

**Josephine County Board of Commissioners**  
**Cherryl Walker, Chair; Keith Heck, Vice Chair; and Simon G. Hare, Commissioner**  
*Anne G. Basker Auditorium*  
*600-N.W. Sixth Street, Grants Pass, Oregon*

**WEEKLY BUSINESS SESSION**

**Agenda**

**November 9, 2016, 5:30 p.m.**

1. **PROCLAMATION:**
  - a. **In the Matter of Proclaiming November 9, 2016 as the 51<sup>st</sup> Anniversary of The Vietnam War**
2. **PUBLIC HEARING FOR ORDER NO. 2016-050; IN THE MATTER OF UNIFORM PROCEDURE FOR SETTING FEES CHARGED BY COUNTY: ANIMAL SHELTER – VARIOUS FEES; ASSESSOR – VARIOUS FEES; PARKS – VARIOUS FEES; PUBLIC WORKS – VARIOUS FEES; SHERIFF – VARIOUS FEES; SURVEYOR – VARIOUS FEES**
3. **PUBLIC HEARING FOR ORDER NO. 2016-051; IN THE MATTER OF UNIFORM PROCEDURE FOR SETTING FEES CHARGED BY COUNTY: COMMUNITY DEVELOPMENT – VARIOUS FEES**
4. **ADMINISTRATIVE ACTION(S) IN CONSIDERATION OF:**
  - a. **Approval of Order No. 2016-048; In the Matter of the Regular Weekly Business Meeting of the Board of County Commissioners for the Week of November 14, 2016**
  - b. **Approval of Order No. 2016-050; In the Matter of Uniform Procedure for Setting Fees Charged by County: Animal Shelter – Various Fees; Assessor – Various Fees; Parks – Various Fees; Public Works – Various Fees; Sheriff – Various Fees; Surveyor – Various Fees, Adopting Fee Schedule**
  - c. **Approval of Order No. 2016-051; In the Matter of Uniform Procedure for Setting Fees Charged by County: Community Development – Various Fees, Adopting Fee Schedule**
  - d. **Approval of Order No. 2016-052; In the Matter of Repeal of Administrative Policy and Procedure F-5: *Public Disclosure and Exceptions*, and Adoption of Replacement Policy F-5: *Public Records Requests*; and Designation of Public Records Officer**
5. **REQUESTS/COMMENTS FROM CITIZENS: (Each person will be given three (3) minutes to speak)**
6. **APPROVAL OF CONSENT CALENDAR:**
  - a. **Minutes (Draft minutes are available for viewing in the Board's Office)**  
**City/County Quarterly Update – October 18, 2016**  
**Weekly Business Session – October 19, 2016**  
**Executive Session (Open Session) – October 26, 2016**  
**County Administration Workshop – October 27, 2016**
  - b. **Three Mill Timber Sale Contract 2013T-1 Modification #2 between Josephine County and James M. and Clint Croff Logging**
  - c. **Butte 2 Timber Sale Contract 2013T-6 Modification #2 between Josephine County and Murphy Company**
7. **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.”)**
8. **MATTERS FROM COMMISSIONERS:**

The Board requests that you follow the rules and procedures for meetings as described in ORDINANCE 92-27, SECTION 7 Meetings shall at all times be orderly and respectful. When permitted, each person shall be given three (3) minutes to speak or such other longer time as may be allowed by the presiding officer. No person shall be heard until he or she states their name and address for the record. The presiding officer may terminate the meeting when necessary or refuse to recognize anyone who:

- a. Is disorderly, abusive or disruptive;
- b. Takes part in or encourages audience demonstrations, such as applause, cheering, display of signs, shouting or other conduct disruptive of the meeting;
- c. Speaks without first receiving recognition from the presiding officer and stating his or her full name and address (when requested); or
- d. Presents irrelevant, immaterial or repetitious comments.

**If special physical or language accommodations are needed for this Public Session, please notify the Commissioners' Office at (541) 474-5221 at least 48-hours prior to Session. TDD (Hearing-Impaired) 1-800-735-2900.**

*Before the Board of County Commissioners  
for Josephine County  
STATE OF OREGON*

*In the Matter of Proclaiming  
November 9, 2016 as the  
51st Anniversary of  
The Vietnam War*



- Whereas,* Fifty one years ago on the eighth of March 1965, President Lyndon Johnson sent 3,500 Marines to Da Nang, Vietnam to advise and protect our U. S. airbase from a North Vietnam (National Liberation Front) attack and signaled the turning point with increased U. S. Forces in Vietnam; and
- Whereas,* more than 80,000 American troops were sent to South Vietnam by year-end, peaking by the end of 1969 with more than 543,000 servicemen and women in country; and
- Whereas,* over three million Americans served in the Vietnam War and 58,300 American members of our Armed Forces, eight of these women, sacrificed their lives endeavoring to bring peace, compassion, and protection; and
- Whereas,* about 14 names of Oregonians living in Josephine County were inscribed on the Vietnam Veterans Memorial Wall in Washington, D. C. to honor or commemorate the loss of their lives in Vietnam or directly from physical injuries therein; and
- Whereas,* many of our soldiers, marines, sailors, airmen returning from Vietnam were not welcomed home as true patriots; and
- Whereas,* our Vietnam Veterans served with honor, courage, and sacrifice.

*Now, Therefore, Be It Resolved,* that the Josephine County Board of Commissioners does hereby recognize the courage and sacrifice of Vietnam Veterans by proclaiming the day of November 9, 2016 as the *51<sup>ST</sup> ANNIVERSARY OF THE VIETMAN WAR* in Josephine County and encourages all citizens to join in this observance. Our Vietnam War veterans served our country well while coming to the aid of another nation.

*Done and Dated this 9th Day of November, 2016*

*JOSEPHINE COUNTY BOARD OF COMMISSIONERS*

*Cherryl Walker, Chair*

*K. O. Heck, Vice Chair*

*Simon G. Hare, Commissioner*



**BEFORE THE BOARD OF COUNTY COMMISSIONERS FOR  
JOSEPHINE COUNTY, STATE OF OREGON**

In the Matter of the Regular Weekly Business            )  
Meeting of the Board of County Commissioners        )  
For the Week of November 14, 2016                    )            **Order No. 2016 - 048**

WHEREAS, Ordinance 92-27, amended by Ordinance 2005-003, prescribes the rules and procedures for meetings of the Board of County Commissioners; and

WHEREAS, because no Board quorum will exist in Josephine County for the period of November 14, 2016 through November 18, 2016, the Board of Commissioners has determined that an adjustment is necessary to its regularly scheduled Weekly Business Session; now, therefore

IT IS HEREBY ORDERED that, the Board of County Commissioners will not hold a regular Weekly Business Session meeting during the week of November 14, 2016 through November 18, 2016.

DONE AND DATED this 9<sup>th</sup> day of November 2016.

**JOSEPHINE COUNTY  
BOARD OF COMMISSIONERS**

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*Cherryl Walker, Chair*

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*K.O. Heck, Vice-Chair*

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*Simon G. Hare, Commissioner*



**BEFORE THE BOARD OF COMMISSIONERS FOR JOSEPHINE COUNTY  
STATE OF OREGON**

In the Matter of Uniform Procedure for )  
Setting Fees Charged by County: )  
Animal Shelter – Various Fees, Assessor – Various Fees )  
Parks – Various Fees, Public Works – Various Fees )  
Sheriff – Various Fees, Surveyor – Various Fees )  
**Adopting Fee Schedules** )

**ORDER NO. 2016-050**

WHEREAS, at the May 16, 2000 election, the voters of Josephine County approved County Measure 17.73 (Board of County Commissioners Order No. 2000-25 dated March 13, 2000) establishing a uniform procedure for setting fees charged by Josephine County in compliance with the Josephine County Charter; and

WHEREAS, the Board of Commissioners, by Order No. 2016-047, set a time and place for a hearing to allow public comment prior to adopting fee schedules for certain County programs: and

WHEREAS, following due and proper notice, the Board of Commissioners, having heard this matter at 5:30 p.m. on Wednesday, November 9, 2016 at a public hearing on the proposed fees does make the following FINDINGS:

(1) The proposed fees, as set out in the Exhibits attached hereto, for the following County programs: Animal Shelter; Assessor; Parks; Public Works; Sheriff; and Surveyor, are consistent with the intent of the measure establishing a uniform procedure for setting fees charged by the County; the provision of the services will be borne by the users of the services and not by the taxpayers and general fund of Josephine County; and

(2) The cost of the proposed fees is calculated to cover the cost of providing the services and administration of the programs directly related to the proposed fees.

NOW, THEREFORE, IT IS HEREBY ORDERED as follows:

1) The Board of Commissioners declares its approval of the fee schedules, as set out in the Exhibits attached hereto, for the following County programs:

- a) Animal Shelter (Exhibit “A” attached hereto);
- b) Assessor (Exhibit “B” attached hereto);
- c) Parks (Exhibit “C” attached hereto);
- d) Public Works (Exhibit “D” attached hereto);
- e) Sheriff (Exhibit “E” attached hereto);
- f) Surveyor (Exhibit “F” attached hereto).

2) The fees established hereunder shall be effective January 1, 2017.

DATED this 9<sup>th</sup> day of November, 2016

JOSEPHINE COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
*Cherryl Walker, Chair*

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*K. O. Heck, Vice-Chair*

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*Simon G. Hare, Commissioner*

**Summary of Fee Changes  
Animal Shelter**

Fee Description	Current Fee	Cost of Service	Proposed Fee	Current Revenue	Estimated New Revenue
1 - Dog license, altered - 2 years	none	*	\$38	Does not exist	See attached
2 - Dog license, altered - 3 years	none	*	\$56	Does not exist	See attached
3 - Dog license, unaltered - 2 years	none	*	\$78	Does not exist	See attached
4 - Dog license, unaltered - 3 years	none	*	\$116	Does not exist	See attached
5 - Kitten (under 4 months) adoption	\$50	\$110	\$75	\$9,000	\$13,500
6 - Impound fee, 2nd offense	\$200	**	\$100	\$2,400	\$1,200
7 - Impound fee, 3rd offense	none	**	\$200	Does not exist	\$2,400
8 - First impound + 24 hour boarding fee for animals with c	\$45+\$30	**	\$0	\$450	\$0
9 - Small animal adoption	none	\$5-20	\$10	Does not exist	\$400
10 - Small animal surrender	none	\$5-20	\$15	Does not exist	\$675
11 - Livestock Adoption	none	**	\$5-\$250	Does not exist	\$250

Note: Current annual revenues based off monthly average from September 2016

Note: Explanations in attachment

**Summary of Fee Changes  
Assessor's Office**

**ASSESSOR'S OFFICE PROPOSED FEE REQUEST TO BE EFFECTIVE JAN 1, 2017**

<b>Fee Description</b>	<b>Current Fee per lot</b>	<b>Cost of Service per lot</b>	<b>Proposed Fee per lot</b>	<b>Current Revenue (FY 2015-2016)</b>	<b>Estimated New Revenue</b>
*Assessor Subdivision and Partition Plat processing fee	\$ 30.00	\$ 54.90	\$ 50.00	\$ 5,850.00	\$ 3,900.00

\*referred to as subdivision/partition plat filing fee per BCC order 2014-40  
change in description to more accurately describe

<b>FOR COMPARISON</b>		
<b>FEE CHARGED BY OTHER OREGON COUNTIES</b>		
Jackson County \$92 per lot	Klamath \$40 per lot	Coos \$50 per lot
		Benton \$75 + \$5/parcel

## Summary of Fee Changes Parks Department

Fee Description	Current Fee	Cost of Service	Proposed Fee	Current Revenue	Estimated New Revenue
<b>ANNUAL DAY USE PARKING PASS</b>					
Commercial ADUP	\$ 30.00		Eliminate	\$ 3,000.00	\$ 0.00
Transferable ADUP	\$ 0.00		\$ 55.00	\$ 0.00	\$ 3,000.00
<p>Currently, ADUPs are available to the public as affixed passes where the public must purchase one per vehicle. Commercial passes are transferable, but can only be used by businesses - they are unpopular and less than 100 are sold per year. The Parks department has an overwhelming amount of requests for transferable passes for households with multiple vehicles. Parks proposes eliminating Commercial Passes and adding Transferable Passes.</p> <p style="text-align: center;"><i>Prediction for revenue is unknown, but we believe should have little impact.</i></p>					
<b>SHELTER RESERVATION FEE</b>					
<p><i>Shelter Fee Shown = Reservation Fee + \$6 Admin Fee. Admin Fee moving forward will only be charged if changes are made after the original reservation. Note: Parks is REDUCING the price of reserving shelters, some by \$1 others by up to \$31 based on reservation history.</i></p>					
Griffin Park Shelter	\$ 81.00		\$ 75.00	\$ 2,127.00	\$ 2,025.00
Indian Mary Shelter	\$ 181.00		\$ 180.00	\$ 4,959.50	\$ 4,950.00
Indian Mary Area A	\$ 56.00		\$ 55.00	\$ 610.00	\$ 605.00
Indian Mary Area B	\$ 56.00		\$ 55.00	\$ 498.00	\$ 495.00
Lake Selmac Trout	\$ 181.00		\$ 155.00	\$ 905.00	\$ 775.00
Lake Selmac Bass	\$ 106.00		\$ 105.00	\$ 742.00	\$ 735.00
Lake Selmac Bluegill	\$ 81.00		\$ 75.00	\$ 243.00	\$ 225.00
Lake Selmac Ball Field	\$ 41.00		\$ 40.00	\$ 0.00	\$ 0.00
Schroeder Shelter	\$ 41.00		\$ 50.00	\$ 405.00	\$ 250.00
Schroeder Ball Field	\$ 41.00		\$ 40.00	\$ 76.00	\$ 80.00
Tom Pearce #1	\$ 156.00		\$ 155.00	\$ 4,290.00	\$ 4,262.50
Tom Pearce #2	\$ 156.00		\$ 155.00	\$ 4,056.00	\$ 4,030.00
Tom Pearce #3	\$ 106.00		\$ 105.00	\$ 424.00	\$ 420.00
Tom Pearce Ball Field	\$ 41.00		\$ 40.00	\$ 76.00	\$ 80.00
Whitehorse Shelter	\$ 106.00		\$ 105.00	\$ 848.00	\$ 840.00
Wolf Creek Shelter	\$ 56.00		\$ 50.00	\$ 0.00	\$ 0.00
<p>Shelter Reservations don't have a firm "cost of service" as they are already there in the park. Items that contribute include: trash service, electricity service, gazebo preparation and departure cleaning. Gazebo price is calculated mainly on the size of the gazebo, but other factors such as available amenities and demand for use are also included.</p>					
<b>INDIAN MARY SEASONAL RATES: May 15 - September 15</b>					
Tent Sites	\$ 20.00		\$ 25.00	Best Estimate Current	
Partial Hook Ups	\$ 25.00		\$ 30.00	Seasonal Revenue	
Full Hook Ups	\$ 30.00		\$ 35.00	Projected Increase	
Group Site	\$ 40.00		\$ 45.00	\$148,000	\$ 24,530.00
Yurt	\$ 40.00		\$ 45.00		
<p>For peak-season, parks has 3 full-time paid staff to keep up with demand (costing about \$27,000). Additional services are needed in peak season, but increased costs correlate directly to the increase of revenue from the number of sites being reserved: including toilet paper, trash bags, trash collection services and electric service. Indian Mary Park is often fully reserved on weekends through peak-season.</p>					

## Summary of Fee Changes Public Works

Fee Description	Current Fee	Cost of Service	Proposed Fee	Current Revenue	Estimated New Revenue	Notes
Driveway Approach	\$ 160.00	\$ 192.00	\$ 190.00	\$ 25,290.00	\$ 30,020.00	Fees have not been increased since 2009.
Road Encroachment	\$ 65.00	\$ 134.00	\$ 130.00	\$ 585.00	\$ 1,170.00	Fees have not been increased since 2009.
Subdivision Pre-Application	\$ 180.00	\$ 442.00	\$ 270.00	\$ 360.00	\$ 540.00	
Subdivision Application	\$ 150.00	\$ 390.00	\$ 225.00	\$ 155.00	\$ 225.00	
Partitions Pre-Application	\$ 120.00	\$ 276.00	\$ 180.00	\$ 562.50	\$ 900.00	
Partitions Application	\$ 60.00	\$ 131.00	\$ 90.00	\$ 236.25	\$ 405.00	
Site Plans Pre-Application	\$ 110.00	\$ 270.00	\$ 165.00	\$ 1,815.00	\$ 3,630.00	
Site Plans Application	\$ 130.00	\$ 331.00	\$ 195.00	\$ 455.00	\$ 682.00	
Comp Plan Zone Change	\$ 110.00	\$ 270.00	\$ 165.00	\$ -	\$ 495.00	New fee -
Development Construction Plan Review**	\$ 260.00	\$ 613.00	\$ 390.00	\$ 128.75	\$ 130.00	
Development Construction Inspection**	\$1,350.00	\$2,918.00	\$ 2,025.00	\$ 668.75	\$ 675.00	

\*\*Development Construction Plan Review and Development Construction Inspection, we are currently at 50% of estimated 'typical' cost (actually more like 40%, since those fees were based on 2009 wages). DCI in particular, could easily range from 30 to 50 hours, depending on the number of lots in a development. We are proposing to double those fees, so we will likely be closer to 90% of a 'typical' development. However, these 2 items are still infrequent enough, and variable enough, that any single case likely won't match our fees very closely.

Exhibit D  
Order No. 2016-050



Summary of Fee Changes  
County Surveyor

Josephine County Surveyor Proposed Fee Adjustments for January 1, 2017  
(Showing only changes or additions to our current fee schedule)

Fee Description	Current Fee	Cost of Service	Proposed Fee	Current Revenue	Estimated New Revenue	
<b>Map of Survey</b>						
filing fee (1st page)	\$ 150.00	\$ 175.00	\$ 175.00	\$ 11,250.00	\$ 13,125.00	based on 75 filed/year
additional pages (after 1st page)	\$ 20.00	\$ 25.00	\$ 25.00	\$ 1,000.00	\$ 1,250.00	based on 50 per year
separate narrative	\$ 20.00	\$ 25.00	\$ 25.00	\$ 40.00	\$ 50.00	based on 2 per year
<b>Partition Plat/PLA</b>						
filing fee (all plats--1st page)	\$ 150.00	\$ 175.00	\$ 175.00	\$ 10,500.00	\$ 12,250.00	based on 70 per year
review/checking	\$ 250.00	\$ 275.00	\$ 275.00	\$ 17,500.00	\$ 19,250.00	based on 70 per year
additional pages (after 1st page)	\$ 20.00	\$ 25.00	\$ 25.00	\$ 1,200.00	\$ 1,500.00	based on 60 per year
<b>Partition Plat w/Road</b>						
filing fee (all plats--1st page)	\$ 150.00	\$ 175.00	\$ 175.00	\$ 150.00	\$ 175.00	based on 1 per year
review/checking	\$ 350.00	\$ 450.00	\$ 450.00	\$ 350.00	\$ 450.00	based on 1 per year
additional pages (after 1st page)	\$ 15.00	\$ 20.00	\$ 20.00	\$ 15.00	\$ 20.00	based on 1 per year
<b>Subdivision (pre-monumented)</b>						
filing fee (all plats--1st page)	\$ 175.00	\$ 200.00	\$ 200.00	\$ 875.00	\$ 1,000.00	based on 5 per year
additional pages after 1st page	\$ 20.00	\$ 25.00	\$ 25.00	\$ 100.00	\$ 125.00	based on 5 per year
review/checking	\$ 500.00	\$ 550.00	\$ 550.00	\$ 2,500.00	\$ 2,750.00	based on 5 per year
additional per lot	\$ 60.00	\$ 100.00	\$ 100.00	\$ 3,000.00	\$ 5,000.00	based on 10 lots/subd
<b>Subdivision (post-monumented)</b>						
<i>(See explanatory note below)</i>						
filing fee (all plats--1st page)	\$ 200.00	\$ 300.00	\$ 300.00	\$ 200.00	\$ 300.00	based on 1 per year
additional pages (after 1st page)	\$ 20.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	based on 1 per year
review/checking	\$ 900.00	\$ 1,200.00	\$ 1,200.00	\$ 900.00	\$ 1,200.00	based on 1 per year
additional per lot	\$ 75.00	\$ 120.00	\$ 120.00	\$ 750.00	\$ 1,200.00	based on 10 lots/subd
<b>Condominium</b>						
filing fee (all plats--1st page)	\$ 200.00	\$ 250.00	\$ 250.00	\$ 200.00	\$ 250.00	based on 1 per year
additional pages (after 1st page)	\$ 20.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 50.00	based on 2 per year
review/checking	\$ 600.00	\$ 650.00	\$ 650.00	\$ 600.00	\$ 650.00	based on 1 per year
additional per lot or unit	\$ 75.00	\$ 85.00	\$ 85.00	\$ 750.00	\$ 850.00	based on 10 lots/condo
<b>Add'l checking fee/hr (min. chg.)</b> <i>(For maps &amp; plats)</i>	\$ 32.00	\$ 87.00	\$ 87.00	\$ 640.00	\$ 1,740.00	based on 20 per year
<b>Affidavit of Correction</b>	\$ 75.00	\$ 87.00	\$ 87.00	\$ 150.00	\$ 174.00	based on 2 per year
<b>Post-Monumentation Affidavit</b>	\$ 75.00	\$ 87.00	\$ 87.00	\$ 75.00	\$ 87.00	based on 1 per year
<b>Certification of Document</b>	\$ -	\$ 50.00	\$ 50.00	\$ -	\$ 200.00	based on 4 per year
<b>Copies of survey, plats</b>						
<i>Additional pages</i>	\$ 3.00	\$ 4.00	\$ 4.00	\$ 1,500.00	\$ 2,000.00	based on 500/year
<b>Printing &amp; Copying (new fees)</b>						
<b>Photocopies (B&amp;W)</b>						
color print (custom) 18x24	\$ -	\$ 32.00	\$ 32.00	\$ -	\$ 320.00	based on 10/year
color print (std) 18x24	\$ -	\$ 16.00	\$ 16.00	\$ -	\$ 160.00	based on 10/year
color print (custom) 24x36	\$ -	\$ 52.00	\$ 52.00	\$ -	\$ 520.00	based on 10/year
color print (std) 24x36	\$ -	\$ 24.00	\$ 24.00	\$ -	\$ 240.00	based on 10/year
color print (custom) 36x42	\$ -	\$ 64.00	\$ 64.00	\$ -	\$ 320.00	based on 5/year
color print (std) 36x42	\$ -	\$ 28.00	\$ 28.00	\$ -	\$ 140.00	based on 5/year
B&W print (custom) 18x24	\$ -	\$ 16.00	\$ 16.00	\$ -	\$ 80.00	based on 5/year
B&W print (custom) 24x36	\$ -	\$ 28.00	\$ 28.00	\$ -	\$ 140.00	based on 5/year
B&W print (custom) 36x42	\$ -	\$ 32.00	\$ 32.00	\$ -	\$ 160.00	based on 5/year
	<b>\$ 4,155.00</b>	<b>\$ 5,482.00</b>	<b>\$ 5,482.00</b>	<b>\$ 54,295.00</b>	<b>\$ 67,751.00</b>	

**Post-Monumented Subdivision Plats (deferred monumentation):**

A post-monumentation guarantee (cash deposit) pursuant to ORS 92.065 in an amount equal to 120% of the estimated cost of the County to perform the work for the remaining monumentation, will be collected prior to the County Surveyor signing the final plat. Monies collected will be held in a County account established for such purpose and will be refunded (less any County Costs) to the depositor upon successful completion of the required post-monumentation per the final plat.



**BEFORE THE BOARD OF COMMISSIONERS FOR JOSEPHINE COUNTY  
STATE OF OREGON**

In the Matter of Uniform Procedure for )  
Setting Fees Charged by County: )  
Community Development – Various Fees )  
**Adopting Fee Schedule** )

**ORDER NO. 2016-051**

WHEREAS, at the May 16, 2000 election, the voters of Josephine County approved County Measure 17.73 (Board of County Commissioners Order No. 2000-25 dated March 13, 2000) establishing a uniform procedure for setting fees charged by Josephine County in compliance with the Josephine County Charter; and

WHEREAS, the Board of Commissioners, by Order No. 2016-047, set a time and place for a hearing to allow public comment prior to adopting fee schedules for certain County programs: and

WHEREAS, following due and proper notice, the Board of Commissioners, having heard this matter at 5:30 p.m. on Wednesday, November 9, 2016 at a public hearing on the proposed fees does make the following FINDINGS:

(1) The proposed fees, as set out in the Exhibit attached hereto, for the following County programs: Community Development are consistent with the intent of the measure establishing a uniform procedure for setting fees charged by the County; the provision of the services will be borne by the users of the services and not by the taxpayers and general fund of Josephine County; and

(2) The cost of the proposed fees is calculated to cover the cost of providing the services and administration of the programs directly related to the proposed fees.

NOW, THEREFORE, IT IS HEREBY ORDERED as follows:

1) The Board of Commissioners declares its approval of the fee schedule, as set out in the Exhibit attached hereto, for the following County programs:

a) Community Development (Exhibit "A" attached hereto).

2) The fees established hereunder shall be effective January 1, 2017.

DATED this 9<sup>th</sup> day of November, 2016

JOSEPHINE COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Cherryl Walker, Chair

\_\_\_\_\_  
K. O. Heck, Vice-Chair

\_\_\_\_\_  
Simon G. Hare, Commissioner

**Summary of Fee Changes  
Community Development**

Community Development Fee Description	Code	Current Fee	Cost of Service	Proposed Fee	Current Revenue	Estimated New Revenue	Notes
Addressing	31143	\$ 50		\$ 75	\$ 3,250	\$ 4,875	Takes more than one hour of time with more complex applications (this fee includes logging and ultimately mapping expenses).
Aggregate Mining Pre-App Review	39803	\$ 1,200		\$ 2,000	\$ -	\$ -	Experience has shown these sites require much more time than anticipated--much of which is on the enforcement end. Also, sometimes we find them as violations and they then come in for the permit, so a lot of time is invested before they ever apply. This helps recoupe the initial work done before the app is ever made.
Aggregate Mining by CUP or SPR	39801	\$ 3,700		\$ 4,000	\$ -	\$ -	Consume more time than anticipated. Also, 'rounds' number off.
Annual Compliance Inspection Certificate	New No.	NA		\$20/plant	NA	\$ 25,000	With OLCC and OMMMP not inspecting, we will inspect. Annual inspection saves time when we receive complaints because we will know which sites have been looked at and whether in compliance. If in compliance, and later in violation, compliance can be revoked and they need to reapply once in compliance again. Requires background check, so 50% of fee to go to Sheriff. 25% to go to Parole and Probation. 25% to fund Department Code Enforcement Administrator. (Est. \$100,000 x .25)
Appeal (no hearing)	38010	\$ 250		\$ 400	\$ 500	\$ 800	Takes more than the original 5 hours considered.
Appeal (from final decision w hearing)	38000	\$ 2,000		\$ 2,500	\$ -	\$ -	Experience shows time exceeds 40 hours work.
Appeal (LUBA remand/case, to be paid by original appellant)	39200	\$ 2,500		\$ 3,500	\$ 2,500	\$ 3,500	Experience shows more than 60 hours work associated, but recognize fee cannot be too excessive. (Formerly listed under 'Remand Hearing')
Bed and Breakfast	New No.	\$ 2,000		\$ 500	\$ 2,000	\$ 1,000	Currently treated as a Home Occ, Type III, which requires CUP. Cost discourages rural lodging options.
Conference, Pre-App	39100	\$ 375		\$ -	\$ 31,775	\$ -	No other county charges for 'advice'. Part of the service we should be providing.
Determination of Substantial Development	38235	\$ 400		\$ 300	\$ 3,200	\$ 2,400	Does not take a full day's time. Partial day's time is more appropriate. (Extreme, but rare cases require more time.)
Extension of Time	New No.	\$ 375		\$ 150	NA	\$ 150	This requires reviewing the file and checking with owner, other agencies as to progress, and issuing and recording results. Does not take more than three hours time. (Currently not a separate line item;
Final Plat	38300	\$ 600		\$ 500	\$ 16,800	\$ 14,000	Included with det of sub dev. fees.)
Flood Review - FEMA Map Information	38350	\$ 175		\$ -	\$ -	\$ -	Less time involved when at final plat stage. Eliminate - We don't provide this service.

**Summary of Fee Changes  
Community Development**

Flood Review - Elevation Determination	39809	\$ 300					\$ -	\$ -	Eliminate - We don't provide this service.
Flood Review - Substantial Improvement	39805	\$ 600					\$ 100	\$ -	Minor review.
Home Occupation Application - with Public Hearing	38271	\$ 2,750					\$ 1,000	\$ 1,000	Typically applies to 'uses not listed'. Should run with the property. Eliminate annual review. (We weren't reviewing anyway.)
Home Occupation Renewal	38272	\$ 125					\$ -	\$ -	Significant amount of time involved that is not covered by applicant.
LUBA Record Copy	39808	\$ 500					\$ 1,000	\$ -	Currently not a fee, but can take days of time, and printing expenses.
LUBA Remand Copy	New No.	\$ -				\$50 plus .25/page		\$ -	Round down; fee is a little high. (Was called Man. Dwelling Storage.)
Manufactured Dwelling Conversion	38280	\$ 375					\$ 300	\$ 900	They also have to pay \$300 for the Dev Permit, and annual fees. Need a fee to cover recording and tracking.
Medical Hardship	38260	\$ 325					\$ 150	\$ 1,650	
Non-Conforming Use - Determination	38290	\$ 2,500					\$ 500	\$ -	Fee is far too excessive for work involved.
Non-Conforming Use - Expansion	39810	\$ 2,000					\$ 500	\$ 2,000	Fee is far too excessive for work involved.
Notarization	New No.	\$ -					\$ 10	\$ 1,000	Will help encourage out-of-office notarization/free staff time.
PUD Pre-App	39050	\$ 1,350					\$ 1,500	\$ 2,000	Some take excessive time. Round up.
PUD Tentative Plan Review	39802	\$ 3,750					\$ 4,000	\$ -	Some take excessive time. Round up.
Pre-App Review	39100	\$ 375					\$ -	NA	No other counties charge for advice; part of app fee. (See Conf - Pre-App above.)
Property Line Adjustment	39150	\$ 1,500					\$ 1,000	\$ 18,000	Fee excessive and can deter people from 'fixing' problems.
Replat - Lot Line Vacation	New No.	\$ 2,750					\$ 1,500	\$ 8,000	Fee excessive (New line. Was always part of Prop Line Adj.)
Replat - Creating < 4 lots	39700	\$ 2,750					\$ 1,250	\$ 12,500	Fee excessive and deters from creating lots to provide additional housing.
Review of Technical Plans (Wildfire, Riparian)	39807	\$ 650					\$ 400	\$ 8,000	Fee was higher because we used to field inspect; we no longer conduct field inspection.
Site Plan Review > 2 ac.	39380	\$ 3,750					\$ 3,000	\$ 3,000	All other acreages the fee incrementally increases at a rate of \$500; over 2 acres increased at a rate of \$1250.
Violation Citation	New No.	\$ -						\$ 1,000	Could charge \$130, not to exceed \$1000. Always try to get compliance first. Reduce Legal's expenses. Depending on marijuana culture/willingness to comply, this could be higher.
Violation Surcharge	39813	\$ 500					\$ -	\$ -	BCC Action.



*Josephine County Board of Commissioners*

**AGENDA REQUEST FOR BOARD OF COMMISSIONERS**

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**Requests received after that time will be placed on the Administration Workshop agenda for the following week**  
**If sending documents electronically – send to both**  
**twharton@co.josephine.or.us and wwatkins@co.josephine.or.us**  
**REVISED JANUARY 2016**

Date Submitted to BCC	10/31/16
Administration Workshop Meeting Date (Thursday)	11/3/16
WBS Meeting Date (Wednesday) Note: Second Wednesday of the month is evening session	11/9/16 ✓

**AGENDA TITLE: ORDER NO. 2016-052; In the Matter of Repeal of Administrative Policy and Procedure F-5: Public Disclosure and Exceptions, and Adoption of Replacement Policy F-5: Public Records Requests; and Designation of Public Records Officer**

Department/Contact Person (Include Title and Ext. #)	Wally Hicks, Legal Counsel Ext. #5226
Presenter (Include Name and Title)	Wally Hicks, Legal Counsel
Background information	Order provides for: 1) BCC approval of new policy F-5, which provides detailed procedures for county response to public records requests under ORS Chapter 192; 2) repeal and replacement of current policy F-5; 3) designation of Public Records Officer
Action you are requesting from the Board	Approve/sign Order
Reviewed by Finance Director (If yes, Finance's signature required)	No
Reviewed by Legal Counsel (If yes, Legal's signature required)	Yes <i>Wally Hicks</i>
Reviewed by Information Technology (If yes, IT's signature required)	No
Total Revenue, Cost, or Pass-Thru Funds to the County	-0-
Notes or Special Instructions to BCC Staff	

Title of Document(s) Submitted <u>All exhibits must be clearly marked</u>	Number of original documents submitted	Are all signatures on the documents? Y/N or BCC only	Are additional signatures needed? Y/N	Will a state or federal agency be signing the document? Y/N	Will additional signatures be received electronically? Y/N
Order & attached policy	1 <i>Wally Hicks</i>	BCC	N	N	N

**DOCUMENT DISTRIBUTION: Board staff is required to submit one fully executed document with original Board signatures for recording in the Board's Journal in the County Clerk's Office unless otherwise specified under Notes or Special Instructions to BCC Staff.**

- **All Signatures:** If all signatures are obtained, one fully executed original document will be filed in the Board's Journal in the County Clerk's Office and all other originals will be returned to the contact person. If only one original was submitted, an electronic copy will be returned to the contact person.
- **Additional Signatures Needed on Original Documents:** Board staff will retain one document with original Board signatures and return the additional originals to the contact person to obtain the remaining signature(s). Upon department receipt of the fully executed document, one fully executed original document must be returned to Board staff for recording in the Board's Journal in the County Clerk's Office.
- **Additional Signatures Needed on Electronic Documents:** Board staff will retain one document with original Board signatures and return an electronic copy to the contact person to obtain the remaining signature(s). Upon department receipt of the fully executed electronic document, one fully executed electronic document must be returned to Board staff for recording in the Board's Journal in the County Clerk's Office.

**BEFORE THE BOARD OF COUNTY COMMISSIONERS FOR JOSEPHINE COUNTY  
STATE OF OREGON**

In the Matter of Repeal of Administrative Policy and Procedure F-5: *Public Disclosure and Exceptions*, and Adoption of Replacement Policy F-5: *Public Records Requests*; and Designation of Public Records Officer )  
ORDER No. 2016-052

WHEREAS, the Board of Commissioners previously adopted by Order No. 92-119, Josephine County Administrative Policy and Procedure F-5: *Public Disclosure and Exceptions*, effective December 23, 1992; and

WHEREAS, the Board of Commissioners deems it necessary to modify the existing county policy to provide county departments with specific procedures and requirements regarding public records requests; and

WHEREAS, the County Division Managers and Elected Officials have reviewed and have had the opportunity to comment on the adoption of Administrative Policy F-5, as required by county policy and procedure; and

WHEREAS, the Board of Commissioners has reviewed and approved the proposed policy;

NOW, THEREFORE, IT IS HEREBY ORDERED as follows:

- 1) The Board of County Commissioners approves and adopts the Administrative Policy and Procedure Number F-5, *Public Records Requests*, as shown in Exhibit 1 attached hereto.
- 2) The Board of Commissioners hereby designates the Josephine County Legal Counsel as the Public Records Officer to coordinate the County's Public Records Management Program in accordance with ORS 192.105(2)(a).
- 3) The Board of Commissioners will distribute Administrative Policy F-5 to all County Departments, and to County Division Managers and Elected Officials.
- 4) Current County Administrative Policy F-5: *Public Disclosure and Exceptions*, is hereby repealed and replaced with Policy F-5: *Public Records Requests*.

DATED this \_\_\_\_\_ day of November, 2016.

JOSEPHINE COUNTY  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
Cherryl Walker, Chair

\_\_\_\_\_  
K.O. Heck, Vice-Chair

\_\_\_\_\_  
Simon G. Hare, Commissioner

Order No. 2016-052

**Josephine County  
Administrative Policies & Procedures**

Adopted:	December 23, 1992	Chapter F
Effective:	December 23, 1992	Legal
Revised and Renamed:	November 9, 2016	Policy F-5
	(Prior name: Public Disclosure and Exceptions)	
Document Repealed:		

**SUBJECT: Public Records Requests**

**1. PURPOSE**

To set forth the County procedures when members of the public request records under the Oregon Public Records Laws, ORS Chapter 192.

**2. GENERAL POLICY**

Public records of the County shall be maintained and managed in a manner that protects the integrity of the records, without regard to the technology or medium used to create or communicate the record. These public records shall be maintained from the time of creation to the time of final disposition in accordance with the public records archiving requirements of OAR Chapter 166, Division 150, available at the Oregon Secretary of State's website.

**3. DEFINITIONS**

**"Custodian"** refers to a public body mandated, directly or indirectly, to create, maintain, care for or control a public record. "Custodian" does not include a public body that has custody of a public record as an agent of another public body that is the custodian, unless the public record is not otherwise available.

**"Metadata"** is data that provides information about other data. Metadata assists in resource discovery by allowing resources to be found by relevant criteria, identifying resources, bringing similar resources together, distinguishing dissimilar resources, and giving location information.

**"Public Record"** has the meaning established in ORS 192.005. In general it refers to all information that is prepared, owned, used or retained by the County that relates to an activity, transaction or function of a state agency or political subdivision; and is necessary to satisfy the fiscal, legal, administrative or historical policies, requirements or needs of the state agency or political subdivision.

**"Social Media"** refers to web-based and mobile communication technologies that allow the creation and exchange of user-generated content such as comments or responsive postings. Examples of "social media" as of the time this Policy is adopted include but are not limited to Twitter, Flickr, blogging sites, Facebook, YouTube and Instagram.

**"Text Messaging"** refers to messages exchanged between fixed-line phones or mobile phones and fixed or portable devices over a network. Excluded from the definition of "text messages" are electronic mail ("e-mail") communications, whether such messages are exchanged among or between official County e-mail accounts or e-mail accounts maintained by private entities.

**"Unified Communications"** refers to IBM Unified Communications and, more specifically, the packaged services or user-profiles available to agencies (e.g. instant messaging, video

conferencing, telephony, call management and call control across multiple systems etc.).

#### 4. ROLES AND RESPONSIBILITIES

The Board of County Commissioners has designated the Josephine County Legal Counsel as the Public Records Officer to coordinate the County's Public Records Management Program in accordance with ORS 192.105 (2)(a).

#### 5. TRAINING

Newly hired County employees will complete basic training on public records requirements as part of the County's new employee orientation training. Subsequent training will be incorporated as part of regular employee training, completed once a biennium.

#### 6. RETENTION GENERALLY

A. **EMAIL:** The County policy on email retention is set out in Section 3.10 of the Josephine County Personnel Policy Manual, and is incorporated herein. There is no right of privacy for any information, email messages, text messages, or computer use on any County computer or phone. Employees or users of electronic equipment should not consider their use of the network or the Internet private or confidential. All use of technology by employees is subject to County oversight. When the County receives a public records request, all official email accounts and any other systems used by County employees for County business are subject to search and production.

**Personal Email Accounts:** Use of personal equipment to conduct County business is discouraged. If an employee uses his or her private email account to conduct County business, then the employee shall copy the employee's work email account on all such communications as soon as possible. Personal equipment that is used to conduct County business may be subject to search.

B. **TEXT MESSAGING AND INSTANT MESSAGING:** The County policy on email retention is set out in Section 3.10 of the Josephine County Personnel Policy Manual, and is incorporated herein. There is no right of privacy for any information contained on any County computer or phone.

**Acceptable Use:** County employees may use text messaging to communicate factual and logistical information as long as that information:

1. Is not part of or related to conducting official County business;
2. Is documented elsewhere; or
3. Is documented and retained as a separate public record according to the County records retention schedule.

In the absence of separate documentation, County employees may not use text messages for official purposes other than for routine communications that do not meet the definition of a "public record."

**Examples of Acceptable Uses:**

1. Scheduling.

2. Requesting a call or email on a matter, without substantive discussion.
3. Requesting or offering logistical assistance (“Can you help me get these boxes to the courthouse?”)
4. Forwarding any person’s contact information (“I’m at 503-555-6002.”)
5. Explaining your current whereabouts, or inquiring about someone else’s (“We’re at the meeting discussing this morning’s announcement. Are you around?”)
6. Describing facts or events that do not relate to the substance of the Office’s work (“Spilled coffee all over myself right before trial!”), or that have been or necessarily will be separately recorded (“Mr. Jones just testified to the committee that our bill would cost taxpayers \$3 million.”)
7. Inquiring about events like those in subsection 6 above (“Has Mr. Jones testified in committee yet?”)

**Unacceptable Uses:**

County employees must avoid communicating official business or engaging in discussions regarding County business by text message.

As noted above, relevant facts pertaining to official County business may be reported by text message only if they are also documented in separate public records.

If, notwithstanding this Policy, text messaging is used to communicate information relating to County business, such text messages or discussions must be immediately converted and saved in a separate public record format (e.g. by forwarding the relevant text messages to an employee’s official e-mail).

County employees’ personal electronic devices should not be used to transmit any text messages related to County business. Personal devices are subject to search if used to transmit text messages regarding official County business.

**C. SOCIAL MEDIA**

The County policy on social media is set out in Section 3.11 of the Josephine County Personnel Policy Manual, and is incorporated herein.

Any content placed on any Social Media platform by a County employee shall be an accurate copy of an official record that is retained elsewhere by the County per the authorized records retention schedules.

County will develop practices and procedures to manage County use of social media to ensure public records are accurately captured and retained per authorized records retention schedules.

County social media sites, including Facebook and Twitter, are subject to state public records laws. Any content maintained in a social media format that is related to County business, including a list of subscribers and posted communications, is a public record under public records laws. All information that is related to County business that is not

duplicated elsewhere must be captured and maintained in accordance with Public Record laws. Content related to County business shall be maintained in an accessible format so that it can be produced in response to a public records request. Whenever possible, such sites shall clearly indicate that any content posted or submitted for posting is subject to public disclosure.

**D. VOICEMAIL**

County will not retain voicemail audio messages.

Any written or email transcriptions of voicemails that are public records will be retained in accordance with authorized records retention schedules and may be subject to public disclosure upon request.

**7. COUNTY PROCEDURES FOR PUBLIC RECORDS REQUESTS**

The County shall respond to all requests for public records as timely as possible, consistent with the proper exercise of judgment relating to the type and volume of documents requested and the County's other duties.

**A. Department Procedures:** The following departments may release records in the due course of business without first forwarding the requested records to the Office of Legal Counsel:

Community Development Department;  
Clerk's Office;  
Public Works Department; and  
County Surveyor's Office.

1. **Fees and Charges for Department Requests:** When copies may be furnished immediately in the regular course of front counter business, the charge will be at the rate of 25 cents per page, with a minimum charge of \$1.00. For media, there will be no cost if the request may be met within 15 minutes; all other media requests will be charged at the hourly rate.

**B. Review by Legal Counsel:** Department Heads should forward all Public Records Requests to the Office of Legal Counsel if:

1. The Public Records Request is for records which are not routinely provided in the due course of business;
2. The Public Records Request is seeking records which may contain confidential information;
3. The Department Head needs assistance in completing the request; or
4. The Department is not a department listed in Section A above.

**C. Procedure for Review by Legal Counsel:**

1. **Intake:** Persons requesting Public Records shall complete the standard Public Records Request form. These forms shall be available at each County office and on the County's intranet and Internet.

2. **Processing:** After the department receives the completed Public Records request form, the Department Head or designee shall either obtain all records believed to satisfy the request, or shall contact Legal Counsel with an estimate of the number of hours that will be required to satisfy the request.

The Department Head or designee shall then forward the following information to County Legal Counsel:

- 1) The completed Public Records Request form;
- 2) A copy of the records requested, or access to electronic records; and/or
- 3) A statement of the amount of time spent gathering the records to send to Legal Counsel

All records which may be confidential under HIPAA or other confidentiality laws shall be marked "Confidential" on the envelope.

The Office of Legal Counsel will then review the records, and request a deposit from the requestor if needed. Upon payment of the deposit, if required, the Office of Legal Counsel will then determine which records or portions of records are exempt from disclosure under Public Records laws.

3. **Disclosure:** The Office of Legal Counsel will then make a copy of the Public Records to be released, and mail copies of the records to the requestor or contact the requestor for pickup. In lieu of mailing or providing the records, the Office of Legal Counsel may allow the requestor to view the records at the Office of Legal Counsel.
4. **Fees and Charges:** The estimated time spent by the employee to compile, review, and copy the records, with a minimum of 30 minutes charged; charges shall be based upon the hourly rate of the staff person. If a requestor wishes to review the materials with no copies made, a charge for review of materials may be assessed. If the charges are more than \$25, the County will require a 100% deposit.

All requests for emails require a \$50 minimum deposit to be collected at the time of the request. The fee schedule is as follows:

Copies: Photocopies: 25 cents/page, \$1.00 minimum  
CDs, DVDs, or other available electronic media: \$5.00 each

Labor Charges:	Managerial Staff:	\$55.00 per hour
	Professional Staff:	\$45.00 per hour
	Clerical Staff:	\$32.00 per hour

## 8. SPECIAL SITUATIONS

- Retained records may be subject to public disclosure upon request, even if their retention was not required by law. The statutes requiring public disclosure of records apply more broadly than the statutes requiring records to be retained.
- The County is not required to create public records that would not otherwise exist; however, documents may be created as directed by the Board of Commissioners.

- Only the official copy of a public record must be retained. Duplicate copies need not be retained.
- All emails, correspondence, and documents between County Legal Counsel and other departments may be exempt from disclosure as attorney-client privileged information.



Josephine County Board of Commissioners

**AGENDA REQUEST FOR BOARD OF COMMISSIONERS**

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**twharton@co.josephine.or.us and wwatkins@co.josephine.or.us**  
**REVISED JANUARY 2016**

Date Submitted to BCC	10/31/16
Administration Workshop Meeting Date (Thursday)	11/3/16 ✓
WBS Meeting Date (Wednesday) Note: Second Wednesday of the month is evening session	11/9/16 ✓

**AGENDA TITLE: \*\*\*MUST COMPLETE THIS SECTION\*\*\*** (Please provide a clearly written title sufficient to describe the item on the Weekly Business Agenda: Resolutions or Orders use full title, Contracts or IGAs state who it is between and service being provided, and Amendments who it is between and original IGA/Contract #. See full examples on page 2)  
**Three Mill Timber Sale Contract 2013T-1 Modification #2, Between Josephine County and James and Clint Croff Logging**

Department/Contact Person (Include Title and Ext. #)	Dave Streeter, Forestry Program Manager, Ext. 5296
Presenter (Include Name and Title)	Dave Streeter, Forestry Program Manager
Background information	Purchased 4/17/2013
Action you are requesting from the Board	Approve/Sign Modification #2 to Timber Sale Contract 2013T-1
Reviewed by Finance Director (If yes, Finance's signature required)	No
Reviewed by Legal Counsel (If yes, Legal's signature required)	Yes <i>WH</i>
Reviewed by Information Technology (If yes, IT's signature required)	No
Total Revenue, Cost, or Pass-Thru Funds to the County	\$0
Notes or Special Instructions to BCC Staff	Return one original to Forestry

Title of Document(s) Submitted <u>All exhibits must be clearly marked</u>	Number of original documents submitted	Are all signatures on the documents? Y/N or BCC only	Are additional signatures needed? Y/N	Will a state or federal agency be signing the document? Y/N	Will additional signatures be received electronically? Y/N
Timber Sale Modification	2	Y	N	N	N

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October 13, 2016

Croff Logging  
7 S. Frontage Rd.  
Gold Hill, OR,97525

Dave Streeter, Forestry Program Manager  
125 Ringutte, Grants Pass OR,97527

Dear Sir,

We would like to request an extension of time to complete harvest of timber on Three Mill Timber Sale 2013T-1 Due to our involvement with the harvest of fire damaged timber most of the logging season on County sales California Mine 2014T-3 and Hungry Hill Salvage. Weather conditions are moving into the wet season and we won't have enough time to complete the sale this year.

Sincerely yours,



Clint Croff  
Croff Logging

**JOSEPHINE COUNTY TIMBER SALE CONTRACT**  
**THREE MILL TIMBER SALE 2013T-1**  
**MODIFICATION #02**

THIS MODIFICATION is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2016, between **Josephine County**, acting through its Board of County Commissioners and Forestry Department (hereafter called COUNTY), and **James M. and Clint Croff Logging**, hereafter called PURCHASER.

COUNTY and PURCHASER agree to modify the Timber Sale Contract between the parties for the Three Mill Timber Sale, contract 2013T-1, dated Month April 17, 2013, as follows:

1. Section I.A.5 of the contract is amended to read as follows:  
Time Frame. The contract expiration date shall be changed to December 31, 2017.
2. **AFFIRMATION:** Except as provided hereinabove, all other terms, provisions and conditions of the Three Mill Timber Sale, contract 2013T-1, as modified, shall remain in full force and effect as originally agreed.

**PURCHASER**  
**JAMES M. AND CLINT CROFF LOGGING**

James M. Croff  
James M. Croff

10-25-16  
Date

**COUNTY**  
**JOSEPHINE COUNTY BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Cherryl Walker, Chair

\_\_\_\_\_  
K.O. Heck, Vice-Chair

\_\_\_\_\_  
Simon G. Hare, Commissioner

\_\_\_\_\_  
Date



Josephine County Board of Commissioners

**AGENDA REQUEST FOR BOARD OF COMMISSIONERS**

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**twharton@co.josephine.or.us and wwatkins@co.josephine.or.us**  
**REVISED JANUARY 2016**

Date Submitted to BCC	10/31/16
Administration Workshop Meeting Date (Thursday)	11/3/16
WBS Meeting Date (Wednesday) Note: Second Wednesday of the month is evening session	11/9/16 ✓

**AGENDA TITLE: \*\*\*MUST COMPLETE THIS SECTION\*\*\*** (Please provide a clearly written title sufficient to describe the item on the Weekly Business Agenda: Resolutions or Orders use full title, Contracts or IGAs state who it is between and service being provided, and Amendments who it is between and original IGA/Contract #. See full examples on page 2)

**Butte 2 Timber Sale Contract 2013T-6 Modification #2, Between Josephine County and Murphy Company**

Department/Contact Person (Include Title and Ext. #)	Dave Streeter, Forestry Program Manager, Ext. 5296
Presenter (Include Name and Title)	Dave Streeter, Forestry Program Manager
Background information	Purchased 4/9/2013
Action you are requesting from the Board	Approve/Sign Modification #2 to Timber Sale Contract 2013T-6
Reviewed by Finance Director (If yes, Finance's signature required)	No
Reviewed by Legal Counsel (If yes, Legal's signature required)	Yes <i>Leah L. Hayer</i>
Reviewed by Information Technology (If yes, IT's signature required)	No
Total Revenue, Cost, or Pass-Thru Funds to the County	\$0
Notes or Special Instructions to BCC Staff	Return one original to Forestry

Title of Document(s) Submitted <u>All exhibits must be clearly marked</u>	Number of original documents submitted	Are all signatures on the documents? Y/N or BCC only	Are additional signatures needed? Y/N	Will a state or federal agency be signing the document? Y/N	Will additional signatures be received electronically? Y/N
Timber Sale Modification	2	Y	N	N	N

**DOCUMENT DISTRIBUTION:** Board staff is required to submit one fully executed document with original Board signatures for recording in the Board's Journal in the County Clerk's Office unless otherwise specified under Notes or Special Instructions to BCC Staff.

- **All Signatures:** If all signatures are obtained, one fully executed original document will be filed in the Board's Journal in the County Clerk's Office and all other originals will be returned to the contact person. If only one original was submitted, an electronic copy will be returned to the contact person.
- **Additional Signatures Needed on Original Documents:** Board staff will retain one document with original Board signatures and return the additional originals to the contact person to obtain the remaining signature(s). Upon department receipt of the fully executed document, one fully executed original document must be returned to Board staff for recording in the Board's Journal in the County Clerk's Office.
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## David Streeter

---

**From:** Randy Zustiak <Randy.Zustiak@murphyveneer.com>  
**Sent:** Thursday, October 27, 2016 10:40 AM  
**To:** David Streeter  
**Subject:** Butte 2 extension of time request

Dave,

Murphy Company is requesting an extension of time on the Butte 2 timber sale. Due to the large amount of early fall rains I do not believe we will be able to complete the timber harvest prior to the expiration date of the timber sale contract. I am requesting a one year extension.

Thank you for your consideration in this matter.

Randy Zustiak  
Log Procurement Manager  
Murphy Veneer – White City, OR  
541-830-7007 Office  
541-953-3060 Cell  
[Randy.Zustiak@murphyveneer.com](mailto:Randy.Zustiak@murphyveneer.com)



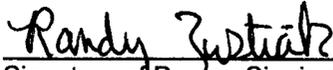
**JOSEPHINE COUNTY TIMBER SALE CONTRACT**  
**BUTTE 2 TIMBER SALE 2013T-6**  
**MODIFICATION #02**

THIS MODIFICATION is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2016, between **Josephine County**, acting through its Board of County Commissioners and Forestry Department (hereafter called COUNTY), and **Murphy Company**, hereafter called PURCHASER.

COUNTY and PURCHASER agree to modify the Timber Sale Contract between the parties for the Butte 2 Timber Sale, contract 2013T-6, dated Month May 22, 2013, as follows:

1. Section I.A.5 of the contract is amended to read as follows:  
Time Frame. The contract expiration date shall be changed to December 31, 2017.
2. AFFIRMATION: Except as provided hereinabove, all other terms, provisions and conditions of the Butte 2 Timber Sale, contract 2013T-6, as modified, shall remain in full force and effect as originally agreed.

**PURCHASER**  
**MURPHY COMPANY**



\_\_\_\_\_  
Signature of Person Signing for  
Timber Sale Purchaser

10/27/2016  
\_\_\_\_\_  
Date

**COUNTY**  
**JOSEPHINE COUNTY BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Cheryl Walker, Chair

\_\_\_\_\_  
K.O. Heck, Vice-Chair

\_\_\_\_\_  
Simon G. Hare, Commissioner

\_\_\_\_\_  
Date