600-00	Supplies - Office			-
_____ -490.00-606-00	Event Food Supplies			-
_____ -490.00-	Other M&S	-	-	-
	Total Materials & Services	10,305	61,000	71,305
Debt, Capital, Transfers				
_____ -490.00-847-00	Debt Interest Payments			-
_____ -490.00-849-00	Debt Principal Payments			-
	Reserve for Future Expenditure			-
	Capital Outlay - Motor Vehicle	-		-
_____ -490.00-745-00	Capital Outlay			-
	Tran To -	-		-
_____ -491.____-00	Tran To			-
	Tran To (use 492 for Tran within a Fund)			-
	Total Expenditures	10,305	61,000	71,305
Total Change should = 0 >>				
Note: Total change should = 0, or Total Revenue change should match Total Expense change.				
Prepared By Frank Jerome		Date 8/9/23		
Elected Official or Department Head		Date 8/9/23		
Approved By		Date		
Liasion Commissioner		Supp #11		

**In the Matter of a Resolution Modifying )  
Fund Balances in the FY 22-23 Budget for ) RESOLUTION NO. \_\_\_\_\_  
the Building Department – Juvenile (2/2) )  
)**

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Supplemental Budget #12

FY2022-23

Fund Budget Must Balance To \$0.00

Department:

ADPEP/TPEP

Department:		ADPEP/TPEP		BUDGET		
G/L ACCT NUMBER	ACCT DESCRIPTION	EXISTING BUDGET	CHANGE	NEW Budget		
			+ = increase - = decrease			
Revenue						
-370.00-000-00	Grant - Other	-				
2.51-423.63-399.03-000.58	Restricted Fund Balance	-	41,000	41,000		
	Tran In -	-				
-399.01-000-00	Assigned Fund Balance	-				
	Restricted Fund Balance	-				
	Total Resources	-	41,000	41,000		
Personal Services						
-490.00-110-00	Sal-Regular	-				
-490.00-120-00	Sal-Irregular	-				
-490.00-130-00	Sal-Overtime	-				
-490.00-213-00	Ben-Health Ins	-				
-490.00-213-10	Ben-HRA VEBA	-				
-490.00-214-00	Ben-Life Ins	-				
-490.00-220-00	Ben- FICA 7.65%	-				
-490.00-230-00	PERS-County Portion	-				
-490.00-250-00	Ben-Unemployment	-				
-490.00-260-00	Ben-Workers Comp	-				
-490.00-290-00	Ben-OR W/C Assessment	-				
	Total Personal Services -	-	-	-		
Materials & Services						
-490.00-330-00	Pro Svc - General	-				
-490.00-430-00	R&M Equipment	-				
-490.00-580-00	Meals & Lodging	-				
2.51-423.63-491.00-423-60	Tran to Juvenile	10,305	41,000	51,305		
-490.00-741-00	Capital Outlay-Machinery & Equip	-				
-490.00-600-00	Supplies - Office	-				
-490.00-606-00	Event Food Supplies	-				
-490.00-	Other M&S	-	-	-		
	Total Materials & Services	10,305	41,000	51,305		
Debt, Capital, Transfers						
-490.00-847-00	Debt Interest Payments					
-490.00-849-00	Debt Principal Payments					
	Reserve for Future Expenditure					
	Capital Outlay - Motor Vehicle	-				
-490.00-745-00	Capital Outlay					
	Tran To -	-				
-491.-.-00	Tran To					
	Tran To (use 492 for Tran within a Fund)					
	Total Expenditures	10,305	41,000	51,305		
Total Change should = 0 >>						
Note: Total change should = 0, or Total Revenue change should match Total Expense change.						
Prepared By Frank Jerome		Date 8/9/2023				
Elected Official or Department Head		Date 8/9/23				
Approved By		Date				
Liasion Commissioner		Supp #12				

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

**In the Matter of a Resolution Modifying )  
Fund Balances in the FY 22-23 Budget for ) RESOLUTION NO. \_\_\_\_\_  
the Building Department – Veterans )  
Services )**

**WHEREAS**, due to the availability of funds from the sale of a vehicle, such funds must be transferred into the Vehicle Replacement Fund for the purpose of providing for costs beyond the amount that was anticipated in the 2022-2023 fiscal year budget; and

**WHEREAS**, such increase and reallocations of appropriation is allowed under ORS 294.4761.

**NOW, THEREFORE, BE IT RESOLVED** that the 2022-2023 fiscal year budget for Curry County be modified as detailed in Exhibit A for the specific purpose of providing appropriations to cover expenditures; effective retroactively through June 30, 2023.

**DATED** this 6<sup>th</sup> day of September, 2023.      **BOARD OF CURRY COUNTY COMMISSIONERS**

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

Approved as to Form:

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

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

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

Supplemental Budget #13

FY2022-23

Fund Budget Must Balance To \$0.00

Department:

Veteran Services

G/L ACCT NUMBER	ACCT DESCRIPTION	EXISTING BUDGET	BUDGET	
			CHANGE	NEW Budget
			+ = increase	
			- = decrease	
<b>Revenue</b>				
2.17-465.00-392.20-000-00	Sales of Vehicles	-	25,500	25,500
.-.-.-370.00-000-00	Grant - Other	-		
	Tran In -	-		-
.-.-.-399.01-000-00	Assigned Fund Balance	-		-
	Restricted Fund Balance	-	-	-
	Total Resources	-	25,500	25,500
<b>Personal Services</b>				
.-.-.-490.00-110-00	Sal-Regular	-		-
.-.-.-490.00-120-00	Sal-Irregular			-
.-.-.-490.00-130-00	Sal-Overtime			-
.-.-.-490.00-213-00	Ben-Health Ins			-
.-.-.-490.00-213-10	Ben-HRA VEBA			-
.-.-.-490.00-214-00	Ben-Life Ins			-
.-.-.-490.00-220-00	Ben- FICA 7.65%			-
.-.-.-490.00-230-00	PERS-County Portion			-
.-.-.-490.00-250-00	Ben-Unemployment			-
.-.-.-490.00-260-00	Ben-Workers Comp			-
.-.-.-490.00-290-00	Ben-OR W/C Assessment			-
	<b>Total Personal Services -</b>	-	-	-
<b>Materials &amp; Services</b>				
.-.-.-490.00-330-00	Pro Svc - General			-
.-.-.-490.00-430-00	R&M Equipment			-
.-.-.-490.00-580-00	Meals & Lodging			-
2.17-465.00-490.00-615-00	Other Materials and Services	22,652	(11,634)	11,018
2.17-465.00-490.00-588-00	IGS to Vehicle Replacement	-	37,134	37,134
.-.-.-490.00-741-00	Capital Outlay-Machinery & Equip			-
.-.-.-490.00-600-00	Supplies - Office			-
.-.-.-490.00-606-00	Event Food Supplies			-
.-.-.-490.00-	Other M&S	-	-	-
	<b>Total Materials &amp; Services</b>	22,652	25,500	48,152
<b>Debt, Capital, Transfers</b>				
.-.-.-490.00-847-00	Debt Interest Payments			-
.-.-.-490.00-849-00	Debt Principal Payments			-
	Reserve for Future Expenditure			-
	Capital Outlay - Motor Vehicle	-		-
.-.-.-490.00-745-00	Capital Outlay			-
	Tran To -	-		-
.-.-.-491.-.-.-00	Tran To			-
	Tran To (use 492 for Tran within a Fund)			-
	<b>Total Expenditures</b>	22,652	25,500	48,152
Total Change should = 0 >>				
Note: Total change should = 0, or Total Revenue change should match Total Expense change.				
Prepared By Frank Jerome		Date 8/9/2023		
Elected Official or Department Head		Date 8/9/23		
Approved By		Date		
Liasion Commissioner		Supp #13		



**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>

**\*\*IMPORTANT NOTICE\*\*****NEW MAILING ADDRESS****PLEASE REMIT PAYMENT TO:****GOVPILOT 204 E MAIN STREET MANASQUAN NJ 08736****FROM**GOVPILOT  
204 E. MAIN STREET  
MANASQUAN NJ 08736**BILL TO**Curry County OR  
94235 Moore Street  
Gold Beach, OR 97444

<b>INVOICE NUMBER</b>	2023-1640
<b>DATE</b>	07/01/2023
<b>TERMS</b>	Due on receipt
<b>DUE DATE</b>	07/01/2023
<b>AMOUNT DUE (USD)</b>	<b>\$ 20,000.00</b>

**DESCRIPTION****AMOUNT**

Annual Account Subscription invoice for the period 07/01/2023 through 06/30/2024.

\$20,000.00

**AMOUNT DUE (USD)****\$ 20,000.00**

PLEASE MAKE CHECKS PAYABLE TO: GOVPILOT LLC

REFERENCE INVOICE NUMBER ON CHECK



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

Agenda Date:		Agenda Item Title:	
September 6, 2023		Establishing a Fee on Recorded Documents and Instruments for Public	
Time Needed:		Land Corner Preservation Fund	
10 Minutes			
Financial Impact:		Description and Background:	
Increase in revenue of approximately twenty-five thousand dollars.		Since 1986, Curry County has applied fees eligible for collection under ORS 203.148 (2) to only certain recorded documents and instruments. Said fee is necessary to adequately maintain Public Land Survey System Corners by the County Surveyor. If this item is approved, a fee of \$10.00 shall now apply to <b>all</b> documents and instruments recorded under ORS 205.130 (2) for ORS 203.148 (2).	
Category:		<p>The application of said fee to <b>all</b> documents and instruments is necessary for the common good and order of real property through the maintenance of Public Land Survey System Corners by the County Surveyor.</p> <p>This fee will be used by the County Surveyor in their duties of maintaining Public Land Survey System Corners for the citizens and real property of Curry County.</p>	
<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:			
<p>Approve the collection of a \$10.00 fee on recorded documents and instruments to support the County Surveyor's duties in relation to the maintenance of Public Land Survey System Corners as provided by ORS 203.148(2).</p>			
Attachments:		Instructions Once Approved:	
1. Order		Forward to County Clerk and County Surveyor.	
Contact Person – Name and Department:			Date Submitted:
Scott Fein, County Surveyor			8/21/2023

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

**In the Matter of an Order Establishing a )  
Fee for Recording Instruments and ) ORDER NO. \_\_\_\_\_  
Documents )  
(Public Land Corner Preservation Fund) )**

**WHEREAS**, ORS 203.148(2) authorizes a County governing body to establish by order or resolution a fee not exceeding \$10.00 for recording instruments and documents under ORS 205.130(2), in addition to any other fee charged by the County Clerk.

**WHEREAS**, since 1986, Curry County has only applied said fee to certain documents and instruments recorded under ORS 205.130 (2); and

**WHEREAS**, it is reasonable and necessary to collect the \$10 fee on all instruments and documents under ORS 205.130 (2) in order to adequately maintain the Public Land Survey System Corners.

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

1. The fee provided for in ORS 203.148 (2) be applied to all documents and instruments recorded under ORS 205.130 (2) at a fee of \$10.00 per document or instrument, except those specifically exempted by ORS 205.130.
2. All funds collected through the \$10.00 fee authorized by ORS 203.148 must be deposited with the County Treasurer at least once a month to be credited to the Public Land Corner Preservation Fund.
3. Funds deposited into the Public Land Corner Preservation Fund must only be used to pay expenses incurred and authorized by the County Surveyor in the establishment, reestablishment and maintenance of corners of government surveys under ORS 209.070 (5) and (6).
4. The County Clerk may deduct five percent (5%) of such fee to reimburse the County Clerk's office for its services in collecting the fee with the remainder of each such fee to expressly go to the County Surveyor's office.

**DATED** this \_\_\_\_ day of \_\_\_\_\_ 2023.

**BOARD OF CURRY COUNTY COMMISSIONERS**

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

Approved as to Form:

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

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

\_\_\_\_\_  
Jay Trost, Commissioner  
37



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

<b>Agenda Date:</b>	<b>Agenda Item Title:</b>	
September 6, 2023	Establishing a Fee on Recorded Documents and Instruments for County	
<b>Time Needed:</b>	Surveyor Services	
10 Minutes		
<b>Financial Impact:</b>	<b>Description and Background:</b>	
Increase in revenue of approximately fifty thousand dollars.	Chapter 209 of Oregon Revised Statutes (ORS) requires the County Surveyor to secure, maintain and make publicly available all records in Curry County which are the foundation for all land ownership, land division, and location of real property in the County. These records date back to 1850 and are still valid and relied upon today. This ORS is an unfunded mandate, and no revenue or resources are provided by the State to the County Surveyor to perform these services. The County Surveyor performs functions such as preserving and managing survey records, land records, and plats, and providing indexes and copies of records to the public and the courts which are services essential to all citizens of Curry County and are important to the operation of many county departments. It would be unduly burdensome to charge only property owners and others directly using the County Surveyor's services for the full cost of those services and such charges could harm the economic well-being of appropriate land development and of the local economy generally.	
<b>Category:</b>	<p>This fee will provide a dedicated source of revenue for the unfunded statutory mandates of the County Surveyor, benefiting the citizens and real property of Curry County.</p>	
<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 collection of a \$15.00 fee on recorded documents and instruments in order to support the County Surveyor in the provision of their duties as allowed by ORS Chapter 209.		
<b>Attachments:</b>	<b>Instructions Once Approved:</b>	
1. Order	Forward to County Clerk and County Surveyor.	
<b>Contact Person – Name and Department:</b>		<b>Date Submitted:</b>
Scott Fein, County Surveyor		8/21/2023



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

**In the Matter of an Order Establishing a        )**  
**Fee on Recorded Documents and        )**     **ORDER NO. \_\_\_\_\_**  
**Instruments for County Surveyor Services    )**

**WHEREAS**, Chapter 209 of the Oregon Revised Statutes (ORS) requires the County Surveyor secure, maintain and make publicly available all records in Curry County which are the foundation for all land ownership, land division, and location of real property in the County dating back to 1850 and which are still valid and relied upon today; and

**WHEREAS**, this ORS is an unfunded mandate and does not provide any revenue or resources to the County Surveyor to perform these services; and

**WHEREAS**, the County Surveyor performs functions such as preserving and managing survey records, land records, and plats, and providing indexes and copies of records to the public and the courts which are services essential to all citizens of Curry County and are important to the operation of many County departments; and

**WHEREAS**, it would be unduly burdensome to charge only property owners and others directly using the County Surveyor's services for the full cost of those services and such charges could harm the economic well-being of appropriate land development and of the local economy generally; and

**WHEREAS**, it has been determined that the County Clerk should charge a reasonable and modest County Surveyor Services Fee of \$15.00 on all documents and instruments to be filed or recorded by the County Clerk under ORS 205.130, except for those exempted by ORS 205.130.

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

1. A fee of \$15.00 per document or instrument shall be collected by the County Clerk and deposited on a monthly basis into the account of the County Surveyor and shall be expressly dedicated to the office of the County Surveyor and must be used to solely pay expenses incurred and authorized by the County Surveyor in the duties of the County Surveyor under ORS Chapter 209.
2. The County Clerk may deduct five percent (5%) of such fee to reimburse the County Clerk's office for its services in collecting the fee with the remainder of each such fee to expressly go to the County Surveyor's office.

**DATED** this \_\_\_\_day of \_\_\_\_\_2023.

**BOARD OF CURRY COUNTY COMMISSIONERS**

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John Herzog, Chair

Approved as to Form:

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Brad Alcorn, Vice Chair

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

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Jay Trost, Commissioner



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

<b>Agenda Date:</b>	<b>Agenda Item Title:</b>	
9/6/23	Striping Chip Sealed Roads - Quote Award	
<b>Time Needed:</b>		
<b>Financial Impact:</b>	<b>Description and Background:</b>	
\$66,820.00	<p>There are two contractors that provide striping services in our area. Quote requests were sent to both on August 22, 2023 to provide striping on 26 line miles of road with 2 coats of paint. Both responded and the quotes are attached.</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>		
Award striping chip sealed roads project to Hicks Striping and Curbing for the amount of \$66,820		
<b>Attachments:</b>	<b>Instructions Once Approved:</b>	
1. Hicks Striping & Curbing 2. Specialized Pavement Marking 3. Quote Summary 4. 5.		
<b>Contact Person – Name and Department:</b>		<b>Date Submitted:</b>
Rob Schafer, Road Department		8/30/23

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

**In the Matter of an Order Approving a )  
Procurement Award to Hicks Striping and ) ORDER NO. \_\_\_\_\_  
Curbing, LLC )  
(Road Department) )**

**WHEREAS**, pursuant to Curry County Local Contract Review Board Rules, Road Department purchases under \$25,000.00 may be procured without competitive process; and

**WHEREAS**, the County must procure road striping services for recently chip-sealed roads; and

**WHEREAS**, quote requests were sent to two providers of the preferred service because three were not available; and

**WHEREAS**, Hicks Striping and Curbing, LLC provided the most economical quote and is able to provide the preferred service for the sum of \$66,820.00.

**NOW, THEREFORE, IT IS HEREBY ORDERED THAT** the quote of \$66,820.00 from Hicks Striping and Curbing, LLC is accepted; with signature authority for that purchase being assigned to Rob Schafer, Road Department.

**DATED** this 6<sup>th</sup> day of September, 2023.      **BOARD OF CURRY COUNTY COMMISSIONERS**

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

Approved as to Form:

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

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

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

## STRIPING CHIP SEALED ROADS PRICE QUOTE

The undersigned proposes to stripe various chip sealed roads in the North County area described in the Request for Price Quote – Striping Chip Sealed Roads dated August 22, 2023, for the prices listed below. The County reserves the right to make adjustments to quantities.

<u>Quantity</u>	<u>Unit</u>	<u>Description &amp; Unit Price</u>	<u>Total Amount</u>
26	Line Mile	Longitudinal Pavement Markings – Two Coats Paint Complete and in place for the unit price of \$ <u>3,570.00</u> per Line Mile	\$ <u>66,820.00</u>

Anticipated starting date: September 25, 2023

Hicks Striping & Curbing, LLC  
Name of Contractor

PO Box 9127, Brooks, OR 97305  
Street Address or PO Box

Ron Hicks  
Signature

Ron Hicks / General Manager  
Print Name / Title

91-1796826  
Federal Tax Identification Number

Hicks Striping & Curbing, LLC will comply with the provisions of ORS 279C.840  
Contractor

## RESIDENCY INFORMATION FORM

1. Bidder is (circle one)

- a resident bidder
- a non-resident bidder

2. If a resident bidder, enter your Oregon business address:

3720 Brooklake Rd, Salem, OR 97303

Po Box 9127, Brooks, OR 97305

3. If a non-resident bidder, enter state of residency:

\_\_\_\_\_

4. If a non-resident bidder, do you or your firm receive, or are you or your firm eligible for, any preference in the award of contracts with your state or with government bodies in your state? (circle one)

- Yes
- No

a. If yes, state the law or regulation (legal citation preferred).

\_\_\_\_\_

b. Percentage of preference \_\_\_\_\_%

c. If yes, and the preference is not a percentage of bid price, describe the preference.

\_\_\_\_\_

Construction Contractors Board Registration Number 240403

Expiration Date: 04/28/2024

## STRIPING CHIP SEALED ROADS PRICE QUOTE

The undersigned proposes to stripe various chip sealed roads in the North County area described in the Request for Price Quote – Striping Chip Sealed Roads dated August 22, 2023, for the prices listed below. The County reserves the right to make adjustments to quantities.

<u>Quantity</u>	<u>Unit</u>	<u>Description &amp; Unit Price</u>	<u>Total Amount</u>
26	Line Mile	Longitudinal Pavement Markings – Two Coats Paint Complete and in place for the unit price of \$ <u>2,950.00</u> per Line Mile	\$ <u>76,700.00</u>

Anticipated starting date: October 2, 2023

Specialized Pavement Marking, LLC

Name of Contractor

11095 SW Industrial Way, Tualatin, OR 97062

Street Address or PO Box



Signature

Mark Price, President

Print Name / Title

91-1854057

Federal Tax Identification Number

Specialized Pavement Marking, LLC

Contractor

will comply with the provisions of ORS 279C.840

## RESIDENCY INFORMATION FORM

1. Bidder is (circle one)

- a resident bidder
- a non-resident bidder

2. If a resident bidder, enter your Oregon business address:

11095 SW Industrial Way, Tualatin, OR 97062

3. If a non-resident bidder, enter state of residency:

4. If a non-resident bidder, do you or your firm receive, or are you or your firm eligible for, any preference in the award of contracts with your state or with government bodies in your state? (circle one)

- Yes
- No

a. If yes, state the law or regulation (legal citation preferred).

b. Percentage of preference \_\_\_\_\_ %

c. If yes, and the preference is not a percentage of bid price, describe the preference.

Construction Contractors Board Registration Number 238621

Expiration Date: 12/13/2023





**Curry County Road Department**  
28425 Hunter Creek Road  
Gold Beach, OR 97444

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*Phone: (541) 247-7097  
roadinfo@co.curry.or.us*

**STRIPING CHIP SEALED ROADS – 2023**

**QUOTE OPENING: Wednesday, August 30, 2023, 10:00:00 AM**

**QUOTE SUMMARY**

<u>Company</u>	<u>Unit Price</u>	<u>Total Bid</u>
Hicks Striping and Curbing, LLC Brooks, OR	2,570.00 / line mile	\$66,820.00
Specialized Pavement Marking, LLC Tualatin, OR	2,950.00 / line mile	\$76,700.00



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

<b>Agenda Date:</b>		<b>Agenda Item Title:</b>	
September 6, 2023		Siding Installation for Veterans Building - 157 Railroad St, Brookings	
<b>Time Needed:</b>			
<b>Financial Impact:</b>		<b>Description and Background:</b>	
58,000 – Maintenance Building Repair Fund		Curry County Facilities Director received two (2) Bids from Contractors on replacing siding on the outside of the Veterans Building in Brookings. A third contractor was contacted for a bid and declined.	
<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>			
Award Veterans Building siding project to Dustin Watson Construction			
<b>Attachments:</b>		<b>Instructions Once Approved:</b>	
1. Dustin Watson Construction Quote			
2. Sage Bruce Construction Quote			
3. Fristed Roofing declined			
<b>Contact Person – Name and Department:</b>		<b>Date Submitted:</b>	
Charles Buchanan, Facilities/Maintenance Director		8/30/2023	

Dustin Watson  
CCB# 231036  
PO Box 4822  
Brookings, Oregon 97415

Bill	3032
------	------

Date :	7/15/2023
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Sold To:

Jay Trost  
Curry County Commissioner

Jay Trost  
Curry County Commissioner

Job Address :  
  
517 Railroad  
Brookings, Or 97415

517 Railroad  
Brookings, Or 97415

ITEM #	DESCRIPTION	QUANTITY	PRICE	AMOUNT
	Prep and install new James Hardie siding, including all new trim on doors and windows. Rebuild front porch to adequately drain water. Caulk and paint exterior.			\$58,000.00
	All labor and materials provided included in this bid. All material will be in stainless steel. Not to exceed listed amount, unless unforeseen damage is noted during construction.			
	Total Due:			\$58,000.00

**SAGE BRUCE CONSTRUCTION  
INCORPORATED**  
960 Brooke Ln  
Brookings, OR US  
541-661-0985  
sagebruceconstruction@hotmail.c  
om

## Estimate 1059



### ADDRESS

Oregon Coast Community  
517 Rail Road  
Brookings, OR 97415

DATE  
08/10/2023

TOTAL  
\$67,220.00

DATE	ACTIVITY	AMOUNT
	New Windows and Siding installed	
	<b>General</b> Demo and tear out of existing windows - All Doors to stay - All Signage to be taken Down and Put back up after work is done	2,400.00T
	<b>General</b> New windows - Plygem Pro Series / White vinyl - Style to match whats there. - Labor to install	5,850.00T
	<b>General</b> Siding - Install tyvec drain wrap and window flashing done to tyvec specs. - 8 1/4 hardie lap siding cedar mill style.( Siding to match the one finished side). - 1x4 hardie trim - hardie lap siding to be installed on facia to clean up - Hardie soffit installed.	39,720.00T
	<b>General</b> Interior finishing around new windows installed - Sheet rock cut back - Caulked in -no paint	1,500.00T
	<b>General</b> Exterior Painting - Two color option - One trim color - One body color	12,500.00T

DATE	ACTIVITY	AMOUNT
	<b>General</b>	
	New Gutters installed	4,400.00T
	- All old gutters removed and new gutters installed	
	- White Gutters	
	<b>General</b>	
	Disposal Cost and Clean up	850.00T
	<b>SUBTOTAL</b>	67,220.00
	<b>TAX</b>	0.00
	<b>TOTAL</b>	<b>\$67,220.00</b>
		THANK YOU.

Accepted By

Accepted Date

## Charles Buchanan

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**From:** Jonathan J. Trost  
**Sent:** Thursday, July 27, 2023 11:52 AM  
**To:** Charles Buchanan  
**Subject:** Fwd: Veterans building

Defined bid for RR

Get [Outlook for iOS](#)

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**From:** Thomas Fristed <fristedroofer@gmail.com>  
**Sent:** Thursday, July 27, 2023 10:50:47 AM  
**To:** Jonathan J. Trost <trostjo@co.curry.or.us>  
**Subject:** Veterans building

Unfortunately our company is not able to perform the work required at 517 Railroad, in Brookings Oregon. We apologize for any inconvenience but just wanted to be honest and up front. Thank you so much for your consideration.

Sincerely

Thomas Fristed  
Owner

Sent from my iPhone



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

<b>Agenda Date:</b>		<b>Agenda Item Title:</b>	
September 6, 2023 .....		Constitution Week Resolution .....	
<b>Time Needed:</b>			
<b>Financial Impact:</b>		<b>Description and Background:</b>	
		Debbie from the Daughter's of the American Revolution brought this to	
<b>Category:</b>		Chair Herzog. Chair Herzog gives his endorsement to place on the agenda	
<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 Resolution proclaiming September 17-23 as Constitution Week. ....			
<b>Attachments:</b>		<b>Instructions Once Approved:</b>	
1. Resolution			
2. ....			
3. ....			
4. ....			
5. ....			
<b>Contact Person – Name and Department:</b>			<b>Date Submitted:</b>
John Herzog .....			8/31/2023 .....

**In the Matter of a Resolution Proclaiming )  
September 17<sup>th</sup> –23<sup>rd</sup> as Constitution Week ) RESOLUTION NO. \_\_\_\_\_  
)  
)**





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

<b>Agenda Date:</b>		<b>Agenda Item Title:</b>	
9/6/23		2023 Fall Herbicides - Quote Award	
<b>Time Needed:</b>			
<b>Financial Impact:</b>		<b>Description and Background:</b>	
\$10,185.60		Quote requests were sent to three (3) suppliers August 8, 2023, due back August 16, 2023. Only one (1) responded for the supply of herbicides.	
<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 contract award to Nutrien Solutions for the quoted amount \$10,185.60.			
<b>Attachments:</b>		<b>Instructions Once Approved:</b>	
1. Herbicide Quote Summary			
2. Returned Quote			
3.			
4.			
5.			
<b>Contact Person – Name and Department:</b>		<b>Date Submitted:</b>	
Gary Wolford, Road Department		8/23/23	

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

**In the Matter of an Order Approving a )  
Procurement Award to Nutrien Solutions ) ORDER NO. \_\_\_\_\_  
(Road Department) )**

**WHEREAS**, pursuant to Curry County Local Contract Review Board Rules, Road Department purchases under \$25,000.00 may be procured without competitive process; and

**WHEREAS**, the County must purchase herbicides for the seasonal spray schedule; and

**WHEREAS**, quote requests were sent to three suppliers for the preferred herbicide; and

**WHEREAS**, Nutrien Solutions was the only supplier to respond to the quote request and is able to provide the preferred herbicide for \$10,185.60.

**NOW, THEREFORE, IT IS HEREBY ORDERED THAT** the quote of \$10,185.60 from Nutrien Solutions is accepted; with signature authority for that purchase being assigned to Gary Wolford, Road Department.

**DATED** this 6<sup>th</sup> day of September, 2023.      **BOARD OF CURRY COUNTY COMMISSIONERS**

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

Approved as to Form:

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

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

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



**Curry County Road Department**  
28425 Hunter Creek Road  
Gold Beach, Oregon 97444

August 8, 2023

Phone (541) 247-7097  
[roadinfo@co.curry.or.us](mailto:roadinfo@co.curry.or.us)

**REQUEST FOR QUOTATION  
THIS IS NOT AN ORDER**

To: Dennis Capper  
Nutrien Solutions  
205 Tsugawa Court  
Woodland, WA 98674  
360-605-6230

QUOTE DUE:  
Wed. August 16, 2023 11:00 A.M.

DELIVERY: ASAP

Email: [Dennis.Capper@nutrien.com](mailto:Dennis.Capper@nutrien.com)

From: Curry County Road Department  
Gary Wolford  
28425 Hunter Creek Road  
Gold Beach, OR 97444  
541-247-7097

Email: [wolfordg@co.curry.or.us](mailto:wolfordg@co.curry.or.us)

**PLEASE QUOTE ON THE FOLLOWING ITEMS. (NO GENERICS PLEASE.)**

QUANTITY		#	CONTAINER SIZE	DESCRIPTION	UNIT PRICE	NET
120	gals.	4	30 gal.	Garlon 3A	\$63.46	\$7615.20
20	gals.	8	2.5 gal.	Garlon 3A	\$63.46	\$1269.20
					per gal.	
40	gals.	16	2.5 gal.	MSO	\$18.25	\$730.00
					per gal.	
17	lbs.	17	1 lb.	Escort XP	\$2.10	\$571.20
			16 oz.		per oz.	
<b>TOTAL \$</b>						<b>\$10,185.60</b>

F.O.B. 28425 Hunter Creek Road, Gold Beach, Oregon. Shipment can be made in 3-10 days  
from receipt of order.

TERMS NET 30 days

DATE: 8/15/2023

Company Name Nutrien Solutions

OFFICIAL SIGNATURE

*Dennis Capper*

**RETURN THIS QUOTATION TO PURCHASING DEPARTMENT AT ABOVE ADDRESS.**



**Curry County Road Department**  
28425 Hunter Creek Road  
Gold Beach, Oregon 97444

August 8, 2023

Phone (541) 247-7097  
[roadinfo@co.curry.or.us](mailto:roadinfo@co.curry.or.us)

**REQUEST FOR QUOTATION  
THIS IS NOT AN ORDER**

To: Eli Kersh  
Alligare  
1565 5th Avenue  
Opelika, AL 36801  
334-741-9393

Email: [Eli.kersh@alligare.com](mailto:Eli.kersh@alligare.com)

QUOTE DUE:  
Wed. August 16, 2023 11:00 A.M.

DELIVERY: ASAP

From: Curry County Road Department  
Gary Wolford, Vegetation Manager  
28425 Hunter Creek Road  
Gold Beach, OR 97444  
541-247-7097

Email: [wolfordg@co.curry.or.us](mailto:wolfordg@co.curry.or.us)

**PLEASE QUOTE ON THE FOLLOWING ITEMS. (NO GENERICS PLEASE.)**

QUANTITY		#	CONTAINER SIZE	DESCRIPTION	UNIT PRICE	NET
120	gals.	4	30 gal.	Garlon 3A		
20	gals.	8	2.5 gal.	Garlon 3A		
					per gal.	
40	gals.	16	2.5 gal.	MSO		
					per gal.	
17	lbs.	17	1 lb.	Escort XP		
			16 oz.		per oz.	

**TOTAL \$** \_\_\_\_\_

F.O.B. 28425 Hunter Creek Road, Gold Beach, Oregon. Shipment can be made in \_\_\_\_\_ days from receipt of order.

TERMS \_\_\_\_\_ NET \_\_\_\_\_ days

DATE: \_\_\_\_\_

Company Name \_\_\_\_\_

OFFICIAL SIGNATURE \_\_\_\_\_

**RETURN THIS QUOTATION TO PURCHASING DEPARTMENT AT ABOVE ADDRESS.**



**Curry County Road Department**  
28425 Hunter Creek Road  
Gold Beach, Oregon 97444

August 8, 2023

Phone (541) 247-7097  
[roadinfo@co.curry.or.us](mailto:roadinfo@co.curry.or.us)

**REQUEST FOR QUOTATION  
THIS IS NOT AN ORDER**

To: Warren Gawlik  
Wilbur-Ellis Company  
3685 SW Ridder Road  
Wilsonville, OR 97070  
503-570-4276

QUOTE DUE:  
Wed. August 16, 2023 11:00 A.M.

DELIVERY: ASAP

Email: [wgawlik@wilburellis.com](mailto:wgawlik@wilburellis.com)

From: Curry County Road Department  
Gary Wolford  
28425 Hunter Creek Road  
Gold Beach, OR 97444  
541-247-7097

Email: [wolfordg@co.curry.or.us](mailto:wolfordg@co.curry.or.us)

**PLEASE QUOTE ON THE FOLLOWING ITEMS. (NO GENERICS PLEASE.)**

QUANTITY		#	CONTAINER SIZE	DESCRIPTION	UNIT PRICE	NET
120	gals.	4	30 gal.	Garlon 3A		
20	gals.	8	2.5 gal.	Garlon 3A		
					per gal.	
40	gals.	16	2.5 gal.	MSO		
					per gal.	
17	lbs.	17	1 lb.	Escort XP		
			16 oz.		per oz.	

**TOTAL \$** \_\_\_\_\_

F.O.B. 28425 Hunter Creek Road, Gold Beach, Oregon. Shipment can be made in \_\_\_\_\_ days  
from receipt of order.

TERMS \_\_\_\_\_ NET \_\_\_\_\_ days DATE: \_\_\_\_\_

Company Name \_\_\_\_\_

OFFICIAL SIGNATURE \_\_\_\_\_

**RETURN THIS QUOTATION TO PURCHASING DEPARTMENT AT ABOVE ADDRESS.**



**Curry County Road Department**  
28425 Hunter Creek Road  
Gold Beach, Oregon 97444

August 8, 2023

Phone (541) 247-7097  
[roadinfo@co.curry.or.us](mailto:roadinfo@co.curry.or.us)

**REQUEST FOR QUOTATION  
THIS IS NOT AN ORDER**

To: Dennis Capper  
Nutrien Solutions  
205 Tsugawa Court  
Woodland, WA 98674  
360-605-6230

Email: [Dennis.Capper@nutrien.com](mailto:Dennis.Capper@nutrien.com)

QUOTE DUE:  
Wed. August 16, 2023 11:00 A.M.

DELIVERY: ASAP

From: Curry County Road Department  
Gary Wolford  
28425 Hunter Creek Road  
Gold Beach, OR 97444  
541-247-7097

Email: [wolfordg@co.curry.or.us](mailto:wolfordg@co.curry.or.us)

**PLEASE QUOTE ON THE FOLLOWING ITEMS. (NO GENERICS PLEASE.)**

QUANTITY		#	CONTAINER SIZE	DESCRIPTION	UNIT PRICE	NET
120	gals.	4	30 gal.	Garlon 3A		
20	gals.	8	2.5 gal.	Garlon 3A		
					per gal.	
40	gals.	16	2.5 gal.	MSO		
					per gal.	
17	lbs.	17	1 lb.	Escort XP		
			16 oz.		per oz.	

**TOTAL \$** \_\_\_\_\_

F.O.B. 28425 Hunter Creek Road, Gold Beach, Oregon. Shipment can be made in \_\_\_\_\_ days  
from receipt of order.

TERMS \_\_\_\_\_ NET \_\_\_\_\_ days DATE: \_\_\_\_\_

Company Name \_\_\_\_\_

OFFICIAL SIGNATURE \_\_\_\_\_

**RETURN THIS QUOTATION TO PURCHASING DEPARTMENT AT ABOVE ADDRESS.**



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

<b>Agenda Date:</b>	<b>Agenda Item Title:</b>	
9/6/23	Memorandum of Understanding for building services by and between Curry County and the City of Brookings	
<b>Time Needed:</b>		
5 minutes		
<b>Financial Impact:</b>	<b>Description and Background:</b>	
20% increase	Brief summary of the current item, as well as any background or past actions related to the item.	
<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>		
Approval of the proposed amendments to the Memorandum of Understanding for building services between Curry County and the City of Brookings.		
<b>Attachments:</b>	<b>Instructions Once Approved:</b>	
1. Proposed updated MOU	Send with a cover letter to the City of Brookings for signature to formalize amendments.	
2. Current Existing MOU		
3.		
4.		
5.		
<b>Contact Person – Name and Department:</b>		<b>Date Submitted:</b>
Garrett Thomson, Building Division		8/24/23

**MEMORANDUM OF UNDERSTANDING**  
**By and between Curry County and City of Brookings**

This Memorandum of Understanding is made by and between Curry County ("County"), and the City of Brookings ("City"). The parties agree as follows:

1. **TERM:** This Contract shall commence on October 1, 2023, and shall continue until this agreement is cancelled by either party as described in Section 6.
2. **SERVICES:** The County shall provide professional residential and commercial building inspection and plan review services to the City. Services shall include residential structural and mechanical, residential plumbing, manufactured dwellings, commercial structural, commercial mechanical, commercial plumbing, and plan review. Inspection services require a 48 hour notice from the City. The service area is within the city limits of the City of Brookings.
  - 2.1. The County Building Official shall set priority for inspections but shall have requested inspections completed within 48 business hours of receipt barring time out of office.
  - 2.2. The City will provide the County Building Official with a copy of all application forms, report forms, and other related materials to be used in the conduct of City services.
  - 2.3. Except as otherwise specified, all original files and records related to the City's building permit applications shall be retained at the City offices for the term of the agreement.

Acceptance of plan review and/or inspection service requests will be based on availability and determination of any conflicts of interest. Plan review shall be done in order once received.
3. **PAYMENT:** The billing rate for services provided by the County Building Official is \$65.00/ hour for services described in section 2. Plan Review fees shall consist of the entirety of the plan review fees collected by the City but at minimum but shall not be less than \$65.00/ hour. Payments shall be made monthly upon completion of the work and receipt of invoice.
4. **INDEMNIFICATION:** Each party shall defend, indemnify and hold harmless the other party, it's officers, agents and employees, from any and all claims, liabilities, demands, damages, actions or proceedings arising from or related to the negligence, wrongful acts, or omissions in connection with the performance of any services under this contract.
5. **LIABILITY FOR DAMAGE OR INJURY:** The City understands and agrees that the County assumes no responsibility or liability for any damage, injury, or loss resulting from or arising under this agreement at any time. The City hereby waives, releases and discharges the County, its officer agents, and employees from any and all claims, losses, suites, damages, liabilities, and proceedings of any kind or nature which may arise at any time for any damages or injuries to persons or property arising or resulting from activities under this contract. The City of Brookings covenants not to sue or initiate any type of proceeding or claim against Curry County, its officers, agents and employees for any damages, injuries, claims, or losses of any kind resulting from the activities under this contract.
6. **TERMINATION:** Either party may terminate this agreement at any time upon written notice to the other party.



7. **THIRD PARTY BENEFICIARY:** Curry County and the City of Brookings are the only parties to this contract and are the only parties entitled to enforce its terms. Nothing in this contract gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this contract.
8. **NOTICES:** Any notice required by this contract must be given by email or in writing by personal delivery or by certified mail return receipt requested to the following address. Any notice so mailed shall be deemed to be given three (3) days after mailing. Any notice by personal delivery shall be deemed to be given when actually delivered.
- 8.1. Curry County's address for notice is: Ted Fitzgerald, 94235 Moore Street, Suite 123, Gold Beach, OR 97444. [CountyCounsel@co.curry.or.us](mailto:CountyCounsel@co.curry.or.us)
- 8.2. City of Brookings address for notice is: Janell Howard, 898 Elk Drive, Brookings, OR 97415. [jhoward@brookings.or.us](mailto:jhoward@brookings.or.us)
9. **AMENDMENT:** This contract may be amended or modified at any time upon the written agreement of both parties, signed and executed in the same manner as below.
10. **ENTIRE CONTRACT:** This Memorandum of Understanding constitutes the entire agreement between the parties. There are no promises, agreements, conditions or understandings, either oral or written, between the parties other than those set forth in this contract. This Memorandum of Understanding Supersedes and cancels any prior written or verbal agreement between the parties for similar services.

**CURRY COUNTY  
BOARD OF COMMISSIONERS**

**CITY OF BROOKINGS**

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

\_\_\_\_\_  
Janell Howard, City Manager

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

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

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

Approved as to form:

\_\_\_\_\_  
Ted Fitzgerald  
County Legal Counsel

**MEMORANDUM OF UNDERSTANDING**  
**By and between Curry County and City of Brookings**

6119

This Memorandum of Understanding is made by and between Curry County ("County"), and the City of Brookings ("City"). The parties agree as follows:

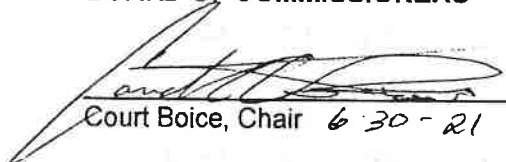
1. **TERM:** This Contract shall commence on June 1, 2021, and shall continue until this agreement is cancelled by either party as described in Section 6.
2. **SERVICES:** Curry County shall provide professional building inspection services to the City. Inspection services shall include residential plumbing, commercial structural, conventional framed residential, commercial plan review, manufactured and residential mechanical inspection services upon a 48 hour notice from the City. The service area is within the city limits of the City of Brookings.
  - 2.1 The City Building Official shall prioritize inspections but shall have requested inspections completed within 48 hours of receipt barring time out of office.
  - 2.2 The City will provide the County Building Inspector with a copy of all application forms, report forms, and other related materials to be used in the conduct of city inspections.
  - 2.3 Except as otherwise provided, all original files and records related to the City's Building Permit applications shall be retained in files at the City offices for the term of the agreement.

Acceptance of work will be based on availability and determination of any conflict of interest.

3. **PAYMENT:** The billing rate for services provided by the County Building Inspector is \$55.00/hour for services described in Section 2. Payment shall be made upon completion of the work and receipt of invoice.
4. **INDEMNIFICATION:** Each party shall defend, indemnify and hold harmless the other party, its officers, agents and employees, from any and all claims, liabilities, demands, damages, actions or proceedings arising from or relating to the negligence, wrongful acts, or omissions in connection with the performance of any services under this contract.
5. **LIABILITY FOR DAMAGE OR INJURY:** City of Brookings understands and agrees that Curry County assumes no responsibility or liability for any damage, injury, or loss resulting from or arising under this agreement at any time. City of Brookings hereby waives, releases, and discharges Curry County, its officers agents, and employees from any and all claims, losses, suits, damages, liabilities, and proceedings of any kind and whatsoever nature which may arise at any time for any damages or injuries to persons or property arising or resulting from activities under this contract. City of Brookings covenants not to sue or initiate any type of proceeding or claim against Curry County, its officers, agents and employees for any damages, injuries, claims, or losses of any kind resulting from the activities under this contract.
6. **TERMINATION:** Either party may terminate this agreement at any time upon written notice to the other party.
7. **THIRD PARTY BENEFICIARY:** Curry County and City of Brookings are the only parties to this contract and are the only parties entitled to enforce its terms. Nothing in this contract gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this contract.


8. **NOTICES:** Any notice required by this contract must be given by email or in writing by personal delivery or by certified mail return receipt requested to the following addresses. Any notice so mailed shall be deemed to be given three (3) days after mailing. Any notice by personal delivery shall be deemed to be given when actually delivered.
- 9.1 Curry County's address for notices is: Brad Rueckert, 94235 Moore Street, Gold Beach, OR. 97444. rueckertb@co.curry.or.us
- 9.2 City of Brookings address for notices is: Janell Howard, 898 Elk Dr. Brookings, OR. 97415. jhoward@brookings.or.us
9. **AMENDMENT:** This contract may be amended or modified at any time upon the written agreement of both parties, signed and executed in the same manner as below.
10. **ENTIRE CONTRACT:** This Memorandum of Understanding constitutes the entire agreement between the parties. There are no promises, agreements, conditions or understandings, either oral or written, between the parties other than those set forth in this contract. This Memorandum of Understanding supersedes and cancels any prior written or verbal agreement between the parties for similar services.

**CURRY COUNTY  
BOARD OF COMMISSIONERS**

  
Court Boice, Chair 6-30-21

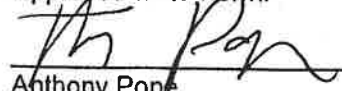
**Absent At Signing**

John Herzog, Vice-Chair

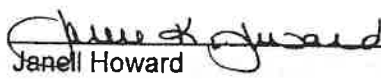
  
Christopher Paasch, Commissioner

Date: 6/30/21

Approved as to Form:

  
Anthony Pope  
County Legal Counsel

**CITY OF BROOKINGS**

  
Janell Howard  
City Administrator