

# MORROW COUNTY BOARD OF COMMISSIONERS MEETING AGENDA

Wednesday, July 28, 2021 at 9:00 a.m.

Bartholomew Building Upper Conference Room

110 N. Court St., Heppner, Oregon

**See Zoom Meeting Info on Page 2**

1. **Call to Order and Pledge of Allegiance - 9:00 a.m.**
2. **City/Citizen Comments:** Individuals may address the Board on issues not on the agenda
3. **Open Agenda:** The Board may introduce subjects not already on the agenda
4. **Consent Calendar**
  - a. Accounts Payable and Payroll Payables
  - b. Minutes: June 30<sup>th</sup>
  - c. Intergovernmental Agreement #14713 with the Oregon State Lottery Commission to Participate in the Take Your Shot, Oregon! Drawing
5. **Business Items**
  - a. Intergovernmental Agreement with the State of Oregon – Oregon Alert (Paul Gray, Emergency Manager)
  - b. Dividend Allocation – SAIF Workers’ Compensation Insurance (Lindsay Grogan, Human Resources Director)
  - c. Request to Purchase Bus Sanitizing Equipment (Katie Imes, Coordinator, The Loop)
  - d. Order No. OR-2021-11: Adopting a Fee Schedule (Darrell Green, Administrator)
  - e. Building Project Updates
6. **Department Reports**
  - a. Road Department Monthly Report (Eric Imes)
  - b. Clerk’s Quarterly Report (Bobbi Childers)
  - c. Human Resources Quarterly Report (Lindsay Grogan)
  - d. Public Health Department Quarterly Report (Nazario Rivera)
  - e. Weed Department Quarterly Report (Dave Pranger)
7. **Correspondence**
8. **Commissioner Reports**
9. **Executive Session:** Pursuant to ORS 192.660(2)(d) – To conduct deliberations with persons designated by the governing body to carry on labor negotiations
10. **Signing of documents**
11. **Adjournment**

Agendas are available every Friday on our website ([www.co.morrow.or.us/boc](http://www.co.morrow.or.us/boc) under “Upcoming Events”). Meeting Packets can also be found the following Monday.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Roberta Lutcher at (541) 676-5613.

Pursuant to ORS 192.640, this agenda includes a list of the principal subjects anticipated to be considered at the meeting; however, the Board may consider additional subjects as well. This meeting is open to the public and interested citizens are invited to attend. Executive sessions are closed to the public; however, with few exceptions and under specific guidelines, are open to the

media. The Board may recess for lunch depending on the anticipated length of the meeting and the topics on the agenda. If you have anything that needs to be on the agenda, please notify the Board office before noon of the preceding Friday. If something urgent comes up after this publication deadline, please notify the office as soon as possible. If you have any questions about items listed on the agenda, please contact Darrell J. Green, Administrator at (541) 676-2529.

### **Zoom Meeting Information**

Join Zoom Meeting:

<https://zoom.us/j/5416762546>

**PASSWORD: 97836**

Meeting ID: 541-676-2546

#### **Zoom Call-In Numbers for Audio Only:**

- 1-346-248-7799, Meeting ID: 541 676 2546#
- 1-669-900-6833, Meeting ID: 541 676 2546#
- 1-312-626-6799, Meeting ID: 541-676-2546#
- 1-929-436-2866, Meeting ID: 541-676-2546#
- 1-253-215-8782, Meeting ID: 541-676-2546#
- 1-301-715-8592, Meeting ID: 541-676-2546#

Morrow County Board of Commissioners Meeting Minutes  
June 30, 2021  
Bartholomew Building Upper Conference Room  
Heppner, Oregon

**Present In-Person**

Chair Don Russell, Commissioner Jim Doherty, Commissioner Melissa Lindsay, Darrell J. Green, John A. Bowles, Kate Knop, Roberta Lutchter, Justin Nelson

**Present Via Zoom**

Staff: SaBrina Bailey Cave, Mike Gorman, Lindsay Grogan, Deanne Irving, Ian Murray, Matt Scrivner, Linda Skendzel, Heidi Turrell; Non-Staff: Sheryll Bates, JoAnna Lamb, Erika Lasater, David Sykes

**Call to Order, Pledge of Allegiance & Roll Call:** 9:00 a.m.

**City & Citizen Comments:** None

**Open Agenda:** Chair Russell explained the Board normally doesn't meet on the fifth Wednesday of the month but there were some items from the Finance Department that had to be taken care of before the end of the fiscal year. He added the solar facility tour scheduled for today was cancelled due to the recent heatwave.

**Consent Calendar**

*Commissioner Lindsay moved to approve the following items in the Consent Calendar:*

1. *Purchase and Supplies Contract with EnviRoad, LLC, for EarthBind Stabilizer Rejuvenating Asphalt (EBS-RA); effective May 1, 2021 through September 30, 2021; and authorize the Public Works Director to sign on behalf of the County*
2. *Fourth Amendment to Oregon Health Authority 2021 Intergovernmental Agreement #166052 for the Financing of Mental Health, Addiction Treatment, Recovery & Prevention, and Problem Gambling Services; and authorize the Administrator to sign on behalf of the County*

*Commissioner Doherty seconded. Unanimous approval.*

**Public Hearing: Supplemental Budget Resolution No. R-2021-17 – General Fund & Minor Funds for Fiscal Year End 2020-2021**

Kate Knop, Finance Director

Ms. Knop explained the Supplemental Budget Resolution contained 10 adjustments, which she then proceeded to review.

Chair Russell asked for comments from proponents and opponents. After hearing no response to either request, he closed the Public Hearing.

*Commissioner Doherty moved to approve Supplemental Budget Resolution No. R-2021-17, as written: In the Matter of Increasing Appropriations for Fiscal Year Beginning July 1, 2021.*

*Commissioner Lindsay seconded. Unanimous approval.*

**Correspondence**

- Email from Union County to Commissioners in eastern Oregon regarding the River Democracy Act

## **Commissioner Reports**

The Commissioners provided brief reports of recent activity.

### **Update on the Fire in Grant County**

Matt Scrivner, Public Works Director

Mr. Scrivner said the fire, approximately 150 acres in size and three miles from the Morrow County line, was stopped last night. The Commissioners reiterated their preference to be notified of events impacting, or potentially impacting Morrow County. They also talked about the frequent change in leadership at the Heppner Ranger District that point to the need for an official notification policy to be in place with that agency.

**9:29 a.m. Executive Session:** Pursuant to ORS 192.660(2)(e) – To conduct deliberations with persons designated by the governing body to negotiate real property transactions

**10:02 a.m. Closed Executive Session** – No decisions

**Signing of documents**

**Adjourned:** 10:15 a.m.

DRAFT



**AGENDA ITEM COVER SHEET**  
**Morrow County Board of Commissioners**  
 (Page 1 of 2)

(For BOC Use)  
 Item #  
4c

Please complete for each agenda item submitted for consideration by the Board of Commissioners  
 (See notations at bottom of form)

Presenter at BOC: Darrell Green  
 Department: Administration  
 Short Title of Agenda Item:

Date submitted to reviewers:  
 Requested Agenda Date: 7/21/2021

(No acronyms please)

**Oregon Lottery Intergovernmental Agreement- Take Your Shot**

|   |  |
|---|--|
| <b>This Item Involves:</b> (Check all that apply for this meeting.)   |  |
| <input type="checkbox"/> Order or Resolution<br><input type="checkbox"/> Ordinance/Public Hearing:<br><input type="checkbox"/> 1st Reading <input type="checkbox"/> 2nd Reading<br><input type="checkbox"/> Public Comment Anticipated:<br>Estimated Time:<br><input type="checkbox"/> Document Recording Required<br><input type="checkbox"/> Contract/Agreement | <input type="checkbox"/> Appointments<br><input type="checkbox"/> Update on Project/Committee<br><input checked="" type="checkbox"/> Consent Agenda Eligible<br><input type="checkbox"/> Discussion & Action<br>Estimated Time:<br><input type="checkbox"/> Purchase Pre-Authorization<br><input type="checkbox"/> Other |

|  |  |
|--|--|
| <input type="checkbox"/> N/A   | <u>Purchase Pre-Authorizations, Contracts &amp; Agreements</u> |
| Contractor/Entity: <b>Oregon Lottery</b>   |  |
| Contractor/Entity Address: <b>500 Airport Rd. SE</b>   |  |
| Effective Dates – From: <b>May 21, 2021</b>  | Through: <b>August 1, 2021 or until prizes completed</b>       |
| Total Contract Amount: <b>\$70,000</b>   | Budget Line:   |
| Does the contract amount exceed \$5,000? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  |

Reviewed By:

|                     |                         |  |
|---------------------|-------------------------|--|
|                     | Department Director     |  |
| <small>DATE</small> |                         | Required for all BOC meetings                            |
| Darrell J Green     | 7/19/2021 Administrator |  |
| <small>DATE</small> |                         | Required for all BOC meetings                            |
|                     | County Counsel          |  |
| <small>DATE</small> |                         | *Required for all legal documents                        |
|                     | Finance Office          |  |
| <small>DATE</small> |                         | *Required for all contracts; other items as appropriate. |
|                     | Human Resources         |  |
| <small>DATE</small> |                         | *If appropriate  |

\*Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.

**Note:** All other entities must sign contracts/agreements before they are presented to the Board of Commissioners (originals preferred). Agendas are published each Friday afternoon, so requests must be received in the BOC Office by 1:00 p.m. on the Friday prior to the Board's Wednesday meeting. Once this form is completed, including County Counsel, Finance and HR review/sign-off (if appropriate), then submit it to the Board of Commissioners Office.

# AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 2 of 2)

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## **1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):**

Morrow County engaged with the Oregon Lottery in the Take Your Shot campaign to help encourage Morrow County residents to consider getting a COVID vaccine shot.

The funds for this lottery were provided to Morrow County by the State of Oregon.

Morrow County allocated \$70,000.00 for the Lottery drawings in the follow amounts; two \$20,000.00 prizes, and three \$10,000.00 prizes.

This IGA with the Oregon Lottery was executed in order to support the above drawings.

## **2. FISCAL IMPACT:**

## **3. SUGGESTED ACTION(S)/MOTION(S):**

Attach additional background documentation as needed.

## **INTERGOVERNMENTAL AGREEMENT for PARTICIPATION IN TAKE YOUR SHOT, OREGON! DRAWING**

This agreement for participation in the Take Your Shot, Oregon! drawing (“Agreement”) is between the State of Oregon, acting by and through its Oregon State Lottery Commission (“Lottery”) and Morrow County (“County”), both individually without distinction as “Party” and collectively as the “Parties,” and is entered pursuant to ORS 461.160 and ORS 190.110.

### **SECTION 1: PURPOSE**

Governor Brown unveiled the “Take Your Shot, Oregon” campaign on May 21, 2021, encouraging Oregonians age 12+ to get vaccinated for the chance to be entered into one or more drawings for a chance to win money or education scholarships. Every vaccinated Oregonian has been added to a vaccination database or list, or, for those vaccinated Oregonians whose vaccination was not reported to the Oregon Health Authority, those vaccinated Oregonians may manually enter online by submitting vaccination information and other requested information. Each eligible person on that list is assigned a number and that number (only that number, zero private data) is passed over to the Oregon Lottery for a random, secure drawing. After the drawing, selected winning numbers are passed back over to the Oregon Health Authority to match back up with the database to inform and validate the prize winners. Winners will be contacted and will have the opportunity to opt out or to provide their consent to move forward in the prize process.

In addition to and separate from the prize money offered in the “Take Your Shot, Oregon” campaign, the County wishes to offer its vaccinated residents an additional prize(s) reflected in Exhibit 1, Prize Amounts and Descriptions. The Agreement spells out the terms and conditions by which the Oregon Lottery and the County will cooperate on this entire process to ensure that it is completed within the same rigorous standards as all other Oregon Lottery games.

### **SECTION 2: EFFECTIVE DATE AND DURATION**

This Agreement is effective on the latest signature date (“Effective Date”).

- 2.1 This Agreement remains in effect until August 1 or until prize payment is completed or following termination as outlined in section 6 of this Agreement.

## **SECTION 3: AUTHORIZED REPRESENTATIVES**

### **3.1 OREGON LOTTERY AUTHORIZED REPRESENTATIVE IS:**

Barry Pack, Director  
500 Airport Rd. SE  
Salem, Oregon 97301  
503-540-1132 Office  
Barry.G.Pack@Lottery.Oregon.Gov

### **3.2 COUNTY'S AUTHORIZED REPRESENTATIVE IS:**

Melissa Lindsay, Commissioner  
PO BOX 788  
110 N. Court St.  
Heppner, OR 97386  
541-676-5613 office  
mlindsay@co.morrow.or.us

## **SECTION 4: RESPONSIBILITIES OF EACH PARTY**

### **4.1 The Lottery's Obligations:**

- 4.1.1** Agrees to operate the "Take Your Shot, Oregon" drawing and select winners pursuant to the administrative rules governing the Take Your Shot, Oregon! game adopted in OAR chapter 177, division 54.
- 4.1.2** Agrees to notify the Oregon Health Authority which unique identification numbers were selected as winners and alternate winners in each Take Your Shot, Oregon! drawing and to allow the Oregon Health Authority to notify and validate prize winners and facilitate the prize claim process pursuant to the administrative rules governing the Take Your Shot, Oregon! game,
- 4.1.3** Agrees, with the written consent of the prize winner, to determine any amounts that are required by law to be withheld from the prize payment including applicable tax withholding, a writ of garnishment or other legal attachment, child support, or other obligations owed to the State of Oregon. (See, for example, ORS 316.194, 461.560, 461.715, and 461.719.)
- 4.1.4** Agrees to notify the County of any such required withholdings.
- 4.1.5** Agrees to delegate, through this Agreement, the authority to the County to pay out prizes resulting from the "Take you Shot, Oregon!" drawing. Such prizes are reflected in Exhibit 1, Prize Description and Amounts.

### **4.2 The County's Obligations:**



- 4.2.1 Agrees to abide by all applicable laws and rules that apply to Lottery games including without limitation OAR chapter 177, division 54, and ORS chapter 461.
- 4.2.2 Agrees to pay prize structures as reflected in Exhibit 1, Prize Description and Amounts.
- 4.2.3 Agrees that the Lottery and the Oregon Health Authority shall determine the winners for all prizes in any "Take Your Shot, Oregon!" drawing, including those in which the county is paying a prize.
- 4.2.4 Agrees to facilitate any offsets or tax withholding that apply to the prize or the prize winner and to withhold any such amounts determined by the Lottery from the prize amount owed to the winner. Agrees that such information regarding amounts withheld may be related to certain debt obligations of the prize winner, which is confidential personal information that the County agrees shall not be disclosed without authorization.
- 4.2.5 Agrees to hold payment of the prize if instructed to do so by Lottery and to comply with any writs of garnishment or other legal attachments issued by the State of Oregon for collection of child support or overpayments of assistance pursuant to ORS 461.715 or ORS 461.719.
- 4.2.6 Agrees to transfer any withheld, garnished, or otherwise attached amounts as required by law.
- 4.2.7 Agrees to pay the prize winner any remaining prize amount after amounts withheld, garnished, or otherwise attached, in accordance with the administrative rules governing the Take Your Shot, Oregon! game.

## **SECTION 5: COMPENSATION AND PAYMENT TERMS**

Neither Party shall pay monetary compensation to the other Party under this Agreement.

## **SECTION 6: TERMINATION**

- 6.1 This Agreement may be terminated at any time by mutual written agreement of the Parties.
- 6.2 A Party may terminate this Agreement upon 30 days written notice to the other Party.
- 6.3 A Party may terminate this Agreement immediately upon written notice to the other Party, or at such later date as the terminating Party may specify in such notice, upon the occurrence of any of the following events:
  - 6.3.1 The terminating party fails to receive funding, appropriations, limitations, allotments, or other expenditure authority at levels sufficient in the terminating Party's reasonable administrative discretion, to perform its duties under this Agreement;

6.3.2 Federal or state laws, rules, regulations or guidelines are modified or interpreted in such a way that the terminating Party's performance under this Agreement is prohibited or the terminating Party is prohibited from paying for such performance from the planned funding source;

6.3.3 The other Party materially breaches a covenant, warranty or obligation under this Agreement, or fails to perform its duties within the time specified in this Agreement or any extension of that time, or so fails to pursue its duties as to endanger that Party's performance under this Agreement in accordance with its terms, and such breach or failure is not cured within 20 days after delivery of the terminating Party's notice to the other Party of such breach or failure, or within such longer period of cure as the terminating Party may specify in such notice.

## **SECTION 7: AMENDMENTS**

The terms of this Agreement may not be waived, altered, modified, supplemented or otherwise amended, in any manner whatsoever, except by written mutual agreement of the Parties.

## **SECTION 8: NOTICE**

Except as otherwise expressly provided in this Agreement, any notices to be given relating to this Agreement shall be given in writing by email, personal delivery, facsimile, or mailing the same, postage prepaid, to a Party's Authorized Representative at the address, number or email address set forth in this Agreement, or to such other addresses or numbers as a Party may indicate pursuant to this Section 9.

## **SECTION 9: SURVIVAL**

All rights and obligations shall cease upon termination of this Agreement, except for those rights and obligations that by their nature or express terms survive termination of this Agreement. Termination shall not prejudice any rights or obligations accrued to the Parties prior to termination.

## **SECTION 10: SEVERABILITY**

The Parties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

## **SECTION 11: COUNTERPARTS**

This Agreement may be executed in several counterparts, all of which when taken together shall constitute one agreement, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of the Agreement so executed shall constitute an original.

## SECTION 12: LIABILITY AND INSURANCE

- 12.1** The Parties understand that each is insured with respect to tort liability by the State of Oregon Insurance Fund, a statutory system of self-insurance established by ORS Chapter 278, and subject to the Oregon Tort Claims Act (ORS 30.260 to 30.300). Each Party agrees to accept that coverage as adequate insurance of the other Party with respect to personal injury and property damage.
- 12.2** The Parties agree that any tort liability claim, suit, or loss resulting from or arising out of the Parties' performance of, or activities under, this Agreement shall be allocated, as between the Parties, in accordance with law by Risk Management of the Department of Administrative Services for purposes of the Parties' respective loss experiences and subsequent allocation of self-insurance assessments under ORS 278.435. Each Party to the Agreement agrees to notify Risk Management and the other Party in the event it receives notice or knowledge of any claims arising out of the Parties' performance of, or activities under, this Agreement.

## SECTION 13: INDEMNIFICATION

- 13.1** Subject to limitations of the County's organic law, the County shall save, defend, hold harmless and indemnify, the State and its divisions, officers, employees and agents from all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature whatsoever resulting from, arising out of or related to (1) the acts and omissions of the County, or its officers, employees and agents under this Agreement or (2) services or benefits Lottery provides under this Agreement pursuant to a representation of the County and Lottery's reliance thereon.
- 13.2** Defense Obligation. With respect to any obligation to defend described in sections 13.1, the Oregon Attorney General must give written authorization to any legal counsel purporting to act in the name of, or represent the interests of, the State, its officers, employees and agents prior to such action or representation. Further, the State, acting by and through its Department of Justice, may assume its own defense, including that of its officers, employees and agents, at any time when in the State's sole discretion it determines that (i) proposed counsel is prohibited from the particular representation contemplated; (ii) important governmental interests are at stake; or (iii) the best interests of the State are served thereby. The County's obligation to pay for all costs and expenses shall include those incurred by the State in assuming its own defense and/or that of its officers, employees, or agents under (i) and (ii) above.

## SECTION 14: RECORDS

The Parties shall create and maintain records documenting their performance under this Agreement. The Oregon Secretary of State's Office, the federal government, the other Party, and their duly authorized representatives shall have access to the books, documents, papers, and records of a Party that are directly related to this Agreement for the purposes of making audit, examination, excerpts, and transcripts for a period of six years after termination of this Agreement.

## **SECTION 15: COMPLIANCE WITH LAW**

In connection with their activities under this Agreement, the Parties shall comply with all applicable federal, state and local laws and regulations.

## **SECTION 16: Governing Law; Venue; Consent to Jurisdiction.**

This Agreement shall be governed by and construed in accordance with the internal laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between Lottery (and any other agency or department of the State of Oregon) and County that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County for the State of Oregon; provided, however, that if a Claim must be brought in a federal forum, then it shall be brought and adjudicated solely and exclusively within the United States District Court for the District of Oregon. In no event shall this Section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether it is sovereign immunity, governmental immunity, immunity based on the Eleventh Amendment to the Constitution of the United States or otherwise, from any Claim or from the jurisdiction of any court. PARTICIPATING STATE, BY EXECUTION OF THIS AGREEMENT, HEREBY CONSENTS TO THE IN PERSONAM JURISDICTION OF SAID COURT(S).

## **SECTION 17: NO THIRD PARTY BENEFICIARIES**

Lottery and County are the only Parties to this Agreement and are the only Parties entitled to enforce its terms. Nothing in this Agreement 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 Agreement.

## **SECTION 18: FORCE MAJEURE**

Neither Party is responsible for any failure to perform or any delay in performance of any obligation under this Agreement caused by fire, riot, acts of God, terrorism, war, or any other cause which is beyond that Party's reasonable control.

## **SECTION 19: MERGER, WAIVER AND MODIFICATION**

This Agreement and all exhibits and attachments, if any, constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given.

## **SECTION 20: SUBCONTRACTS AND ASSIGNMENT**

- 20.1 Neither Party may enter into any subcontracts for the performance of any of its obligations under this Agreement, without the prior written consent of the other Party.
- 20.2 Neither Party may assign, delegate or transfer any of its rights or obligations under this Agreement, without the prior written consent of the other Party.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the dates set forth below.

STATE OF OREGON acting by and through its  
The Oregon State Lottery Commission

Morrow County

By: Barry Pack  
Barry Pack (Jun 25, 2021 15:53 PDT)  
\_\_\_\_\_  
(signature of Printed Name below)

By: Melissa Lindsay  
\_\_\_\_\_  
(signature of Printed Name below)

Barry Pack, Director

Melissa Lindsay, Commissioner

**EXHIBIT 1**

**PRIZE AMOUNTS AND DESCRIPTIONS**

The Lottery shall conduct drawings to select 5 winners to receive prizes totaling \$70,000 funded and paid by Morrow County to be distributed as follows:

| Number of Drawings for Eligible Residents 18 and Older | Prize Amount |          |
|--|--------------|----------|
| 1  | \$20,000     |          |
| 2  | \$20,000     |          |
| 3  | \$10,000     |          |
| 4  | \$10,000     |          |
| 5  | \$10,000     |          |
| Total  |              | \$70,000 |



AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 1 of 2)

(For BOC Use)
Item #
5a

Please complete for each agenda item submitted for consideration by the Board of Commissioners
(See notations at bottom of form)

Presenter at BOC: H Paul Gray/Darrell Green
Department: Emergency Management
Short Title of Agenda Item:

Date submitted to reviewers: 7/13/2021
Requested Agenda Date: 7/21/2021

(No acronyms please) Oregon Alert, Intergovernmental Agreement

This Item Involves: (Check all that apply for this meeting.)
Order or Resolution
Ordinance/Public Hearing:
1st Reading 2nd Reading
Public Comment Anticipated:
Estimated Time:
Document Recording Required
Contract/Agreement
Appointments
Update on Project/Committee
Consent Agenda Eligible
Discussion & Action
Estimated Time: 10 minutes
Purchase Pre-Authorization
Other

N/A
Purchase Pre-Authorizations, Contracts & Agreements
Contractor/Entity:
Contractor/Entity Address:
Effective Dates - From: Through:
Total Contract Amount: Budget Line:
Does the contract amount exceed \$5,000? Yes No

Reviewed By:

H Paul Gray 7/13/2021 Department Director

Required for all BOC meetings

[Signature] 7/26/21 Administrator

Required for all BOC meetings

County Counsel

\*Required for all legal documents

Finance Office

\*Required for all contracts; other items as appropriate.

Human Resources

\*If appropriate

\*Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.

Note: All other entities must sign contracts/agreements before they are presented to the Board of Commissioners (originals preferred). Agendas are published each Friday afternoon, so requests must be received in the BOC Office by 1:00 p.m. on the Friday prior to the Board's Wednesday meeting. Once this form is completed, including County Counsel, Finance and HR review/sign-off (if appropriate), then submit it to the Board of Commissioners Office.

**AGENDA ITEM COVER SHEET**  
**Morrow County Board of Commissioners**  
**(Page 2 of 2)**

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**1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):**

OR-Alert is a new state-wide notification system, powered by Everbridge, being funded 100% by the State of Oregon.

Fully deployed, OR-Alert will provide statewide access to a modern and interoperable alerts, warnings and notifications (AWN) system, enabling real-time sharing of hazard information across Oregon's 36 Counties and Tribal governments and providing access to FEMA's Integrated Alerts and Warnings System (IPAWS). The availability of timely AWNs through multiple channels, including text, landline and cellular phones, social media and broadcast media, will enable people in Oregon to make critical decisions in preparing for, responding to, and recovering from disasters and emergency incidents—saving both property and lives.

**2. FISCAL IMPACT:**

None. In future, we can eliminate AlertSense and save the county funds.

**3. SUGGESTED ACTION(S)/MOTION(S):**

Motion to approve the intergovernmental agreement with the State of Oregon to use new notification system at no cost to local governments and authorize the Administrator to sign on behalf of the County.

Attach additional background documentation as needed.



**INTERGOVERNMENTAL AGREEMENT  
BETWEEN THE STATE OF OREGON, ACTING BY AND THROUGH THE OFFICE  
OF THE STATE CHIEF INFORMATION OFFICER,  
AKA ENTERPRISE INFORMATION SERVICES  
AND THE COUNTY OF MORROW**

This Intergovernmental Agreement (the "Agreement") is made and entered into by the State of Oregon acting by and through the Office of the State Chief Information Officer also known as Enterprise Information Services, Shared Services, Statewide Interoperability Program (hereinafter referred to as the "State") and the County of Morrow (hereinafter referred to as the "County/Tribe"), (hereinafter collectively referred to as the "Parties").

WHEREAS, the State issued a certain purchase order and has entered into an agreement ("Contract") for the provision of Statewide alert and mass notification services in support of its OR-ALERT Initiative, (hereinafter referred to as the "notification system") by Everbridge, Inc. (hereinafter referred to as the "Contractor"); and,

WHEREAS, the State intends to fund and provide the notification system at no local cost to eligible political subdivisions for the term of January 1, 2021 through June 30, 2026 and subsequent Contract renewals (if any), contingent upon an appropriation by the Oregon Legislature; and,

WHEREAS, Section 401.305 of the Oregon Revised Statutes establishes Emergency Management powers of political subdivisions;

WHEREAS, this Agreement is an intergovernmental agreement subject to Chapter 190 of the Oregon Revised Statutes. The Agreement does constitute an authorization by a public body under ORS 190.010 for a Party to perform one or more inherent governmental responsibilities for the other Party; and

WHEREAS, the County/Tribe desires to utilize the notification system provided by the State to transmit alerts, notifications, and other official messaging to employees, residents, businesses, and visitors located in or transiting through their political subdivision, while performing its powers under ORS 401.305.

NOW, THEREFORE, in consideration of the cooperative effort between the Parties contained herein, the Parties agree as follows:

**1. TERM OF AGREEMENT**

This Agreement is effective on the date of execution by the last-signing party and shall remain in effect for the duration of services provided under the Contract, and shall automatically renew as long as the State continues to provide this contractual service to eligible entities defined in this and subsequent contracts.

**2. DUTIES AND RESPONSIBILITIES**

**A. The State:**

- I. Has assigned a contract manager for the notification system who will enforce the performance of the Contract terms and conditions and serve as a liaison with the Contractor.
- II. May access any political subdivision's account or organization in the system for purposes of contract management, and to monitor system activity and usage.
- III. Will limit the number of personnel with high-level administrative access credentials to the system, and will take reasonable efforts to prevent the unauthorized disclosure of contact information.
- IV. Will, upon termination of the Contract, distribute the system's Opt In contact data to the County/Tribe as specified in the Purchase Order Scope of work.
- V. May terminate the Contract with the vendor, at any time, in consultation with the OR-Alert Governance Committee.
- VI. Will provide vendor management activities, on behalf of all Parties, such as quarterly business reviews, issue escalations, engagement with the technical account manager, and others, as required.
- VII. Will work with the Contractor to establish and implement change management procedures
- VIII. May conduct an audit, to identify any failures and/or deficiencies of the system and that the usage of the system meets guidelines established by the OR-Alert Governance Committee and policies and procedures outlined by the State. Audit findings will be shared with system administrators, community leaders and responsible partners. Each County/Tribe will have 90 days to develop plans to address issues or deficiencies noted in the audit. Failure to correct issues or deficiencies may result in a County/Tribe's access to system being suspended or revoked per the OR-Alert governance process.
- IX. Will provide the Oregon Office of Emergency Management with access to all available "opt-in" contact data in the system for the sole purpose of launching an emergency notification to the public resulting from a catastrophic natural or technological disaster, a widespread public health emergency, an imminent or actual attack of a foreign military power, or a similar emergency where a delay to coordinate locally-initiated notifications would endanger the health and safety of the State's population.
- X. May require certain notification subscription options be set to "mandatory" in a subdivision's public-facing opt-in portal, including but not limited to:
  - Tornado Warnings
  - Flash Flood Warnings
  - Tsunami Warnings

- Severe Weather Warnings
  - Statewide Notifications
  - Countywide Notifications
- XI. The State will provide and maintain statewide governance for the OR-Alert System, including:
- Regularly scheduling OR-Alert Governance Meetings
  - Providing administrative support for Governance Meetings
  - Providing written minutes and/or recordings of Governance Meetings
  - Assisting OR-Alert Governance Committee Leadership in preparing and distributing meeting agendas.
  - Encouraging active participation of participating organizations in Governance Committee meetings.

## **B. COUNTY OF MORROW**

The County/Tribe:

- I. Has read and acknowledges the terms and conditions of the State's Contract, and shall abide by the terms of the Contract, specifically: the Contractor's End User License Agreement, and the Contractor's Acceptable Use Policy, available via <https://www.everbridge.com/about/legal/acceptable-use-policy/>
- II. Shall place a "powered by OR-ALERT" icon that will encompass no less than 10% of the banner image of the County/Tribe's public-facing opt-in portal(s) for continuity with statewide branding.
- III. Shall abide by future "branding" guidelines and other operating policies and procedures established by the OR-ALERT Governance Committee and the State.
- IV. Shall limit use of the system to transmitting alerts, notifications, and other official messaging to its own employees, contractors, partners, and volunteers, and opt-in contacts, unless the Agency has been approved for a "public alerting organization" in which case it will limit use of the organization's public alerting capabilities to the following categories of notifications:
  - a. Population protective actions, such as evacuation orders, shelter-in-place warnings, boil water notices, and similar actions;
  - b. Emergency preparedness and response information, such as the availability of sand bag stations for flood-fighting efforts, notification of planned or anticipated disruption of municipal services & municipal or commercial utilities, the establishment of emergency shelters, implementation of curfews and other

law enforcement security measures, the designation of security zones around specific planned events, the establishment of up to 5 keywords (additional keywords may be available for a fee) for event-specific messaging, and other similar messaging that conveys a change in the County/Tribe's steady-state operational posture;

- c. Disaster recovery information, such as the location of disaster recovery centers, availability of voluntary agency or governmental disaster recovery assistance, and updates on debris clearance and the allowance of re-entry into a portion of a County/Tribe's jurisdiction impacted by a disaster.
  - d. Emergency preparedness exercises, including operational tests of notification capability and public notification of functional or full-scale public safety and emergency management exercises occurring within the County/Tribe's jurisdiction.
  - e. Law enforcement searches, for a missing person or a manhunt for escaped convicts or suspects evading arrest.
  - f. Automated weather warnings, provided by the National Weather Service.
  - g. Non-Weather Messages (NWMs) that the County/Tribe is authorized to broadcast via their IPAWS Alerting Authority, including a Civil Danger Warning, Civil Emergency Message, Fire Warning, Hazardous Materials Warning, Local Area Emergency, 911 Telephone Outage Emergency, Nuclear Power Plant Warning, Radiological Hazard Warning, and future NWM's that may become available.
  - h. Other categories that may be approved by the OR-Alert Governance Committee in the future.
- V. Acknowledges that access to the Integrated Public Alert and Warning System (IPAWS) and Emergency Alert System (EAS) initiation features available in the system is contingent on the Organization:
- a. Acquiring and maintaining its Collaborative Operating Group (COG) license from the Federal Emergency Management Agency (FEMA); and,
  - b. Complying with all IPAWS related policies, procedures, and guidelines established by the Federal Emergency Management Agency (FEMA).
  - c. Coordinating with and receiving approval from the Oregon Office of Emergency Management for IPAWS Alerting Authority within Oregon.
  - d. Completing all testing activities and training required by the Oregon Office of Emergency Management or FEMA

- VI. Shall supply the State with requested information about any existing or recent local contracts for mass notification services, for the purpose of developing quantitative cost impact and qualitative notification capability measures in support of legislative budget requests for continued funding of the initiative.
- VII. Shall develop a written Standard Operating Procedure (SOP) that governs access to and use of the notification system within the County/Tribe, to include, at minimum, the following topics:
  - a. Defining the account administrator(s) (minimum of 2);
  - b. Defining procedures for requesting administrative and user access within the County/Tribe and the training requirements for granting such access;
  - c. Establishing a message drafting and approval process;
  - d. Discussing the difference between “opt-in” and “opt-out” contact data, limiting the use of “opt-out” data to imminent or actual life threatening emergencies, and considering the time of day when initiating notifications that use “opt-out” data; and,
  - e. Specifying the responsibility and frequency of periodically reviewing all administrative user accounts within the County/Tribe account to validate the continued relationship and need for access of each current user.
  - f. Mutual Aid considerations

The SOP must be developed within ninety (90) calendar days of the effective date of this Agreement and submitted to the State for review and approval.

- VIII. Shall revoke access to the system for any user who voluntarily separates from employment or affiliation with the County/Tribe within 24 hours.
- IX. Shall immediately revoke access to the system for any user who involuntarily separates from employment with the County/Tribe.
- X. Shall only permit authorized users to access the system via County/Tribe or affiliated agency/organization-owned electronic devices at all times, unless such limitation would prevent the sending of a message in an imminent or life threatening emergency.
- XI. Shall send a representative to participate, in person or via teleconference, in OR-ALERT Governance Committee Meetings at least twice a year.
- XII. Shall include emergency notifications procedures in applicable drills, exercises, or trainings at least biennially.
- XIII. Shall work with local telecommunications providers to determine network capacity to deliver messages within the jurisdiction.
- XIV. Shall revalidate any and all subscriber Opt-In information at least

annually.

- XV. Shall follow established change control management procedures as defined by the State.
- XVI. Acknowledges that the Contractor provides additional notification system capabilities and services, as well as the ability to add additional organizations to the system which are not covered under the State's Contract for the notification system (hereinafter referred to as "non-covered services"). If the County/Tribe desires to enhance its notification capabilities by adding non-covered services to its organization(s), then the County/Tribe will be responsible for any additional costs incurred as a result of adding those services, plus any costs arising from technical support of the non-covered services. The County/Tribe will notify the State of its desire to add non-covered services. The State will evaluate the proposal, and if in the opinion of the State, the change will significantly affect other users of the system, the State will seek OR-Alert Governance Committee endorsement of the change before approving the proposal.
- XVII. Shall address audit findings related to system management and communication issues as set forth in the required improvement plan(s) within 90 days from receipt of audit findings.
  - a. Failure to adequately address findings may result in access to the system being suspended or removed subject to the OR-Alert Governance Process
- XVIII. Acknowledges that it may be one of many entities participating in the Program and shall work cooperatively and in good faith with the State, the Contractor, and all other entities and their agents.
- XIX. Acknowledges that a failure to follow established OR-ALERT policies, procedures, and guidelines may result in immediate revocation of access to the system.

### 3. POINTS OF CONTACT

The Parties shall direct all matters arising in connection with the performance of this Agreement to the attention of the respective contact person(s) named below for resolution or action:

**For the State:**

William Chapman,  
Statewide Interoperability Coordinator  
1177 Center St. NE  
Salem, OR 97302  
Telephone: 971-283-4607  
Email: [William.Chapman@oregon.gov](mailto:William.Chapman@oregon.gov)

**For the County/Tribe:**

Darrell Green  
County Administrator  
110 N Court Street  
Heppner, OR 97836  
Telephone: (541) 676-2529  
Email: [dgreen@co.morrow.or.us](mailto:dgreen@co.morrow.or.us)

### 4. TERMINATION OF AGREEMENT

The Parties may terminate this Agreement at any time upon thirty (30) calendar

days' written notice to the contact person(s) specified herein.

**5. LIABILITY**

Each Party shall be solely responsible for the negligent or wrongful acts of its employees and agents. Nothing contained herein shall constitute a waiver by either Party of its sovereign immunity. Nothing herein shall be construed as consent by either Party to be sued by third parties.

**6. ATTACHMENTS**

The following attachments are incorporated hereunto by reference:

A. Attachment 1 – Definitions

**IN WITNESS WHEREOF**, the Parties hereto have caused this Agreement to be executed by their duly authorized representatives on the dates appearing beneath their respective signatures.

**STATE OF OREGON, ACTING BY AND  
THROUGH THE OFFICE OF THE STATE  
CHIEF INFORMATION OFFICER aka  
ENTERPRISE  
INFORMATION SERVICES**

**COUNTY OF MORROW**

By: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date**

By: \_\_\_\_\_

**Darrell Green**

**County Administrator**

\_\_\_\_\_

**Date**

## Attachment 1 – Definitions

**Account** – An account is the access point to the web-based Everbridge Mass Notification Solution which is an integrated component of Everbridge’s Unified Critical Communication Suite (“Everbridge Platform”). Accounts are segmented into Organizations and are typically segmented further into numerous groups.

**Affiliated Agency or Affiliated Organization** – an agency or organization related to County/Tribe with authority to access County/Tribe’s account.

**Contact** – Individuals who may receive notifications from or through the notification system, including any individual person who provides their personal contact information through an opt-in portal.

**Opt-In** – The process whereby a contact subscribes to receive notifications through an organization-specific web portal, or by sending the Subdivision’s keyword(s) or zip code(s) to an established SMS short code.

**Opt-Out** – Contact and address point data loaded into the Everbridge Platform by a political subdivision without the intervention of the contact.

**Organization** – In the Everbridge Platform, an organization (“Org”) contains a contact database and the capability to send notifications. Each Org has a mapping feature that allows users to send notifications based on registered locations of contacts. Orgs can be configured with a variety of settings and users can view and create numerous reports.

**The State** – refers to the Department of Administrative Services, Office of the State Chief Information Officer aka Enterprise Information Services, Shared Services, Statewide Interoperability Program in coordination with the Oregon Office of Emergency Management.

**User** – Individuals assigned roles and granted permission to manage users, manage contacts and groups, edit settings, and/or send notifications within the Everbridge Platform.





AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 1 of 2)

(For BOC Use)
Item #
5b

Please complete for each agenda item submitted for consideration by the Board of Commissioners
(See notations at bottom of form)

Presenter at BOC: Lindsay Grogan
Department: Human Resources
Short Title of Agenda Item:
(No acronyms please)

SAIF Dividend Allocation

Phone Number (Ext): 5620
Requested Agenda Date: 7/28/2021

This Item Involves: (Check all that apply for this meeting.)
Order or Resolution
Ordinance/Public Hearing:
1st Reading 2nd Reading
Public Comment Anticipated:
Estimated Time:
Document Recording Required
Contract/Agreement
Appointments
Update on Project/Committee
Consent Agenda Eligible
Discussion & Action
Estimated Time: 5 minutes
Purchase Pre-Authorization
Other

N/A
Purchase Pre-Authorizations, Contracts & Agreements
Contractor/Entity:
Contractor/Entity Address:
Effective Dates - From: Through:
Total Contract Amount: Budget Line:
Does the contract amount exceed \$5,000? Yes No

Reviewed By:

Department Director Required for all BOC meetings
Administrator Required for all BOC meetings
County Counsel \*Required for all legal documents
Finance Office \*Required for all contracts; other items as appropriate.
Human Resources \*If appropriate

\*Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.

Note: All other entities must sign contracts/agreements before they are presented to the Board of Commissioners (originals preferred). Agendas are published each Friday afternoon, so requests must be received in the BOC Office by 1:00 p.m. on the Friday prior to the Board's Wednesday meeting. Once this form is completed, including County Counsel, Finance and HR review/sign-off (if appropriate), then submit it to the Board of Commissioners Office.

**AGENDA ITEM COVER SHEET**  
**Morrow County Board of Commissioners**  
**(Page 2 of 2)**

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**1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):**

On July 13th, the County received the 2021 SAIF Dividend. We received 38.14% of our standard premium which totaled \$62,755. This amount is substantially larger than the previous couple of years.

2020 - \$17,325 ; 2019 - \$20,347 ; 2018 - \$22,222 ; 2017 - \$37,789 ; 2016 - \$61,018

The current balance for Safety Committee account is \$10,709.

During the 2020-2021 fiscal year the Safety Committee's expenses consisted of purchases such as:

- A) Reimbursements for employee accommodation requests accompanied by a doctor's note.
- B) Reimbursement for deep cleaning of 911 Operator Console desks.
- C) Emergency Roadside/Survival Kits for County Vehicles.
- D) Needed replacements of building fire extinguishers and AED pads.
- E) Full cost of CPR classes for employees.

Past practice has been for the Safety Committee to receive 20% and the General Fund to receive 80%.

**2. FISCAL IMPACT:**

**3. SUGGESTED ACTION(S)/MOTION(S):**

I would like to suggest an increase to 40-50% for the amount allocated to the Safety Committee for the FY 2021-2022.

Attach additional background documentation as needed.



AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 1 of 2)

(For BOC Use)
Item #
50

Please complete for each agenda item submitted for consideration by the Board of Commissioners
(See notations at bottom of form)

Presenter at BOC: Katie Imes
Department: The Loop
Short Title of Agenda Item:
(No acronyms please)

Date submitted to reviewers: July 13, 2021
Requested Agenda Date: July 28, 2021

Bus Sanitization Equipment Purchase

This Item Involves: (Check all that apply for this meeting.)
Order or Resolution
Ordinance/Public Hearing:
1st Reading 2nd Reading
Public Comment Anticipated:
Estimated Time:
Document Recording Required
Contract/Agreement
Appointments
Update on Project/Committee
Consent Agenda Eligible
Discussion & Action
Estimated Time:
Purchase Pre-Authorization
Other

N/A
Purchase Pre-Authorizations, Contracts & Agreements
Contractor/Entity: Creative Bus Sales
Contractor/Entity Address: 14740 Ramona Ave. Chino, CA. 91710
Effective Dates - From: Through:
Total Contract Amount: \$61,299.00 Budget Line: 504-504-5-40-4402
Does the contract amount exceed \$5,000? Yes No

Reviewed By:

Department Director Required for all BOC meetings
Administrator Required for all BOC meetings
County Counsel \*Required for all legal documents
Katie Knop - via email 7/19/2021 Finance Office \*Required for all contracts; other items as appropriate.
Human Resources \*If appropriate
\*Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.

Note: All other entities must sign contracts/agreements before they are presented to the Board of Commissioners (originals preferred). Agendas are published each Friday afternoon, so requests must be received in the BOC Office by 1:00 p.m. on the Friday prior to the Board's Wednesday meeting. Once this form is completed, including County Counsel, Finance and HR review/sign-off (if appropriate), then submit it to the Board of Commissioners Office.

**AGENDA ITEM COVER SHEET**  
**Morrow County Board of Commissioners**  
**(Page 2 of 2)**

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**1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):**

Due to last year's events surrounding Covid-19, public transportation has placed more emphasis on disinfecting our fleet and will continue to do so by purchasing this sanitizing equipment and disinfectant solution. The Loop will provide the best sanitization procedures and practices to provide peace of mind to our passengers when using our service.

The Loop released a request for a quote on June 22nd, 2021 for sanitization equipment, we received three quotes that have been reviewed according to the criteria in the quote request. See attached cost comparison for more detail. We chose the AreoClave unit based on its ability to sanitize multiple vehicles at the same time and the unit's capability to sanitize hand's free or manually, the AreoClave provides a versatility unmatched by the other products that were submitted for review.

The disinfecting solution, Vital Oxide, is proven effective against Covid-19 and a plethora of other viruses, molds, and mildew. (See attached list) Vital Oxide does not require the applicator to wear protective gear when applying the product. We would like to purchase one unit for each of our three bus storage locations, this will allow our drivers to sanitize the vehicle after every trip. (See attached picture)

**2. FISCAL IMPACT:**

\$61,299 from budget #504

**3. SUGGESTED ACTION(S)/MOTION(S):**

Motion to approve the purchase of the sanitization equipment from Creative Bus Sales.

Attach additional background documentation as needed.

**Bus Sanitization Equipment Cost Review**

|                |   |  |  |
|----------------|---|--|--|
| <b>Vendor:</b> | <b>TOMI Enviroment Solutions - Surface Unit</b> | <b>TOMI Enviroment Solutions - Enviro Unit</b> | <b>Creative Bus Sales - AreoClave Unit</b> |
|----------------|---|--|--|

| <b>Criteria</b>       | <b>Cost</b>        | <b>Cost</b>          | <b>Cost</b>        |
|-----------------------|--------------------|----------------------|--------------------|
| Warrenty              | 1 yr. included \$0 | 1 yr. included \$0   | 1 yr. included \$0 |
| Installation          | N/A                | N/A                  | N/A                |
| Hardware              | \$55,288.00        | \$146,437.85         | \$59,709.00        |
| Software              | N/A                | N/A                  | N/A                |
| Training              | included           | included             | included           |
| Travel Costs          | N/A                | N/A                  | N/A                |
| Supplies              | N/A                | N/A                  | N/A                |
| Shipping              | \$0.00             | \$0.00               | \$1,590.00         |
| Met RFP               |                    |                      |                    |
| Requirements          | No                 | No                   | Yes                |
| <b>Grand Total \$</b> | <b>\$55,288.00</b> | <b>\$ 146,437.85</b> | <b>\$61,299.00</b> |

Prepared by Katie Imes 7/13/2021

| Disinfection                                | Use Method         | Contact Time        | Study Conclusion        |
|---|--------------------|---------------------|-------------------------|
| <b>Gram Negative Bacteria</b>               |                    |                     |                         |
| Acinetobacter baumannii ATCC 19606          | AOAC Use-Dilution  | 10 min.             | Disinfection            |
| Pseudomonas aeruginosa ATCC 15442           | AOAC Use-Dilution  | 10 min.             | Disinfection            |
| Legionella pneumophila ATCC 33153           | AOAC Use-Dilution  | 10 min.             | Disinfection            |
| Salmonella enterica ATCC 10708              | AOAC Use-Dilution  | 10 min.             | Disinfection            |
| Klebsiella pneumoniae (NDM-1) ATCC BAA-2146 | AOAC Use-Dilution  | 10 min.             | Disinfection            |
| Escherichia coli ATCC 11229                 | AOAC Use-Dilution  | 10 min.             | Disinfection            |
| Bordetella bronchiseptica ATCC 10580        | AOAC Use-Dilution  | 10 min.             | Disinfection            |
| <b>Gram Positive Bacteria</b>               |                    |                     |                         |
| Staphylococcus aureus MRSA ATCC 33592       | AOAC Use-Dilution  | 10 min.             | Disinfection            |
| Staphylococcus aureus ATCC 6538             | AOAC Use-Dilution  | 10 min.             | Disinfection            |
| Listeria monocytogenes ATCC 15313           | AOAC Use-Dilution  | 10 min.             | Disinfection            |
| Mycobacterium bovis- BCG                    | AOAC Use-Dilution  | 10 min.             | Disinfection            |
| <b>Enveloped Viruses</b>                    | <b>Use Method</b>  | <b>Contact Time</b> | <b>Study Conclusion</b> |
| Swine Influenza (H1N1) Virus**              | Virucidal Efficacy | 5 min.              | Complete inactivation   |
| Respiratory Syncytial Virus**               | Virucidal Efficacy | 5 min.              | Complete inactivation   |
| Influenza B Virus**                         | Virucidal Efficacy | 5 min.              | Complete inactivation   |
| Hepatitis A Virus**                         | Virucidal Efficacy | 5 min.              | Complete inactivation   |
| Hepatitis B Virus**                         | Virucidal Efficacy | 5 min.              | Complete inactivation   |
| Hepatitis C Virus**                         | Virucidal Efficacy | 5 min.              | Complete inactivation   |
| Human Immunodeficiency Virus (HIV Type 1)** | Virucidal Efficacy | 5 min.              | Complete inactivation   |

| Hantavirus (Prospect Hill Virus) University of Ontario** | Virucidal Efficacy        | 5 min.                         | Complete inactivation   |                                 |
|--|---------------------------|--------------------------------|-------------------------|---------------------------------|
| Canine Distemper Virus, Strain Snyder Hill, ATCC VR**    | Virucidal Efficacy        | 5 min.                         | Complete inactivation   |                                 |
| Felid Herpesvirus 1, Strain C-27, ATCC VR-636**          | Virucidal Efficacy        | 10 min.                        | Complete inactivation   |                                 |
| Feline coronavirus, Strain WSU 79-1683, ATCC VR-989**    | Virucidal Efficacy        | 10 min.                        | Complete inactivation   |                                 |
| Canine coronavirus, Strain 1-71, ATCC VR-809**           | Virucidal Efficacy        | 10 min.                        | Complete inactivation   |                                 |
| <b>Non-Enveloped Viruses</b>                             |                           |                                |                         |                                 |
|  | <b>Use Method</b>         | <b>Contact Time</b>            | <b>Study Conclusion</b> |                                 |
| Rotavirus**  | Virucidal Efficacy        | 5 min.                         | Complete inactivation   |                                 |
| Norovirus Feline Calicivirus**                           | Virucidal Efficacy        | 5 min.                         | Complete inactivation   |                                 |
| Murine Norovirus (MNV-1)**                               | Virucidal Efficacy        | 5 min.                         | Complete inactivation   |                                 |
| Adenovirus 1, Strain Adenoid 71, ATCC VR-1**             | Virucidal Efficacy        | 10 min.                        | Complete inactivation   |                                 |
| Canine Parvovirus, Strain Cornell-780916, ATCC VR-2016** | Virucidal Efficacy        | 10 min.                        | Complete inactivation   |                                 |
| Canine adenovirus 1, Strain Utrecht, ATCC VR-293**       | Virucidal Efficacy        | 10 min.                        | Complete inactivation   |                                 |
| <b>Food Contact Sanitizer</b>                            |                           |                                |                         |                                 |
|  | <b>Dilution Rate: 9:1</b> | <b>Use Method</b>              | <b>Contact Time</b>     | <b>Study Conclusion</b>         |
| Escherichia coli ATCC 11229                              |                           | AOAC Food Contact Sanitization | 60 sec.                 | 99.999 Kill (no rinse required) |
| Staphylococcus aureus ATCC 33592                         |                           | AOAC Food Contact Sanitization | 60 sec.                 | 99.999 Kill (no rinse required) |
| <b>Carpet Sanitizer</b>                                  |                           |                                |                         |                                 |
|  | <b>Dilution Rate: 5:1</b> | <b>Use Method</b>              | <b>Contact Time</b>     | <b>Study Conclusion</b>         |
| Staphylococcus aureus ATCC 6538                          |                           | DIS/TSS-8 Carpet Sanitizer     | 60 min.                 | 99.9 Carpet Sanitizer           |
| Enterbacter aerogenes ATCC 13048                         |                           | DIS/TSS-8 Carpet Sanitizer     | 60 min.                 | 99.9 Carpet Sanitizer           |
| <b>Soft Surface Sanitizer</b>                            |                           |                                |                         |                                 |
|  |                           | <b>Use Method</b>              | <b>Contact Time</b>     | <b>Study Conclusion</b>         |
| Staphylococcus aureus ATCC 6538                          |                           | Soft Surface Sanitization      | 5 min.                  | Sanitization                    |
| Enterbacter aerogenes ATCC 13048                         |                           | Soft Surface Sanitization      | 5 min.                  | Sanitization                    |
| <b>Fungi on Surface</b>                                  |                           |                                |                         |                                 |
|  |                           | <b>Use Method</b>              | <b>Contact Time</b>     | <b>Study Conclusion</b>         |
| Aspergillus niger ATCC 6275                              |                           | Mildewstat                     | 10 min.                 | > 4 weeks protection            |



EPA Registration Number: 82972-1

|                                       |           |         |                          |
|---------------------------------------|-----------|---------|--------------------------|
| Trichophyton rubrum ATCC MYA          | Fungicide | 10 min. | No germination of spores |
| Trichophyton mentagrophytes ATCC 9533 | Fungicide | 10 min. | No germination of spores |

**Not EPA approved organisms**

|                        |                      |         |                          |
|------------------------|----------------------|---------|--------------------------|
| Stachybotrus Chartarum | Sporicidal Viability | 10 min. | No germination of spores |
| Aspergillus Fumigatus  | Sporicidal Viability | 10 min. | No germination of spores |
| Alternaria Alternata   | Sporicidal Viability | 10 min. | No germination of spores |
| Penicillum sp          | Sporicidal Viability | 10 min. | No germination of spores |





# RDS 3110T Portable Decontamination System



## RDS 3110T

### Portable Decontamination System

The RDS 3110T disinfects vehicles, rooms, and equipment. The system provides three ADP's to power three separate remote devices. These can be three APAs for hand application, three APAs on tripods, or three ports for vehicles or rooms.

### Superior Design

The RDS 3110T is a rugged, lightweight, and portable decontamination system that can effectively treat spaces up to 9,000 cubic feet total (3,000 cubic feet per ADP Port). Larger spaces can be treated with multiple units. Weighing in at only 48 pounds, the 3110T is simple to use and requires minimal operator training. It is fully self-contained and can be set up and operating in minutes. The small form-factor allows it to be neatly tucked away until needed.

### Highlights

- **Max Treatment Area\***  
Up to 9,000 Cubic Ft. Total  
(3,000 Cubic Ft. per ADP Port)
- **Design**  
(3) ADP Ports, 1 Gal. Solution Reservoir
- **Delivery Methods**
  - Tripod Mode
  - Hand Application Mode
  - Port Mode
  - Up to 3 Vehicles Simultaneously
- **Compatibility**
  - ADP-Ex Kit (with ADP-AS)
  - APA
  - Tripod

*\*Standard 40' bus is 2,000 cubic feet.*

### Breakthrough Process

The RDS 3110T can be operated in either hands-free or hand-applied methods. Connect to the AeroClave Portable Applicator (APA) mounted on tripods, or a vehicle ADP-Ex port for hands-free area decontamination. You can also connect the APA to apply disinfectant by hand-spraying directly on high contact areas.



## RDS 3110T Delivery Methods



### Tripod Mode

Disinfect hands-free by mounting an APA on a tripod (up to 3 on the RDS 3110T)



### Hand Application Mode

Disinfect manually by hand-spraying the APA directly on high contact areas



### Port Mode

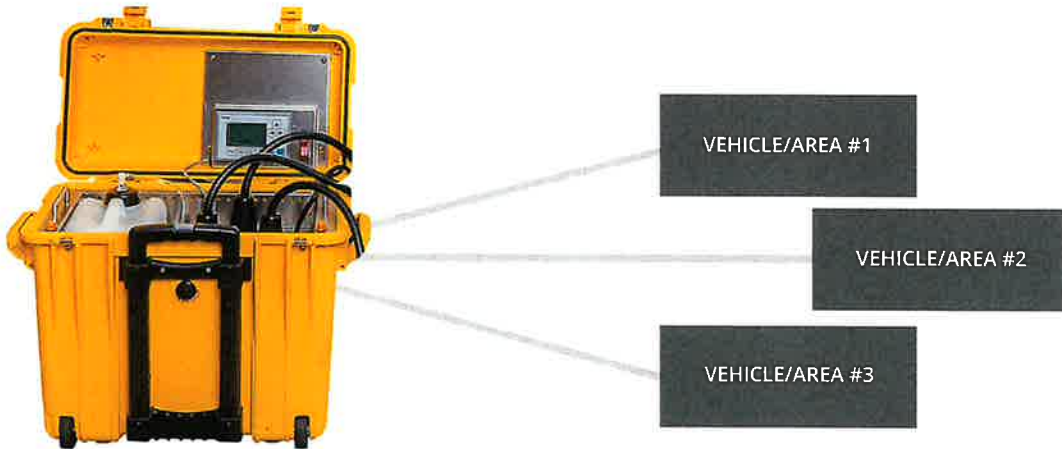
Disinfect hands-free by installing an ADP-Ex Kit on your vehicle or room and using an ADP-AS connection hose



## RDS 3110T Portable Decontamination System (Cont.)

### Decontaminate Up to 3 Vehicles/Areas Simultaneously

Maximize efficiency by connecting 3 APAs or 3 ADP-AS hoses to your RDS 3110T unit at once. You can operate the APAs manually by hand-spraying, or hands-free by mounting on tripods. You can also disinfect hands-free by installing an ADP-Ex Kit on each vehicle or room and using 3 ADP-AS connection hoses.



### Process Times by Vehicle

#### *Ford E-Series Chassis — 22' Cutaway Bus* (712 Cubic Feet)

**1 Nozzle: 25 - 30 Minutes**

- 9 Minute Fog
- 10 Minute Dwell
- 5 - 10 Minute Aeration

**2 Nozzles: 20 - 25 Minutes**

- 5 Minute Fog
- 10 Minute Dwell
- 5 - 10 Minute Aeration

#### *Ford F-Series Chassis — 32' Cutaway Bus* (1,160 Cubic Feet)

**1 Nozzle: 34 - 39 Minutes**

- 14 Minute Fog
- 10 Minute Dwell
- 10 - 15 Minute Aeration

**2 Nozzles: 27 - 32 Minutes**

- 7 Minute Fog
- 10 Minute Dwell
- 10 - 15 Minute Aeration

#### *Ford E-Series Chassis — 27' Cutaway Bus* (871 Cubic Feet)

**1 Nozzle: 30 Minutes**

- 10 Minute Fog
- 10 Minute Dwell
- 10 Minute Aeration

**2 Nozzles: 25 Minutes**

- 5 Minute Fog
- 10 Minute Dwell
- 10 Minute Aeration

#### *40' School/Transit Bus* (1,969 Cubic Feet)

**1 Nozzle: 43 - 48 Minutes**

- 23 Minute Fog
- 10 Minute Dwell
- 10 - 15 Minute Aeration

**2 Nozzles: 32 - 37 Minutes**

- 12 Minute Fog
- 10 Minute Dwell
- 10 - 15 Minute Aeration

**3 Nozzles: 28 - 33 Minutes**

- 7 Minute Fog
- 10 Minute Dwell
- 10 - 15 Minute Aeration



AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 1 of 2)

(For BOC Use)
Item #

Please complete for each agenda item submitted for consideration by the Board of Commissioners
(See notations at bottom of form)

Presenter at BOC:
Department:
Short Title of Agenda Item:
(No acronyms please)

Date submitted to reviewers:
Requested Agenda Date:

This Item Involves: (Check all that apply for this meeting.)

- Order or Resolution
Ordinance/Public Hearing:
1st Reading 2nd Reading
Public Comment Anticipated:
Estimated Time:
Document Recording Required
Contract/Agreement
Appointments
Update on Project/Committee
Consent Agenda Eligible
Discussion & Action
Estimated Time:
Purchase Pre-Authorization
Other

N/A

Purchase Pre-Authorizations, Contracts & Agreements

Contractor/Entity:
Contractor/Entity Address:
Effective Dates - From: Through:
Total Contract Amount: Budget Line:
Does the contract amount exceed \$5,000? Yes No

Reviewed By:

Department Director Required for all BOC meetings
Administrator Required for all BOC meetings
County Counsel \*Required for all legal documents
Finance Office \*Required for all contracts; other items as appropriate.
Human Resources \*If appropriate

\*Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.

Note: All other entities must sign contracts/agreements before they are presented to the Board of Commissioners (originals preferred). Agendas are published each Friday afternoon, so requests must be received in the BOC Office by 1:00 p.m. on the Friday prior to the Board's Wednesday meeting. Once this form is completed, including County Council, Finance and HR review/sign-off (if appropriate), then submit it to the Board of Commissioners Office.

# AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 2 of 2)

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1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):

2. FISCAL IMPACT:

3. SUGGESTED ACTION(S)/MOTION(S):

Attach additional background documentation as needed.

**Roberta Lutcher**

---

**From:** Patricia Hughes  
**Sent:** Friday, July 16, 2021 1:15 PM  
**To:** Roberta Lutcher  
**Cc:** Mike Gorman  
**Subject:** FW: RE  
**Attachments:** Assessor-Tax Fee Schedule 2021.docx

---

**From:** Patricia Hughes  
**Sent:** Friday, July 16, 2021 1:14 PM  
**To:** Mike Gorman <mgorman@co.morrow.or.us>  
**Subject:** RE: RE

We have added online subscription because we expect that to be available soon and put research fee back on. That was removed some time in the past.

---

**From:** Mike Gorman  
**Sent:** Thursday, July 15, 2021 9:09 AM  
**To:** Patricia Hughes <phughes@co.morrow.or.us>  
**Subject:** FW: RE  
**Importance:** High

*Mike Gorman*  
*Morrow County Assessor/Tax Collector*  
100 Court Street  
PO Box 247  
Heppner, OR 97836  
541-676-5607

---

**From:** Roberta Lutcher  
**Sent:** Thursday, July 15, 2021 9:09 AM  
**To:** Anthony Clement <aclement@co.morrow.or.us>; Bobbi Childers <bchilders@co.morrow.or.us>; Christy Kenny <ckenny@co.morrow.or.us>; Darrell Green <dgreen@co.morrow.or.us>; Dave Pranger <dpranger@co.morrow.or.us>; Don Russell <drussell@co.morrow.or.us>; Eric Imes <eimes@co.morrow.or.us>; Jaylene Papineau <jpapineau@co.morrow.or.us>; Jim Doherty <jdoherty@co.morrow.or.us>; John Bowles <jbowles@co.morrow.or.us>; Jordan Standley <jstandley@co.morrow.or.us>; Justin Nelson <jnelson@co.morrow.or.us>; Kate Knop <kknop@co.morrow.or.us>; Katie Imes <kimes@co.morrow.or.us>; Kenneth Matlack <kmatlack@co.morrow.or.us>; Lindsay Grogan <lgrogan@co.morrow.or.us>; Matt Scrivner <mscrivner@co.morrow.or.us>; Melissa Lindsay <mlindsay@co.morrow.or.us>; Melissa Ross <mross@co.morrow.or.us>; Mike Gorman <mgorman@co.morrow.or.us>; Morrow Co Parks Manager <mcparksmgr@co.morrow.or.us>; Morrow Co Veterans Office <mcvets@co.morrow.or.us>; Morrow County Fairgrounds <mcfair@co.morrow.or.us>; Morrow Sheriffs Office <MorrowCoSheriff@co.morrow.or.us>; Nazario Rivera <nrivera@co.morrow.or.us>; Richard Tovey <rtovey@co.morrow.or.us>; Tamra Mabbott <tmabbott@co.morrow.or.us>

## Juvenile Department

**Roberta Lutcher**

---

**From:** Christy Kenny  
**Sent:** Thursday, July 15, 2021 11:54 AM  
**To:** Roberta Lutcher  
**Subject:** RE: RE  
**Attachments:** 2021 Fee Scale -UPDATED.docx

Good Morning Roberta,

Attached is our updated fee schedule. Please note, we did have to make some changes to our fees due to the passing of SB 817 and SB 422. These bills eliminated fees, court costs and fines associated with juvenile delinquency matters. The court, juvenile department or any other agency may not order the youth offender or the youth offender's parent or guardian to pay any fee, cost or surcharge as a condition of probation.

Let me know if you need anything else or have any questions.

Thanks!

**Christy Kenny**

**Director**

Morrow County Juvenile Department

Heppner Office: 541-676-5642

Cell: 541-371-1693

Fax: 541-676-9836

[ckenny@co.morrow.or.us](mailto:ckenny@co.morrow.or.us)

The information contained in this e-mail transmission from the Morrow County Juvenile Department contains information which is confidential and/or legally privileged. The information is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or the taking of action in reliance on the contents of this e-mail violates Human Resources policy. If you have received this e-mail in error, please immediately notify us by telephone so that we can arrange for the e-mail deletion and appropriate transmission of this message.

---

**From:** Roberta Lutcher

**Sent:** Thursday, July 15, 2021 9:09 AM

**To:** Anthony Clement <aclement@co.morrow.or.us>; Bobbi Childers <bchilders@co.morrow.or.us>; Christy Kenny <ckenny@co.morrow.or.us>; Darrell Green <dgreen@co.morrow.or.us>; Dave Pranger <dpranger@co.morrow.or.us>; Don Russell <drussell@co.morrow.or.us>; Eric Imes <eimes@co.morrow.or.us>; Jaylene Papineau <jpapineau@co.morrow.or.us>; Jim Doherty <jdoherty@co.morrow.or.us>; John Bowles <jbowles@co.morrow.or.us>; Jordan Standley <jstandley@co.morrow.or.us>; Justin Nelson <jnelson@co.morrow.or.us>; Kate Knop <kknop@co.morrow.or.us>; Katie Imes <kimes@co.morrow.or.us>; Kenneth Matlack <kmatlack@co.morrow.or.us>; Lindsay Grogan <lgrogan@co.morrow.or.us>; Matt Scrivner <mscrivner@co.morrow.or.us>; Melissa Lindsay <mlindsay@co.morrow.or.us>; Melissa Ross <mross@co.morrow.or.us>; Mike Gorman <mgorman@co.morrow.or.us>; Morrow Co Parks Manager <mcparksmgr@co.morrow.or.us>; Morrow Co Veterans Office <mcvets@co.morrow.or.us>; Morrow County Fairgrounds <mcfair@co.morrow.or.us>; Morrow Sheriffs Office <MorrowCoSheriff@co.morrow.or.us>; Nazario Rivera <nrivera@co.morrow.or.us>; Richard Tovey <rtovey@co.morrow.or.us>; Tamra Mabbott <tmabbott@co.morrow.or.us>

**Subject:** RE

**Importance:** High

## Planning Department

|  |         |
|--|---------|
| <b>Zoning or Comprehensive Plan Verification</b>                         |         |
| Planning Director Review   | \$100   |
| Planning Commission or Board Review                                      | \$500   |
| <b>Energy Facilities (see above for applicable Zoning Permit fee)**</b>  |         |
| Pre application Meeting (required)                                       | \$500   |
| Conditional Use Permit for Energy Facility - <i>county</i> jurisdiction  | \$2,500 |
| Land Use Decision or Other depending on zone- <i>county</i> jurisdiction | \$2,500 |
| Fee for ODFW and SHPO coordination per ORS 215.446                       | tbd     |
| Conditional Use Permit for Energy Facility - <i>EFSC</i> jurisdiction    | \$2,500 |
| Additional Fee per Megawatt  | \$500   |
| < 10 MW  | \$0     |
| > 10 MW (per megawatt)   | \$500   |
| Conditional Use Permit Amendment - <i>EFSC</i> jurisdiction              | \$2,500 |
| Conditional Use Permit Amendment - <i>county</i> jurisdiction            | \$2,500 |

### Appeals

|  |       |
|--|-------|
| Request for a Hearing                    |       |
| Ministerial Decision                     | \$250 |
| Administrative Decision                  | \$250 |
| Appeal of a Planning Commission Decision | \$500 |

### Publications (available for fee on website)

|                        |       |
|------------------------|-------|
| Comprehensive Plan     | \$150 |
| Zoning Ordinance       | \$75  |
| Subdivision Ordinance  | \$20  |
| Other Plans (per page) | \$0   |

### Permit Extension or Amendment

|  |       |
|--|-------|
| Zoning Permit                                | n/c   |
| Ministerial Decision amendment or extension  | \$150 |
| Administrative Review Amendment or Extension | \$250 |
| Planning Commission Decision Extension       | \$250 |
| Planning Commission Decision Amendment       | \$250 |

A new fee to respond to recent request for this.

Most zoning questions are answered without a fee.

This fee would be if the answer required extensive research and/or a formal interpretation of Planning Commission or BOC.

This is a new section to capture the variety of permits issued for energy projects.

A pre-application for an energy project is much more involved compared to other applications. Fee is only for the formal meeting.

Amendments to CUP's is common and this clarifies that an amendment has a fee.

Proposed a higher fee since an appeal would be a second formal hearing.

Most extensions are processed without a fee, such as a Zoning Permit. A formal amendment or extension is sometimes necessary and requires notice, findings, etc. So a fee is warranted but not as high as an original application.

## MORROW COUNTY HEALTH DEPARTMENT

110 N. Court St. • PO Box 799  
 Heppner, OR 97336  
 (541) 676-5421  
 (541) 676-5652 Fax



101 Boardman Ave.  
 Boardman, OR 97818  
 (541) 481-4200  
 Fax (541) 481-4201

Greetings,

I have provided a list of all of our changes on our fee schedule for the public health department. Our vaccine prices have previously been reported as a range of prices for each type of vaccine. We have now reported prices based on the brand price, which provides the specific price for all the vaccines we carry in our inventory. All of the boxes highlighted in orange signify an increase in price. The box highlighted in green signifies a price decrease.

| VACCINE  | Brand                 | New Price | Previous Price    |
|--|-----------------------|-----------|-------------------|
| Diphtheria, Tetanus, Pertussis (DTaP)              | Infanrix              | \$21.53   | \$20.79-\$29.04   |
|  | Daptacel              | \$25.11   | \$20.79-\$29.04   |
| DTaP/Hepatitis B (HepB)/Polio (IPV)                | Pediarix              | \$74.19   | \$72.14           |
| Diphtheria, Tetanus, Pertussis (DTaP)/ Polio (IPV) | Kinrix                | \$53.67   | \$51.72-\$54.63   |
| Inactivated Polio Vaccine (e-IPV)                  | IPOL                  | \$35.08   | \$33.04           |
| Hepatitis A (Hep A)                                | Havrix                | \$28.44   | \$27.63-\$61.32   |
|  | Vaqa                  | \$31.34   | \$27.63-\$61.32   |
|  | Havrix (Adult)        | \$40.70   | \$27.63-\$61.32   |
|  | Vaqa (Adult)          | \$63.74   | \$27.63-\$61.32   |
| Hepatitis B (Hep B)                                | Engerix-B             | \$16.31   | \$15.62-\$50.64   |
|  | Recombivax HB         | \$19.57   | \$15.62-\$50.64   |
|  | Engerix-B (Adult)     | \$43.08   | \$15.62-\$50.64   |
|  | Recombivax HB (Adult) | \$50.64   | \$15.62-\$50.64   |
| Hepatitis A & B (Hep A/B)                          | Twinrix               | \$87.05   | \$84.56           |
| Haemophilus influenzae Type B (Hib)                | PedVaxHIB             | \$27.25   | \$11.04-\$26.23   |
| Human Papillomavirus (HPV9)                        | Gardasil 9            | \$239.29  | \$227.93          |
| Meningococcal ACWY                                 | Menveo                | \$114.30  | \$109.93-\$118.61 |
| Measles, Mumps, & Rubella (MMR)                    | MMR II                | \$82.49   | \$78.67           |
| Measles, Mumps, Rubella & Varicella (MMR-V)        | ProQuad               | \$235.28  | \$224.93          |
| Pneumococcal Polysaccharide (Pneumo 23)            | PneumoVax 23          | \$110.45  | \$105.19          |
| Pneumococcal Conjugate (Pcv 13)                    | Prevnar 13            | \$209.75  | \$202.00          |
| Rotavirus  | Rotarix               | \$119.89  | \$84.53-\$117.55  |
|  | RotaTeq               | \$89.00   | \$84.53-\$117.55  |
| Tetanus & Diphtheria (Td)                          | Tenivac               | \$32.25   | \$34.80           |
| Tetanus, Diphtheria & Pertussis (Tdap)             | Boostrix              | \$37.79   | \$36.70-\$37.13   |
| Varicella  | Varivax               | \$142.47  | \$135.72          |

| Patient Visit                               | 2021-2022 | Previous Price |
|---|-----------|----------------|
| COVID Vaccine Administration Fee - 1st shot | \$65.00   | \$54.00        |
| COVID Vaccine Administration Fee - 2nd shot | \$22.00   | \$15.00        |

Best regards,

Nazario Rivera  
 Public Health Director



**Roberta Lutcher**

---

**From:** Erik Patton  
**Sent:** Thursday, July 15, 2021 5:48 PM  
**To:** Roberta Lutcher  
**Cc:** John Bowles; Melissa Ross; Ivy Adams  
**Subject:** MCSO Fee Schedule  
**Attachments:** FEES 2021.docx

Hi Roberta,

Attached are the fees for the Sheriff's Office. Most of the fees that the Sheriff's Office charges are set up by ORS including Civil, CHL and P&P Fees. Civil fees went up effect July 1, 2021. New CHL fees go into effect on September 26, 2021.

Anything that is highlighted in RED are fees that are set by the county. We recommend only a slight change.

- Fingerprints are currently \$15 for an unlimited amount of cards. Most people only need two but if someone wants 10 cards we would print them 10 and only charge them \$15. We recommend:
  - \$15 First 2 cards
  - \$5 Each additional card
- Does the county already have a NSF check fee? If so, then we would match it.

If you have any questions, please let us know.

Best regards,

*Erik Patton, Civil Deputy*  
Civil-Records-CHL-MSAG  
*Morrow County Sheriff's Office*  
*Heppner, Oregon*  
<https://www.co.morrow.or.us/sheriff>

*Phone: 541-676-2525 x 5109*  
*Fax: 541-676-5577*

**Confidentiality Note:** The documents accompanying this e-mail contain information belonging to the MORROW COUNTY SHERIFF'S OFFICE. This information may be confidential and/or legally privileged and is intended only for the use of the addressee designated above. If you are not the intended recipient, you are hereby notified that disclosure, copying, distribution, or the taking of any action due to the contents of this e-mailed information is strictly prohibited. If you have received this e-mail in error, please notify the sender immediately.

## Sheriff's Office

Wednesday, July 21, 2021 2:18 p.m.

Hi Roberta,

Just a quick update on our fee schedule. The corrected version is attached.

Near the bottom of page two there is a line for **Alarm System Penalties**, that was changed to **False Alarm – Penalties**, then after that in parentheses it was changed to, **(first false alarm free)** instead of **(first alarm free)**

That was it, pretty minor, but I think the clarification needs to be made.

Thanks,

Melissa Ross  
Administrative Lieutenant  
Morrow County Sheriff's Office

**Roberta Lutcher**

---

**From:** Robbins Dan L <Dan.L.Robbins@cc.doc.state.or.us>  
**Sent:** Thursday, July 15, 2021 2:09 PM  
**To:** Roberta Lutcher  
**Subject:** Info

**STOP and VERIFY - This message came from outside of Morrow County Government.**

---

Just to let you know that SB620 passed and we will no longer be collecting supervision fees from offenders. It was discussed at the Community Directors meeting yesterday that the State funds will be compensated to back fund for Supervision Fees. We still do not know what the State Grant Funds will be for this Biennium. We were told that we should know next week.

Lt. Dan Robbins  
Director  
Morrow County Parole and Probation  
541-314-5222

**BEFORE THE BOARD OF COMMISSIONERS  
FOR MORROW COUNTY, OREGON**

IN THE MATTER OF ADOPTING                    )           ORDER NO. OR-2021-11  
A FEE SCHEDULE FOR MORROW                )  
COUNTY   )

**THIS MATTER HAVING COME BEFORE THE BOARD OF COMMISSIONERS** at its regularly scheduled meeting on July 28, 2021, the Board finds the County may assess fees for actual costs incurred by the County to the public (County Ordinance MC-C-1-83 and under Oregon Revised Statutes) and issues the following Order approving the following attached fee schedule:

- Table A: Assessor/Tax Collector
- Table B: Clerk
- Table C: District Attorney
- Table D: Environmental Health
- Table E: Fair
- Table F: Finance
- Table G: Justice Court
- Table H: Juvenile Department
- Table I: Planning Department
- Table J: Public Health
- Table K: Public Works
- Table L: Sheriff's Office
- Table M: Surveyor
- Table N: Treasurer
- Table O: Whole County

Also including other fees as may be assessed under the Oregon Revised Statues (ORS).

NOW, THEREFORE, IT IS ORDERED that the Fee Schedule will become effective July 28, 2021.

DATED this 28<sup>th</sup> day of July 2021

**BOARD OF COMMISSIONERS OF  
MORROW COUNTY, OREGON**

---

Don Russell, Chair

---

Jim Doherty, Commissioner

---

Melissa Lindsay, Commissioner

Approved as to Form:

---

Morrow County Counsel

## Assessor/Tax Collector Fee Schedule 2021

|  |                 |
|--|-----------------|
| <b>Computer Print-Outs or Photo Copies</b> (Black & White)   | \$0.25 per page |
| <b>Computer Print-Outs or Photo Copies</b> (Color)   | \$1.00 per page |
| <b>Appraisal Packet</b> (12 pages or more)   | \$3.00          |
| <b>Sales Prints</b>  | \$5.00          |
| <b>Farm Sales</b> (Per Year)   | \$5.00          |
| <b>Request for Estimate of Add'l Tax on Special Assessment Disqualification</b>  | \$25.00         |
| <b>Sign Plats</b>  | \$80.00         |
| <b>Sale of Maps:</b>   |                 |
| <u>18"X20"</u>   | \$3.00 each     |
| Full Set   | \$250.00        |
| North Only   | \$150.00        |
| South Only   | \$100.00        |
| <u>8 ½"x11"</u>  | \$0.50 each     |
| Full Set   | \$75.00         |
| North Only   | \$50.00         |
| South Only   | \$25.00         |
| <b>Mailing Documents:</b><br>Cost of Information Per Above Fees<br>+ Actual Postage Amount<br>+ Postage & Handling Fee | \$1.00          |
| <b>Emailing Documents:</b><br>Cost of Information Per Above Fees<br>+E-mail &Handling Fee (For Each Email)             | \$1.00          |
| <b>Monthly Data Exchange Reports</b><br>(Yearly Fee)   | \$200.00        |
| <b>Property Query Subscription</b><br>(Yearly Fee)   | \$400.00        |
| <b>Certification Fee</b> (Per Page)  | \$5.00          |
| <b>Not Sufficient Funds (NSF) Check Fee</b>  | \$35.00         |
| <b>Personal Property Warrant Fees</b>  | \$52.00         |
| <b>Duplicate Tax Statement</b> (On Green or Yellow Paper)  | \$5.00          |
| <b>Assessment File</b>   | \$30.00         |
| <b>Extensive Property Research</b> (Per Hour)  | \$25.00         |
| <b>Custom Reports</b> (Minimum Fee)  | \$30.00         |
| <b>GIS Data file</b>   | \$30.00         |

# Morrow County Clerk's Fee Schedule

July 2021-All Fees must be paid in advance no debit or credit cards accepted.

**Morrow County requires a 3" X 2" block of space on the first page of all documents for the recording sticker. Only original documents or certified copies of the original can be recorded. All recording fees are required to be paid at the time of recording.**

**Recording:**

**Deed and Mortgage Records** (Warranty Deed, Bargain and Sale Deed, Certificate of Death, Easement, Power of Attorney (must involve real property), Leases, Reconveyances, Satisfaction, etc.) **\$86.00 first page and \$5.00 per each additional page**

**Lien Record** (not mortgage or UCC) **\$76.00 first page and \$5.00 each additional page**

| Type      | Recording | LCP     | A&T     | OLIS   | HAT     | Total   |
|-----------|-----------|---------|---------|--------|---------|---------|
| Deeds     | \$5.00    | \$10.00 | \$10.00 | \$1.00 | \$60.00 | \$86.00 |
| Mortgages | \$5.00    | \$10.00 | \$10.00 | \$1.00 | \$60.00 | \$86.00 |
| Liens     | \$5.00    | --      | \$10.00 | \$1.00 | \$60.00 | \$76.00 |

LCP – Land Corner Preservation Fund

A&T – Assessment & Taxation Fund

OLIS – Oregon Land Information System

HAT – Housing Alliance Tax

The above fee chart represents the cost for recording a one page, one transaction document.

\*Multiple transactions are \$5.00 per additional transaction/dual title and multiple pages are \$5.00 per additional page. Documents submitted with insufficient fees will be returned **unrecorded.**

**Non-Standard Document Fee ORS 205.327 \$20.00**

**\*Two or More transactions (titles) ORS 205.236 \$5.00 per title**

Documents describing more than one transaction (dual titled) example: Substitution of Trustee and full reconveyance. (2 titles). Any document that can stand on its own is a title. Each additional instrument or transaction number being assigned, released or satisfied will be charged and additional \$5.00(all document types).

**Partition Plat - 3 lots or less \$161.00**

All Plats, if more than one (1)

Mylar page, additional per page cost of \$ 5.00

**Subdivision - BASE FEE \$131.00**

**20 lots or less PLUS BASE FEE \$100.00**

**21 Through 29 PLUS BASE FEE \$150.00**

**30 Through 49 PLUS BASE FEE \$200.00**

**50 through 74 PLUS BASE FEE \$250.00**

**75 through 100 PLUS BASE FEE \$300.00**

**Over 100 lots PLUS BASE FEE \$350.00**

All Subdivisions, if more than one (1) Mylar page, additional per page cost \$5.00

**SEE: Surveyor Fees for complete cost**

**MINIMUM STANDARDS FOR INSTRUMENTS TO BE RECORDED:**

ORS 205.232 Instruments **must** be printed on sheets of paper not larger than 14 inches long and 8 ½ inches wide with text printed or written in **8-point type** or larger. The paper must be of sufficient quality for recording photographically. A Non-standard fee of **\$20.00** will be charged if not in compliance.

\*ORS 205.234 Requirements for first page of instruments to be recorded; cover sheet. **First page shall contain at least:**

1. names of transactions
2. names of parties (grantor, grantee, etc)
3. names and address where document is to be returned
4. name and address where tax statement is to be sent (where required)
5. consideration paid (where required)
6. for lien records, information required by ORS 205.125 (1c & e)

\* If your document does not meet the requirements above, you will need to add a cover sheet filled out completely with all the pertinent information pertaining to the document being recorded. This will be part of the page count and considered the first page.

**A non standard fee will be applied to all Trust Deed, Deed of Trust if the words “Lender is Beneficiary” does not appear on the first page of instrument.**

**RE-RECORDINGS: Treated as a new document all recording fees apply**

1. An instrument that has been previously recorded may be rerecorded to make corrections in the original instrument.
2. The county clerk shall record an instrument presented for rerecording as provided in subsection (1) of this section. The corrected instrument need not be acknowledged again. The person presenting the instrument for rerecording shall cause a rerecording certificate to be affixed to the first page of the instrument or to a cover sheet authorized by ORS 205.234 (2) added as a new first page to the instrument. The rerecording certificate shall contain the words "RERECORDED AT THE REQUEST OF \_\_\_\_ TO CORRECT\_\_\_\_. PREVIOUSLY RECORDED IN BOOK \_\_\_\_ AND PAGE\_\_, OR AS FEE NUMBER\_\_."
3. A certified copy of a recorded instrument **may not** be altered for the purpose of correcting the original instrument. The person presenting the instrument may present an unaltered certified copy of the recorded instrument when it is attached to a cover sheet authorized by ORS 205.234 (2). The cover sheet must contain the rerecording certificate described in subsection (2) of this section. The re-recorded document may include attachments identified on the cover sheet that are necessary to make the corrections.

**License Fees**

|                                  |                |
|----------------------------------|----------------|
| Marriage License                 | <b>\$50.00</b> |
| Duplicate Ceremonial Certificate | <b>\$5.00</b>  |
| Duplicate Marriage License       | <b>\$10.00</b> |
| Marriage affidavit of correction | <b>\$10.00</b> |
| Certified Copy                   | <b>\$7.75</b>  |

**Public Record Fees:**

|                                    |  |
|------------------------------------|--|
| Location                           | <b>\$3.75</b>  |
| Certification                      | <b>\$3.75</b>  |
| Photo Copy                         | <b>\$.25 per page/image</b>                          |
| Filing fee (not recorded)          | <b>\$5.00</b>  |
| List of Registered Voters          | <b>\$3.75 + 12.50 Set up fee + \$ 0.25 per image</b> |
| All sent images (FTP, email, etc.) | <b>\$3.75 Location; per image \$0.25</b>             |
| Fax fee                            | See County Schedule                                  |
| Abstracts-Election Results         | <b>\$3.75 Location; per image \$0.25</b>             |

**Service Fees:**

|   |   |
|---|---|
| Death Certificate: <i>first 6 months after death only</i>             | <b>\$ 25.00</b>                                   |
| We only issue in county deaths: All others use - Oregon Vital Records |   |
| Marriage Ceremony (in office)   | <b>\$117.00</b>                                   |
| Passport Acceptance Processing Fee (All First Time Applications)      | <b>\$ 35.00</b>                                   |
| Passport Pictures   | <b>\$ 14.00</b>                                   |
| Book *(16 & older) (CHECK OR MONEY ORDER TO US DEPARTMENT OF STATE)   | \$110.00 Valid for 10 years                       |
| Book and <b>Card</b> * Card is only for land travel                   | \$140.00 Valid for 10 Years                       |
| Book *(15 & younger) (CHECK OR MONEY ORDER TO US DEPARTMENT OF STATE) | \$80.00 Valid for 5 years                         |
| Book and <b>Card</b> * Card is only for land travel                   | \$95.00 Valid for 5 years                         |
| Card (16 & older) (CHECK OR MONEY ORDER TO US DEPARTMENT OF STATE)    | \$30.00 Valid for 10 years                        |
| Card (15 & younger) (CHECK OR MONEY ORDER TO US DEPARTMENT OF STATE)  | \$15.00 Valid for 5 years                         |
| Expedite Fee CHECK OR MONEY ORDER TO US DEPARTMENT OF STATE)          | \$60.00 per application (mailing envelopes extra) |
| Information on Passports  | travel.state.gov                                  |

**Table C**  
**District Attorney Fee Schedule**

Discovery Fees (copies)

|                                      |          |
|--------------------------------------|----------|
| Felony Cases (up to 50 pages)        | \$ 25.00 |
| Misdemeanor Cases (up to 50 pages)   | \$ 20.00 |
| Measure 11 Cases (up to 100 pages)   | \$100.00 |
| Homicide (up to 450 pages)           | \$200.00 |
| \$0.30 per page after flat fee limit |          |

\$5 per criminal history or actual cost, whichever is greater

*(Available only to Defense Attorneys who agree to abide by the non-disclosure statute)*

|                                   |          |
|-----------------------------------|----------|
| DVDs                              | \$ 15.00 |
| CDs                               | \$ 15.00 |
| Audio Cassette Tapes              | \$ 10.00 |
| VHS Tapes                         | \$ 15.00 |
| Probation Violations (PVs)        | \$ 15.00 |
| Lab Reports                       | \$ 7.00  |
| Autopsy Diagnosis Report          | \$ 13.00 |
| Autopsy Complete Report           | \$ 30.00 |
| Expunge Conviction Processing Fee | \$100.00 |



## Table D

### Morrow County Fee Schedule Environmental Health

#### Food Service Annual Fee (January 1 to December 31)

| <i>Description</i>  | <i>Fees</i> |
|---|-------------|
| Full service restaurant   |             |
| 0-15 seats  | \$568       |
| 16-50 seats   | \$638       |
| 51-150 seats  | \$730       |
| 150+ seats  | \$809       |
| Not for profit License  | \$100       |
| Limited service Restaurant  | \$323       |
| Bed and Breakfast   | \$232       |
| Commissary  | \$406       |
| Warehouse   | \$163       |
| Mobile food unit  |             |
| Class 1 to 3  | \$222       |
| Class 4   | \$421       |
| Benevolent facility, whose main focus is to serve food directly to indigent populations at no charge              | \$-0-       |
| Temporary Restaurant  |             |
| Single event, intermittent and seasonal   | \$77        |
| Not for profit license – intermittent and seasonal  | \$50        |
| Not for profit license – 90-day license   | \$50        |
| Not for profit license – single event (per calendar year)   | \$50        |
| Not for profit license – single event (per calendar year) if qualifies as benevolent organization                 | \$34        |
| Fee due in health department 5 days prior to event, and if not paid by that time, then the following fee charged: |             |
| Single event, intermittent and seasonal   | \$132       |
| Not for profit license – intermittent and seasonal/90 day   | \$55        |
| Temporary at event (operating without a license)  | \$264       |
| Vending machines (by number of machines)  |             |
| 1-10 units  | \$43        |
| 11-20 units   | \$85        |
| 21-30 units   | \$117       |
| 31-40 units   | \$160       |
| 41-50 units   | \$196       |
| 51-75 units   | \$238       |
| 76-100 units  | \$323       |
| 101-250 units   | \$562       |
| 251-500 units   | \$890       |
| 501-750 units   | \$1214      |
| 751-1000 units  | \$1485      |
| 1001-1500 units   | \$1940      |
| 1501+ units   | \$2429      |

**Table D**

|  |  |
|--|--|
| Reinstatement fee - to reinstate a license after the December 31 expiration, the applicant must pay a reinstatement fee of \$100 in addition to the license fee required. The reinstatement fee shall increase by an additional \$100 on the first day of each succeeding month until the license is reinstatement | \$100 per month                                      |
| Inspection fee – Quarterly inspections resulting from 2 consecutive failures of 70 points or less  | One-half of original license fee for each inspection |
| Reinspection fee – for any reinspections beyond 2 in one calendar year   | \$141/hour with 1 hour minimum                       |

**Tourist Facilities Annual Fee (January 1 to December 31)**

| <i>Description</i>   | <i>Fees</i>   |
|--|---|
| Tourist accommodation  | \$65  |
| Organizational camp  | \$65  |
| Recreational Vehicle Park (by number of spaces)<br>0-50 spaces<br>51-100 spaces<br>101+ spaces   | \$65 + \$2.00/space<br>\$65 + \$2.00/space<br>\$65 + \$1.39/space |
| Non-renewal/late penalty fee – facilities that renew later than January 15 will be assessed a penalty fee of 50% of the original fee, and another 50% on the first day of each successive month of delinquency until the fee is paid in full | 50% per month   |

**Pool Facilities Annual Fee (January 1 to December 31)**

| <i>Description</i>   | <i>Fees</i>                     |
|--|---------------------------------|
| First pool/spa<br>Seasonal<br>Annual   | \$152<br>\$239                  |
| Additional pool/spa<br>Seasonal<br>Annual  | \$89<br>\$152                   |
| Reinspection fee – For any reinspections beyond 2 in one calendar year   | \$141/hour, with 1 hour minimum |
| Non-renewal/late penalty fee – facilities that renew later than January 15 will be assessed a penalty fee of 50% of the original fee, and another 50% on the first day of each successive month of delinquency until the fee is paid in full | 50% per month                   |

**Plan Review**

| <i>Description</i>            | <i>Fees</i> |
|-------------------------------|-------------|
| Full Service restaurant       | \$379       |
| Limited service restaurant    | \$110       |
| Seasonal temporary restaurant | \$110       |
| Bed and Breakfast             | \$110       |
| Commissary                    | \$186       |

**Table D**

|  |       |
|--|-------|
| Warehouse  | \$76  |
| Mobile food unit   |       |
| Class 1 to 3   | \$110 |
| Class 4  | \$220 |
| Benevolent facility, whose main focus is to serve food directly to indigent populations at no charge | \$-0- |
| Not for profit   | \$190 |
| School Plan Review   | \$138 |
| Remodeling   |       |
| Full service restaurant  | \$138 |
| All other food facilities  | \$76  |

**Inspection Fee for Facilities Licensed by Other Agencies**

| <i>Description</i>  | <i>Fees</i> |
|---|-------------|
| Child care facilities   | \$192       |
| Head Start facilities   | \$192       |
| Schools   |             |
| Central kitchen   | \$229       |
| On-site prep kitchen  | \$192       |
| Finishing kitchen   | \$172       |
| Satellite   | \$76        |
| Summer Education Programs   |             |
| Serve site  | \$117       |
| Kitchen preparation   | \$227       |
| Waiver food service site  | \$192       |
| Waiver satellite site   | \$76        |
| Correctional facilities – per hour (time includes travel and reporting) | \$141/hour  |
| Non-licensed facilities – per hour (time includes travel and reporting) | \$141/hour  |

**ONSITE Wastewater Treatment System (all application fees include \$100 DEQ Surcharge Fee unless otherwise noted)**

| <i>Description</i>  | <i>Fees</i> |
|---|-------------|
| Site Evaluation   |             |
| Single family dwelling – First lot  | \$780       |
| Single family dwelling – Each additional lot evaluated during initial visit | \$780       |
| Commercial facility with a design capacity of 1,000 gpd or less             | \$780       |
| Commercial facility with a design capacity of 1,001 – 1,500 gpd             | \$956       |
| Commercial facility with a design capacity of 1,501 – 2,000 gpd             | \$1,032     |
| Commercial facility with a design capacity of 2,001 – 2,500 gpd             | \$1,208     |
| Existing system report  | \$740       |
| Construction/Installation Permits   |             |
| For systems with a design capacity of less than 600 gpd                     |             |
| System Type A   | \$548       |
| System Type B   | \$964       |
| System Type C   | \$1,108     |

**Table D**

|  |         |
|--|---------|
| System Type D  | \$1,335 |
| System Type E  | \$1,620 |
| Plan Review for Commercial Facility Systems  | \$-0-   |
| For systems with a design capacity of 601-1,000 gpd  |         |
| System Type A  | \$548   |
| System Type B  | \$964   |
| System Type C  | \$1,108 |
| System Type D  | \$1,335 |
| System Type E  | \$1,620 |
| Plan Review for Commercial Facility Systems  | \$368   |
| For systems with a design capacity of 1,001-1,500 gpd  |         |
| System Type A  | \$644   |
| System Type B  | \$1,060 |
| System Type C  | \$1,204 |
| System Type D  | \$1,413 |
| System Type E  | \$1,760 |
| Plan Review for Commercial Facility Systems  | \$432   |
| For systems with a design capacity of 1,501-2,000 gpd  |         |
| System Type A  | \$740   |
| System Type B  | \$1,156 |
| System Type C  | \$1,300 |
| System Type D  | \$1,491 |
| System Type E  | \$1,812 |
| Plan Review for Commercial Facility Systems  | \$496   |
| For systems with a design capacity of 2,001-2,500 gpd  |         |
| System Type A  | \$836   |
| System Type B  | \$1,252 |
| System Type C  | \$1,396 |
| System Type D  | \$1,569 |
| System Type E  | \$1,908 |
| Plan Review for Commercial Facility Systems  | \$560   |
| Reinspection fee - System Types A - E (No surcharge fee)   | \$141   |
| Type A = Gray water waste disposal sumps   |         |
| Type B = Holding tanks   |         |
| Type C = Standard subsurface, absorption trenches in saprolite, redundant, seepage trench, steep slope   |         |
| Type D = Alternative treatment technologies, capping fill, pressurized distribution, tile dewatering   |         |
| Type E = Recirculating gravel filter, sand filter (commercial or residential)  |         |
| Pump Evaluation fee. For all permits for Types A and B that specify the use of a pump or dosing siphon except for sand filter, alternative treatment technologies, recirculating gravel filter, and pressurized distribution systems. (No surcharge fee) | \$64    |
| Alteration Permits:  |         |
| Major Alteration   | \$652   |
| Minor Alteration   | \$364   |

**Table D**

|  |         |
|--|---------|
| Repair Permits - Single Family Dwelling  |         |
| Major Repair   | \$635   |
| Minor Repair   | \$356   |
| Repair Permits - Commercial Facility   |         |
| Major Repair   | \$1,108 |
| Minor Repair   | \$563   |
| Permit Transfer, Reinstatement or Renewal  |         |
| Field Visit Required   | \$620   |
| Field Visit Not Required   | \$252   |
| Authorization Notices:   |         |
| Field Visit Required   | \$724   |
| Field Visit Not Required   | \$260   |
| Renewal of hardship authorization for temporary dwelling:  |         |
| Field Visit Required   | \$430   |
| Field Visit Not Required   | \$200   |
| Alternative system inspection - Holding tanks  | \$484   |
| Alternative system inspection  | \$628   |
| Land Use Clearance (No surcharge fee)  | \$50    |
| Annual report evaluation – Holding tanks (No surcharge fee)  |         |
| Hard copy submittal  | \$30    |
| Online submittal   | \$25    |
| Annual report evaluation - Sand filters, pressurized distribution systems, recirculating gravel filters, and alternative treatment technology (No surcharge fee) |         |
| Hard copy submittal  | \$60    |
| Online submittal   | \$50    |
| Pumper truck inspections (No surcharge fee)  |         |
| First vehicle, each inspection   | \$100   |
| Each additional vehicle, each inspection   | \$50    |

**Table E**  
**Morrow County Fair & Rodeo Usage Fees**

Annex

Includes Kitchen: \$65.00 (\$100 refundable cleaning/damage deposit) = \$165.00  
 ½ Day Use: \$32.50 (\$100 refundable cleaning/damage deposit) = \$132.50

Dance Hall

Includes Kitchen: \$130.00 (\$200 refundable cleaning/damage deposit) = \$330.00  
 ½ Day Use: \$65.00 (\$200 refundable cleaning/damage deposit) = \$265.00

Outside Pavilion

Includes Bathrooms: \$40 (\$100 refundable cleaning/damage deposit) = \$140  
 Without Bathrooms: = \$0  
 Tables (Flat Fee) = \$25.00  
 Chairs (Flat Fee) = \$30.00

RV Hookups

With water, sewer and electricity = \$26.00/day  
 Without water, sewer and electricity = \$17.00/day

Wilkinson Arena

Includes daily grooming, bleachers, and restrooms. Lights are separate, by tokens only  
 Daily: \$300.00 (\$500 refundable cleaning/damage deposit) = \$800  
 Weekend: \$500.00 (\$500 refundable cleaning/damage deposit) = \$1,000

Each additional grooming = \$30.00  
 No Reservation Usage: = \$5.00/hr.  
 (Tokens available at MCGG and Fair Office)

OTPR ARENA

Arena ONLY (plus refundable Rough Stock Chute Damage Deposit) = \$150/day  
 Arena w/roping or bucking chute (plus refundable Rough Stock Chute Damage Deposit) = \$200/day  
 Rough Stock Chute Damage Deposit (refundable) = \$500  
 Stall Rental per day = \$10  
 Stall Rental (Month per Horse) = \$100  
 Outside pen rental (per pen) = \$10

**Table F**  
**Finance Department Fee Schedule**

|                                |         |
|--------------------------------|---------|
| Copies of Budget               | \$10.00 |
| Copies of Financial Statements | \$10.00 |

**Table G**  
**Justice Court Filing and Other Fees**  
(Effective 10-1-19)

**PLEASE NOTE THE FOLLOWING:** The Clerk of the court shall not accept for filing any document except upon the payment of the fees set forth below and such other fees as may be allowed or required by law for the filing of such documents. Payment of fees must be by cash, money order or cashier's check. The Clerk shall not accept personal checks for the payment of fees; personal checks are not legal tender.

Civil Actions: (Civil Action Fee applies to ANY civil filing that is not a Small Claim or FED)

|  |                 |
|--|-----------------|
| Plaintiff's Filing Fee   | <b>\$90.00</b>  |
| Defendant's Filing/Appearance Fee  | <b>\$90.00</b>  |
| Jury Trial Fee   | <b>\$125.00</b> |
| (Paid by party demanding jury trial at the time the demand is made)  |                 |
| Trial Fee (Paid by Plaintiff at the time trial is set)   | <b>\$75.00</b>  |
| Motion Fee   | <b>\$30.00</b>  |
| (See ORS 21.200 for a listing of motions requiring this fee. Fee must be paid by moving party when motion is filed.) |                 |

Small Claims:

|  |                 |
|--|-----------------|
| Plaintiff's Filing Fee   | <b>\$37.00</b>  |
| Defendant's Answer Fee   | <b>\$37.00</b>  |
| (No Fee to Defendant who confesses or admits claim)  |                 |
| Defendant's Answer with Demand for Jury Trial  | <b>\$215.00</b> |
| (Amount in controversy must exceed \$750) (\$490 Civil Answer Fee + \$125 Jury Trial Fee)  |                 |
| Plaintiff's Additional Fee after Defendant's Answer  | <b>\$53.00</b>  |
| (Plaintiff's filing of Complaint & Summons and payment of additional \$53 fee removes an action from the Small Claims Docket to the Civil Docket.) |                 |

Forcible Entry & Wrongful Detainer (FED) Fee (Dwelling Unit to which ORS Chapter 90 Applies):

|   |                 |
|---|-----------------|
| Plaintiff's Filing Fee  | <b>\$88.00</b>  |
| Defendant's Answer/Appearance Fee   | <b>\$88.00</b>  |
| (There is no filing fee for a defendant who attends the first appearance, unless the defendant files an answer or files a pleading, such as an ORCP 21 motion.) |                 |
| Jury Trial Fee  | <b>\$125.00</b> |
| (Jury Trial Fee must be paid by party making demand at the time demand is made)   |                 |
| Trial Fee (Paid by Plaintiff at the time the trial is set)  | <b>\$75.00</b>  |

FED (commercial or non-residential):

|   |                                     |
|---|-------------------------------------|
| Plaintiff's Filing Fee  | <b>\$90.00</b>                      |
| Defendant's Filing/Appearance Fee                                   | <b>\$88.00</b> [See ORS 105.130(3)] |
| Jury Trial Fee  | <b>\$125.00</b>                     |
| (Paid by part demanding jury trial at the time the demand is made.) |                                     |



Trial Fee **\$75.00**

(Paid by Plaintiff at the time the trial is set)

**Note:** The plaintiff's fee set forth in ORS 105.130(2) applies only to FEDs for dwelling units subject to ORS Chapter 90. The Civil Action Fee applies to all other FEDs. Pursuant to ORS 105.130(3), the Defendant's Filing Fee applies to all FEDs, not just those to which ORS Chapter 90 applies.

### OTHER FEES

Filing Fee for Motion to Set Aside Conviction **\$281.00**

(As per ORS 137.353(2)(d), the fee is that established under ORS 21.135.)

Motion Filing Fee for any of the following:

(To be paid by the party filing the motion and by the party responding to the motion)

- Motion for Summary Judgment under ORCP 47
- Motion for JNOV under ORCP 63
- Motion for a new trial under ORCP 64
- Motion for relief from judgment under ORCP 71
- Motion for preliminary injunction under ORCP 79
- Motion seeking remedies for contempt of court

Filing Fee for Motion to Set Aside Arrest **\$90.00**

(Civil Action filing fee still applies to Motions filed under ORS 137.225(1)(b))

Writ of Garnishment or Writ of Execution **\$20.00**

**[If small claim, must also pay additional \$9.00 to transcribe to Civil Docket, ORS 55.130(2)]**

Notice of Restitution (FED) **\$10.00**

Transcript of Judgment **\$ 9.00**

Certified Copy of Judgment **\$ 9.00**

Not Sufficient Funds (NSF) Check Fee **\$35.00**

For each official certificate **\$10.00**

[For example, a certified copy of a document such as a Satisfaction of Judgment. Be sure to also collect the Search Fee and Copy Fee as provided in ORS 205.320 for locating and copying the document or record requested. ORS 51.310(1)(j).]

### COSTS, DISBURSEMENTS & PREVAILING PARTY FEES

Prevailing Party Fees are fees set by statute (ORS 20.190) and are awarded to the prevailing party in certain Civil Actions as a matter of right. The Prevailing Party Fee is awarded as part of Costs and Disbursements. Prevailing Party Fees, Costs and Disbursements, are required to be awarded to the prevailing party as a matter of law, ORS 52.010(2). A prayer for Costs and Disbursements in a party's pleading is not necessary to trigger the right to recover Costs, Disbursements and the Prevailing Party Fee in a Justice Court Civil Action. *Id.*

Prevailing Party Fees apply only in Civil Actions; such fees are not available in a Criminal Action, including traffic violations.

Prevailing Party Fees in Justice Court Civil Actions are set forth below (see ORS 20.190).

| <u>Type of Action</u>                              | <u>No Trial</u> | <u>After Trial</u> |
|--|-----------------|--------------------|
| Civil Action Docket – No money or damages at Issue | <b>\$50</b>     | <b>\$60</b>        |
| Civil Action Docket – Money or damages at Issue    | <b>\$117</b>    | <b>\$135</b>       |
| Small Claim – No money or damages at Issue         | <b>\$50</b>     | <b>\$60</b>        |
| Small Claim – Money or damages at Issue            | <b>\$117</b>    | <b>\$135</b>       |
| FED – Restitution of Premises Only Issue           | <b>\$50</b>     | <b>\$60</b>        |
| FED – Restitution & money damages at Issue         | <b>\$117</b>    | <b>\$135</b>       |

#### **APPEALS FEES**

|   |              |
|---|--------------|
| Fee for appeal to Circuit Court from a violation offense conviction   | <b>\$281</b> |
| Fee for appeal to Circuit Court from Small Claim judgment<br>(Judgment amount must also be paid to appeal to Circuit Court) | <b>\$170</b> |
| Fee for appeal to Circuit Court from Civil Action judgment  | <b>\$170</b> |
| Fee for appeal to Circuit court from FED judgment   | <b>\$170</b> |

**Table H**  
**Fees and Assessment Schedule**  
**Morrow County Juvenile Department**

**Detention Fee:** \$180.00 per day (NORCOR)  
 \$140.00 per day Walla Walla. Parent may be responsible for a percentage up to the full amount incurred by Morrow County.

**Tobacco Fee:** All Cases  
 \$25.00 First Offense  
 \$50.00 Second Offense  
 \$100.00 Third and Subsequent Offense(s)

**Violations per Statute:**

**Minimums:**

|                   |          |
|-------------------|----------|
| Class A violation | \$225.00 |
| Class B violation | \$135.00 |
| Class C violation | \$85.00  |
| Class D violation | \$65.00  |

**Presumptive:**

|                   |          |
|-------------------|----------|
| Class A violation | \$440.00 |
| Class B violation | \$265.00 |
| Class C violation | \$165.00 |
| Class D violation | \$115.00 |

**Maximums:**

|                   |            |
|-------------------|------------|
| Class A violation | \$2,000.00 |
| Class B violation | \$1,000.00 |
| Class C violation | \$500.00   |
| Class D violation | \$250.00   |

Fee application is determined on a case by case basis at the discretion of the Director of the Juvenile Department. Fees may be modified or waived. All fees are in U.S. dollars.

**Table I**  
**Planning Department Fee Schedule**  
**Revised July 16, 2021**

|   |         |
|---|---------|
| <b>Preapplication Review</b>  | \$100   |
| Recommended for land partition, subdivision, Conditional Use Permit (CUP) |         |
| Required for Plan or Zone Change applications, energy* projects           |         |
| <br>  |         |
| <b>Partition, Boundary Line Adjustment, Replat</b>                        |         |
| Land Partition and/or Replat  | \$600   |
| Property Line Adjustment  |         |
| A. Ministerial (no previous plat)   | \$450   |
| B. Property Line Adjustment by replat                                     | \$600   |
| Partition for Financial Purpose   | \$450   |
| Subdivision   | \$600   |
| (Additional for each lot, \$6,000 max)                                    | \$40    |
| <br>  |         |
| <b>Use Permits</b>  |         |
| Conditional Use Permit (CUP)  | \$600   |
| Variance  |         |
| Minor variance  | \$250   |
| Major variance  | \$600   |
| Hardship variance   | \$250   |
| Administrative Renewal (of variance permit)                               | \$150   |
| Land Use Decisions (LUD) (non-resource zone)                              | \$600   |
| <br>  |         |
| <b>Legislative Actions</b>  |         |
| Zone Change   | \$1,500 |
| Comprehensive Plan Amendment  | \$1,500 |
| Aggregate (EFU Zone) including CUP  | \$1,750 |
| Plan Amendment with Goal Exception and/or Zone Change                     | \$3,000 |
| <br>  |         |
| <b>Zoning Permits</b>   |         |
| <b>Zoning Permit with Site Plan Review</b>                                |         |
| Single Family Dwelling  | \$50    |
| Duplex or Multi-Family Dwelling (per unit)                                | \$25    |
| Farm or Forest Dwelling (after LUD)                                       | \$100   |
| Commercial Zone   |         |
| A. Addition of a structure or feature, existing development               | \$250   |
| B. New or Change of Use   | \$500   |

|  |              |
|--|--------------|
| Industrial Zone  |              |
| A. Addition of Structure or Feature  | \$250        |
| B. New or Change of Use  | \$500        |
| Met Towers   | \$500        |
| Airport Light Industrial Use with Special Provisions                                   | \$300        |
| Energy or Utility Facility   | \$250        |
| Temporary Use Permit   | \$50         |
| <b>Site Development Review</b>   | <b>\$600</b> |
| <b>Farm Agriculture Exempt Permit</b> (in addition to Zoning Permit and Recording Fee) | <b>\$150</b> |
| <b>Floodplain Development Permit</b>   | <b>\$250</b> |
| <b>Floodway Development Permit</b> (with flood study)                                  | <b>\$500</b> |
| <b>Land Use Compatibility (LUC) Statements</b>   | <b>\$25</b>  |
| Onsite Septic with Zoning Permit   | \$0          |
| Onsite Septic without Zoning Permit (repairs, etc.)                                    | \$25         |
| All other LUCS (per tax lot up to 10 tax lots)   | \$25         |
| <b>Land Use Decision Application in Farm and Forest Zone</b>                           |              |
| <b>Farm and Forest Dwellings</b>   |              |
| Replacement Dwelling (replace existing structure)                                      | \$200        |
| Replacement Dwelling (previous home site)  | \$600        |
| Accessory Dwelling   | \$600        |
| Hardship Dwelling  | \$600        |
| Lot of Record Dwelling   | \$600        |
| Non-Farm Dwelling  | \$600        |
| Income Test Dwelling on EFU-zoned land   | \$600        |
| Farm Income Dwelling   | \$600        |
| Farm Parcel Size Dwelling  | \$200        |
| Forest Template Dwelling   | \$600        |
| Forest Lot of Record   | \$600        |
| Forest Large Tract Dwelling  | \$600        |
| Temporary Use Permits  |              |
| 12-month Review/Renewal  | \$50         |
| Utility Facility or Transmission Line  | \$2,000      |
| Other Land Use Decisions   | \$600        |
| <b>Agri-Tourism and Events</b>   |              |
| Single Event License   | \$100        |

|                       |       |
|-----------------------|-------|
| Up to six events/year | \$250 |
| Up to 18 events/year  | \$600 |
| Mass Gatherings       | \$600 |

|  |       |
|--|-------|
| <b>Zoning or Comprehensive Plan Verification</b> |       |
| Planning Director Review                         | \$100 |
| Planning Commission Review                       | \$500 |

**Environmental Assessment and Impact Reviews (per hour)** \$75

**Speedway Site Development Review** \$600

**Planned Unit Development** \$600  
 Additional amount for each lot or dwelling unit \$40  
 (Maximum \$6,000)

**Street/Road Dedication** - request not a part of a subdivision \$250

**Change of Street/road name or new street/road name** \$250

**Rural Address** \$200

**Cell Towers**

- A. Change to existing tower less than 200' (ZP or CUP amendment) \$250
  - B. New Tower, less than 200', EFU, FR, RR, PI, MG, RSC (ZP) \$250
  - C. New Tower, less than 200', FU, SR (CUP) \$600
  - D. New Tower, 200' and over, RSC, Rr, FR, PI (ZP) \$250
  - E. New Tower, 200' and over, EFU, RR1, FU, SR, MG (CUP) \$600
- Also applicable to existing facilities

**Energy Facilities (see above for applicable Zoning Permit fee)\*\***

- Pre-application Meeting (required) \$500
- Conditional Use Permit for Energy Facility - *county* jurisdiction \$2,500
- Land Use Decision or Other depending on zone- *county* jurisdiction \$2,500
- Fee for Oregon Department of Fish & Wildlife (ODFW) and State Historic Preservation Office (SHPO) coordination per ORS 215.446 TBD
- Conditional Use Permit for Energy Facility – *Energy Facility Siting Council (EFSC)* jurisdiction \$2,500
- Additional Fee per Megawatt (MW) \$500
- < 10 MW \$0
- > 10 MW (per megawatt) \$500
- Conditional Use Permit Amendment - EFSC jurisdiction \$2,500
- Conditional Use Permit Amendment - *county* jurisdiction \$2,500

**Appeals**

|  |       |
|--|-------|
| Request for a Hearing                    |       |
| Ministerial Decision                     | \$250 |
| Administrative Decision                  | \$250 |
| Appeal of a Planning Commission Decision | \$500 |

## Publications (available for fee on website)

|                        |       |
|------------------------|-------|
| Comprehensive Plan     | \$150 |
| Zoning Ordinance       | \$75  |
| Subdivision Ordinance  | \$20  |
| Other Plans (per page) | \$0   |

**Permit Extension or Amendment**

|  |       |
|--|-------|
| Zoning Permit                                | N/C   |
| Ministerial Decision amendment or extension  | \$150 |
| Administrative Review Amendment or Extension | \$250 |
| Planning Commission Decision Extension       | \$250 |
| Planning Commission Decision Amendment       | \$250 |

Land Use Board of Appeals (LUBA) Remand Hearing in front of Board of Commissioners \$600

Fee to prepare record for LUBA \$500

Site Visit (per hour) \$75

Research Fee (hourly after first free hour) \$50

Code Enforcement Induced Application Penalty  
 Application made to resolve a code violation will be subject to twice the normal application fee

**GIS Services**

Map Design and Analysis \$75/hour

**Digital Media**

|  |      |
|--|------|
| Morrow County Shapefiles (Shipping will be added)      | \$75 |
| Publicly Available Shapefiles (Shipping will be added) | \$25 |

**Hard Copy Maps- Wide Format Printer (Plotter)**

|                         |          |
|-------------------------|----------|
| 18"x24" Black and White | \$5/each |
| 18"x24" Color Lines     | \$7/each |

|                             |           |
|-----------------------------|-----------|
| 18"x24" Full Coverage Color | \$10/each |
| 36"x24" Black and White     | \$10/each |
| 36"x24" Color Lines         | \$14/each |
| 36"x24" Full Coverage Color | \$20/each |
| 36"x24" Photo Quality Paper | \$40/each |
| 36"x48" Black and White     | \$20/each |
| 36"x48" Color Lines         | \$28/each |
| 36"x48" Full Coverage Color | \$40/each |
| 36"x48" Photo Quality Paper | \$80/each |

**Morrow County Disclaimer:**

Morrow County Geographical Information System products contain information from publicly available sources that are subject to constant change. Morrow County makes no warranties or guarantees, either expressed or implied, as to the completeness, accuracy, or correctness of this product, nor accepts any liability arising from any incorrect, incomplete or misleading information contained therein.

The information presented in these products does not replace or modify land surveys, deed, and/or other legal instruments defining land ownership and use. All drawing components (lines, curves, points, etc.) are created as a representation and should not be construed as actual. YOU SHOULD ALWAYS USE THE ORIGINAL RECORDED DOCUMENTS TO ANSWER LEGAL AND SURVEY QUESTIONS.



**Table I  
Morrow County Building Permit Fees**

**RESIDENTIAL BUILDING VALUATION TABLE  
(PER SQUARE FOOT)**

|                                     |                             |                                       |                            |
|-------------------------------------|-----------------------------|---------------------------------------|----------------------------|
| NEW CONSTRUCTION<br><b>\$130.58</b> | GARAGE<br><b>\$51.28</b>    | CARPORT<br><b>\$25.64</b>             | DECK<br><b>\$25.64</b>     |
| PATIO COVERS<br><b>\$25.64</b>      | BASEMENT<br><b>\$130.58</b> | UNFINISHED BASEMENT<br><b>\$23.20</b> | REMODEL<br><b>\$130.58</b> |

**CITY OF BOARDMAN, CITY OF IRRIGON & MORROW COUNTY PERMIT FEES**

**TABLE 1**

| <b>Total Valuation</b> | <b>Fee</b>   |
|------------------------|--|
| \$1 to \$500           | \$13   |
| \$501 to \$2,000       | \$13 for the first \$500 plus \$1.95 for each additional \$100 or fraction thereof, to and including \$2,000.            |
| \$2,001 to \$25,000    | \$42.25 for the first \$2,000 plus \$7.80 for each additional \$1,000 or fraction thereof, to and including \$25,000.    |
| \$25,001 to \$50,000   | \$221.65 for the first \$25,000 plus \$5.85 for each additional \$1,000 or fraction thereof, to and including \$50,000.  |
| \$50,001 to \$100,000  | \$367.90 for the first \$50,000 plus \$3.90 for each additional \$1,000 or fraction thereof, to and including \$100,000. |
| \$100,001 and up       | \$562.90 for the first \$100,000 plus \$3.25 for each additional \$1,000 or fraction thereof.                            |

Plan Review Fee is 65% of the Permit Fee.  
State of Oregon Surcharge Fee is 12% of the Permit Fee.  
Fire Protection is 40% of the Permit Fee (if required).

**NOTE:** The City of Boardman, City of Irrigon, and Morrow County use the ICC 2021 valuation table as printed in the Building Safety Journal the International Code Council.

Last Updated – February 2021



## Building Valuation Data – FEBRUARY 2021

The International Code Council is pleased to provide the following Building Valuation Data (BVD) for its members. The BVD will be updated at six-month intervals, with the next update in August 2021. ICC strongly recommends that all jurisdictions and other interested parties actively evaluate and assess the impact of this BVD table before utilizing it in their current code enforcement related activities.

The BVD table provides the “average” construction costs per square foot, which can be used in determining permit fees for a jurisdiction. Permit fee schedules are addressed in Section 109.2 of the 2021 *International Building Code* (IBC) whereas Section 109.3 addresses building permit valuations. The permit fees can be established by using the BVD table and a Permit Fee Multiplier, which is based on the total construction value within the jurisdiction for the past year. The Square Foot Construction Cost table presents factors that reflect relative value of one construction classification/occupancy group to another so that more expensive construction is assessed greater permit fees than less expensive construction.

ICC has developed this data to aid jurisdictions in determining permit fees. It is important to note that while this BVD table does determine an estimated value of a building (i.e., Gross Area x Square Foot Construction Cost), this data is only intended to assist jurisdictions in determining their permit fees. This data table is not intended to be used as an estimating guide because the data only reflects average costs and is not representative of specific construction.

This degree of precision is sufficient for the intended purpose, which is to help establish permit fees so as to fund code compliance activities. This BVD table provides jurisdictions with a simplified way to determine the estimated value of a building that does not rely on the permit applicant to determine the cost of construction. Therefore, the bidding process for a particular job and other associated factors do not affect the value of a building for determining the permit fee. Whether a specific project is bid at a cost above or below the computed value of construction does not affect the permit fee because the cost of related code enforcement activities is not directly affected by the bid process and results.

### Building Valuation

The following building valuation data represents average valuations for most buildings. In conjunction with IBC Section 109.3, this data is offered as an aid for the building official to determine if the permit valuation is underestimated. Again it should be noted that, when using this data, these are “average” costs based on typical construction methods for each occupancy group and type of construction. The average costs

include foundation work, structural and nonstructural building components, electrical, plumbing, mechanical and interior finish material. The data is a national average and does not take into account any regional cost differences. As such, the use of Regional Cost Modifiers is subject to the authority having jurisdiction.

### Permit Fee Multiplier

Determine the Permit Fee Multiplier:

1. Based on historical records, determine the total annual construction value which has occurred within the jurisdiction for the past year.
2. Determine the percentage (%) of the building department budget expected to be provided by building permit revenue.
- 3.

$$\text{Permit Fee Multiplier} = \frac{\text{Bldg. Dept. Budget x (\%)}}{\text{Total Annual Construction Value}}$$

### Example

The building department operates on a \$300,000 budget, and it expects to cover 75 percent of that from building permit fees. The total annual construction value which occurred within the jurisdiction in the previous year is \$30,000,000.

$$\text{Permit Fee Multiplier} = \frac{\$300,000 \times 75\%}{\$30,000,000} = 0.0075$$

### Permit Fee

The permit fee is determined using the building gross area, the Square Foot Construction Cost and the Permit Fee Multiplier.

$$\text{Permit Fee} = \text{Gross Area} \times \text{Square Foot Construction Cost} \times \text{Permit Fee Multiplier}$$

### Example

Type of Construction: IIB

Area: 1st story = 8,000 sq. ft.  
2nd story = 8,000 sq. ft.

Height: 2 stories

Permit Fee Multiplier = 0.0075

Use Group: B

1. Gross area:  
Business = 2 stories x 8,000 sq. ft. = 16,000 sq. ft.
2. Square Foot Construction Cost:  
B/IIB = \$188.18/sq. ft.
3. Permit Fee:  
Business = 16,000 sq. ft. x \$188.18/sq. ft x 0.0075 = \$22,582

## Important Points

- The BVD is not intended to apply to alterations or repairs to existing buildings. Because the scope of alterations or repairs to an existing building varies so greatly, the Square Foot Construction Costs table does not reflect accurate values for that purpose. However, the Square Foot Construction Costs table can be used to determine the cost of an addition that is basically a stand-alone building which happens to be attached to an existing building. In the case of such additions, the only alterations to the existing building would involve the attachment of the addition to the existing building and the openings between the addition and the existing building.

- For purposes of establishing the Permit Fee Multiplier, the estimated total annual construction value for a given time period (1 year) is the sum of each building's value (Gross Area x Square Foot Construction Cost) for that time period (e.g., 1 year).
- The Square Foot Construction Cost does not include the price of the land on which the building is built. The Square Foot Construction Cost takes into account everything from foundation work to the roof structure and coverings but does not include the price of the land. The cost of the land does not affect the cost of related code enforcement activities and is not included in the Square Foot Construction Cost.

### Square Foot Construction Costs <sup>a, b, c</sup>

| Group (2018 International Building Code)                   | IA     | IB     | IIA    | IIB    | IIIA   | IIIB   | IV     | VA     | VB     |
|--|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| A-1 Assembly, theaters, with stage                         | 263.06 | 254.15 | 247.55 | 237.53 | 223.05 | 216.60 | 229.90 | 207.42 | 199.94 |
| A-1 Assembly, theaters, without stage                      | 241.02 | 232.11 | 225.51 | 215.49 | 201.01 | 194.56 | 207.86 | 185.38 | 177.89 |
| A-2 Assembly, nightclubs                                   | 205.93 | 199.80 | 194.89 | 186.91 | 176.19 | 171.34 | 180.27 | 159.46 | 154.02 |
| A-2 Assembly, restaurants, bars, banquet halls             | 204.93 | 198.80 | 192.89 | 185.91 | 174.19 | 170.34 | 179.27 | 157.46 | 153.02 |
| A-3 Assembly, churches                                     | 243.83 | 234.92 | 228.32 | 218.30 | 204.21 | 198.79 | 210.67 | 188.58 | 181.10 |
| A-3 Assembly, general, community halls, libraries, museums | 204.02 | 195.11 | 187.51 | 178.49 | 163.01 | 157.56 | 170.86 | 147.38 | 140.89 |
| A-4 Assembly, arenas                                       | 240.02 | 231.11 | 223.51 | 214.49 | 199.01 | 193.56 | 206.86 | 183.38 | 176.89 |
| B Business   | 212.46 | 204.72 | 197.90 | 188.18 | 171.81 | 165.32 | 180.77 | 151.15 | 144.35 |
| E Educational  | 222.69 | 214.99 | 208.81 | 199.81 | 186.17 | 176.74 | 192.93 | 162.78 | 157.80 |
| F-1 Factory and industrial, moderate hazard                | 125.58 | 119.68 | 112.86 | 108.68 | 97.37  | 92.83  | 104.02 | 80.23  | 75.34  |
| F-2 Factory and industrial, low hazard                     | 124.58 | 118.68 | 112.86 | 107.68 | 97.37  | 91.83  | 103.02 | 80.23  | 74.34  |
| H-1 High Hazard, explosives                                | 117.37 | 111.47 | 105.65 | 100.47 | 90.40  | 84.87  | 95.81  | 73.27  | N.P.   |
| H234 High Hazard   | 117.37 | 111.47 | 105.65 | 100.47 | 90.40  | 84.87  | 95.81  | 73.27  | 67.37  |
| H-5 HPM  | 212.46 | 204.72 | 197.90 | 188.18 | 171.81 | 165.32 | 180.77 | 151.15 | 144.35 |
| I-1 Institutional, supervised environment                  | 211.58 | 204.34 | 198.27 | 190.28 | 175.02 | 170.20 | 190.53 | 156.95 | 152.25 |
| I-2 Institutional, hospitals                               | 355.95 | 348.21 | 341.39 | 331.67 | 314.48 | N.P.   | 324.26 | 293.82 | N.P.   |
| I-2 Institutional, nursing homes                           | 247.27 | 239.53 | 232.71 | 222.99 | 207.36 | N.P.   | 215.58 | 186.70 | N.P.   |
| I-3 Institutional, restrained                              | 241.59 | 233.85 | 227.03 | 217.31 | 202.46 | 194.97 | 209.90 | 181.80 | 173.00 |
| I-4 Institutional, day care facilities                     | 211.58 | 204.34 | 198.27 | 190.28 | 175.02 | 170.20 | 190.53 | 156.95 | 152.25 |
| M Mercantile   | 153.55 | 147.41 | 141.50 | 134.53 | 123.48 | 119.63 | 127.88 | 106.75 | 102.31 |
| R-1 Residential, hotels                                    | 213.59 | 206.35 | 200.28 | 192.29 | 176.78 | 171.95 | 192.54 | 158.70 | 154.00 |
| R-2 Residential, multiple family                           | 179.04 | 171.80 | 165.73 | 157.74 | 143.25 | 138.43 | 157.99 | 125.18 | 120.47 |
| R-3 Residential, one- and two-family <sup>d</sup>          | 166.68 | 162.17 | 157.99 | 154.10 | 149.61 | 144.19 | 151.48 | 138.79 | 130.58 |
| R-4 Residential, care/assisted living facilities           | 211.58 | 204.34 | 198.27 | 190.28 | 175.02 | 170.20 | 190.53 | 156.95 | 152.25 |
| S-1 Storage, moderate hazard                               | 116.37 | 110.47 | 103.65 | 99.47  | 88.40  | 83.87  | 94.81  | 71.27  | 66.37  |
| S-2 Storage, low hazard                                    | 115.37 | 109.47 | 103.65 | 98.47  | 88.40  | 82.87  | 93.81  | 71.27  | 65.37  |
| U Utility, miscellaneous                                   | 89.90  | 84.75  | 79.27  | 75.71  | 67.97  | 63.50  | 72.24  | 53.83  | 51.28  |

- Private Garages use Utility, miscellaneous
- For shell only buildings deduct 20 percent
- N.P. = not permitted
- Unfinished basements (Group R-3) = \$23.20 per sq. ft.

# Building Permit Application

City of Boardman     Morrow County     City of Irrigon

P.O. Box 229

200 City Center Circle

Boardman, Oregon 97818

Phone: 541.481.9252

Fax: 541.481.3244

PERMIT # \_\_\_\_\_

DATE ISSUED \_\_\_\_\_

|   |                                       |
|---|---------------------------------------|
| <b>TYPE OF WORK</b>   |                                       |
| <input type="checkbox"/> New construction   | <input type="checkbox"/> Demolition   |
| <input type="checkbox"/> Addition   | <input type="checkbox"/> Alteration   |
| <input type="checkbox"/> Replacement  | <input type="checkbox"/> Other        |
| <b>CATEGORY OF CONSTRUCTION</b>   |                                       |
| <input type="checkbox"/> 1 and 2-family dwelling  | <input type="checkbox"/> Industrial   |
| <input type="checkbox"/> Accessory building   | <input type="checkbox"/> Multi-family |
| <input type="checkbox"/> Commercial   | <input type="checkbox"/> Other:       |
| <b>JOB SITE INFORMATION AND LOCATION</b>  |                                       |
| Job site address:   |                                       |
| City/State/Zip:   |                                       |
| Suite/bldg./apt. no.:   | Project name:                         |
| Tax map/parcel no.:   |                                       |
| <b>DESCRIPTION OF WORK</b>  |                                       |
|   |                                       |
|   |                                       |
| <b>PROPERTY OWNER INSTALLATION</b>  |                                       |
| Name:   |                                       |
| Address:  |                                       |
| City/State/Zip:   |                                       |
| Phone: (    )   |                                       |
| Email:  |                                       |
| This installation is being made on residential or farm property owned by me or a member of my immediate family, and is exempt from licensing requirement under ORS 701.010. |                                       |
| <b>Sign here:</b>   | <b>Date:</b>                          |
| <b>CONTRACTOR INSTALLATION</b>  |                                       |
| Business name:  |                                       |
| Address:  |                                       |
| City/State/Zip:   |                                       |
| Phone: (    )   |                                       |
| Email:  |                                       |
| CCB Lic.:   | Expiration Date:                      |
| <b>Authorized Signature:</b>  |                                       |
| Print name:   | Date:                                 |
| <b>For Office Use Only:</b>   | Date: _____                           |
| Building Official Signature: _____  |                                       |
| Print Name: _____   |                                       |

|  |             |
|--|-------------|
| <b>BUILDING VALUATION INFORMATION</b>  |             |
| Permit fees are based on the value of the work performed. Indicate the value (rounded up to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application. |             |
| Valuation: \$  |             |
| Type of Construction:  |             |
| Occupancy Group:   |             |
| Existing building area:  | square feet |
| New building area:   | square feet |
| Number of stories:   |             |
| Number of bedrooms:  |             |
| Number of bathrooms:   |             |
| Garage/carport area:   | square feet |
| Covered porch area:  | square feet |
| Deck area:   | square feet |
| Other structure area:  | square feet |
| <b>BUILDING PERMIT FEES</b>  |             |
| Building Permit Fee  |             |
| Investigative Fee  |             |
| Plan Review Fee  | 65%         |
| State Surcharge Fee  | 12%         |
| Fire & Life Safety Fee   | 40%         |
| Seismic Fee  | 1%          |
| Hourly Rate (Add'l. Plan Review)   |             |
| <b>Total</b>   |             |

*Notice: This permit is issued under OAR 918-460-0030. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.*

# Manufactured Placement Permit Application

City of Boardman   
  Morrow County   
  City of Irrigon  
 P.O. Box 229  
 200 City Center Circle                      Phone: 541.481.9252  
 Boardman, Oregon 97818                      Fax: 541.481.3244

PERMIT # \_\_\_\_\_

DATE ISSUED \_\_\_\_\_

| LOCAL GOVERNMENT APPROVALS  |  |
|---|--|
| Zoning approval verified  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Sanitation approval verified  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| CATEGORY OF CONSTRUCTION  |  |
| <input type="checkbox"/> 1 and 2-family dwelling  | <input type="checkbox"/> Industrial                      |
| <input type="checkbox"/> Accessory building   | <input type="checkbox"/> Multi-family                    |
| <input type="checkbox"/> Commercial   | <input type="checkbox"/> Other:                          |
| JOB SITE INFORMATION AND LOCATION   |  |
| Job site address:   |  |
| City/State/Zip:   |  |
| Suite/bldg./apt. no.:   | Project name:  |
| Tax map/parcel no.:   |  |
| DESCRIPTION OF WORK   |  |
|   |  |
|   |  |
|   |  |
| PROPERTY OWNER INSTALLATION   |  |
| Name:   |  |
| Address:  |  |
| City/State/Zip:   |  |
| Phone: (     )  |  |
| Email:  |  |
| This installation is being made on residential or farm property owned by me or a member of my immediate family, and is exempt from licensing requirement under ORS 701.010. |  |
| Sign here:  | Date:  |
| CONTRACTOR INSTALLATION   |  |
| Business name:  |  |
| Address:  |  |
| City/State/Zip:   |  |
| Phone: (     )  |  |
| Email:  |  |
| CCB Lic.:   | Expiration Date:   |
| Authorized Signature:   |  |
|   |  |
| Print name:   | Date:  |

| FEE SCHEDULE  |           |        |       |
|---|-----------|--------|-------|
| Description   | Qty.      | Ea.    | Total |
| Manufactured Structure  |           | 211.00 |       |
| Re-Inspection   |           | 85.00  |       |
| <b>Placement permit can only be obtained by homeowner or Oregon-licensed manufactured dwelling installer.</b> |           |        |       |
| MANUFACTURED PLACEMENT PERMIT FEES  |           |        |       |
| Sub-Total Permit Fees   |           |        |       |
| Investigative Fee   |           |        |       |
| State Surcharge Fee   | 12%       |        |       |
| COMA Fee  | \$30 each |        |       |
| <b>Total</b>  |           |        |       |

*Notice: This permit is issued under OAR 918-460-0030. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.*

# Mechanical Permit Application

City of Boardman     Morrow County     City of Irrigon

P.O. Box 229

200 City Center Circle

Boardman, Oregon 97818

Phone: 541.481.9252

Fax: 541.481.3244

PERMIT # \_\_\_\_\_

DATE ISSUED \_\_\_\_\_

## TYPE OF WORK

- |   |                                     |
|---|-------------------------------------|
| <input type="checkbox"/> New construction | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> Addition         | <input type="checkbox"/> Alteration |
| <input type="checkbox"/> Replacement      | <input type="checkbox"/> Other      |

## CATEGORY OF CONSTRUCTION

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> 1 and 2-family dwelling | <input type="checkbox"/> Industrial   |
| <input type="checkbox"/> Accessory building      | <input type="checkbox"/> Multi-family |
| <input type="checkbox"/> Commercial              | <input type="checkbox"/> Other:       |

## JOB SITE INFORMATION AND LOCATION

Job site address:

City/State/Zip:

Suite/bldg./apt. no.:

Project name:

Tax map/parcel no.:

## DESCRIPTION OF WORK

## PROPERTY OWNER INSTALLATION

Name:

Address:

City/State/Zip:

Phone: (    )

Email:

This installation is being made on residential or farm property owned by me or a member of my immediate family, and is exempt from licensing requirement under ORS 701.010.

Sign here:

Date:

## CONTRACTOR INSTALLATION

Business name:

Address:

City/State/Zip:

Phone: (    )

Email:

CCB Lic.:

Expiration Date:

Authorized Signature:

Print name:

Date:

**For Office Use Only:**

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

Building Official Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

## COMMERCIAL

Permit fees are based on the value of the work performed. Indicate the value (rounded up to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application.

Valuation \$

|                      |                   |            |
|----------------------|-------------------|------------|
| <b>Value of Work</b> | <b>Fee Method</b> | <b>Fee</b> |
| \$1.00-\$1,000       | None              | \$23.00    |

\$1,001 - \$10,000: \$23+\$1.35 for ea. addl. \$100 over \$1,000

\$10,001 - \$100,000: \$144.50+\$8.50 for ea. addl. \$1,000 over \$10,000

\$100,001 & above: \$991.50+\$5.70 for ea. addl. \$1,000 over \$100,000

Calculated Fee \$ \_\_\_\_\_

## RESIDENTIAL

| Description                | Qty. | Ea.   | Total |
|----------------------------|------|-------|-------|
| <b>Heating/cooling</b>     |      |       |       |
| Air Conditioner            |      | 9.50  |       |
| Heat pump or Mini Split    |      | 9.50  |       |
| Duct Work                  |      | 12.25 |       |
| Furnace < 100,000 btu      |      | 13.25 |       |
| Furnace > 100,000 btu      |      | 16.25 |       |
| Unit heaters               |      | 9.50  |       |
| Fire/Smoke Damper          |      | 9.50  |       |
| Water Heater               |      | 9.50  |       |
| Incinerator                |      | 24.50 |       |
| Log Lighter (gas)          |      | 6.50  |       |
| Wood/Pellet/Gas Stove      |      | 9.50  |       |
| Wood Fireplace/Insert      |      | 9.50  |       |
| Chimney/Liner              |      | 9.50  |       |
| Chiller-Over 100,000 btu   |      | 24.25 |       |
| Flue/Vent for Any of Above |      | 9.50  |       |

## Environmental Exhaust and Ventilation

|   |  |       |  |
|---|--|-------|--|
| Range Hood/Other Kitchen Equip.                                     |  | 9.50  |  |
| Clothes Dryer Exhaust   |  | 9.50  |  |
| Single-duct Exhaust (bathrooms, toilet compartments, utility rooms) |  | 6.50  |  |
| Air Handling < 10,000cfm  |  | 9.50  |  |
| Air Handling > 10,000cfm  |  | 16.15 |  |

## Fuel Piping

|                           |  |       |  |
|---------------------------|--|-------|--|
| One to Four Outlets       |  | 20.00 |  |
| Additional Outlets (each) |  | 1.25  |  |
| Other:                    |  |       |  |

## MECHANICAL PERMIT FEES

|   |              |
|---|--------------|
| Permit Issuance Fee                           | <b>20.00</b> |
| Sub-Total (Fees + Permit Issuance Fee)        |              |
| Minimum Permit Fee (if Sub-Total Not to \$45) | <b>45.00</b> |
| Plan Review Fee (25% of Permit fee)           |              |
| State Surcharge Fee (12% of permit Fee)       |              |
| Seismic Fee (1% of Permit Fee)                |              |
| <b>Total</b>                                  |              |

**Notice:** This permit is issued under OAR 918-460-0030. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.

# Plumbing Permit Application

City of Boardman     Morrow County     City of Irrigon

P.O. Box 229

200 City Center Circle

Boardman, Oregon 97818

Phone: 541.481.9252

Fax: 541.481.3244

PERMIT # \_\_\_\_\_

DATE ISSUED \_\_\_\_\_

|   |                                       |
|---|---------------------------------------|
| <b>TYPE OF WORK</b>   |                                       |
| <input type="checkbox"/> New construction   | <input type="checkbox"/> Demolition   |
| <input type="checkbox"/> Addition   | <input type="checkbox"/> Alteration:  |
| <input type="checkbox"/> Replacement  | <input type="checkbox"/> Other        |
| <b>CATEGORY OF CONSTRUCTION</b>   |                                       |
| <input type="checkbox"/> 1 and 2-family dwelling  | <input type="checkbox"/> Industrial   |
| <input type="checkbox"/> Accessory building   | <input type="checkbox"/> Multi-family |
| <input type="checkbox"/> Commercial   | <input type="checkbox"/> Other:       |
| <b>JOB SITE INFORMATION AND LOCATION</b>  |                                       |
| Job site address:   |                                       |
| City/State/Zip:   |                                       |
| Suite/bldg./apt. no.:   | Project name:                         |
| Tax map/parcel no.:   |                                       |
| <b>DESCRIPTION OF WORK</b>  |                                       |
|   |                                       |
| <b>PROPERTY OWNER INSTALLATION</b>  |                                       |
| Name:   |                                       |
| Address:  |                                       |
| City/State/Zip:   |                                       |
| Phone: (    )   |                                       |
| Email:  |                                       |
| This installation is being made on residential or farm property owned by me or a member of my immediate family, and is exempt from licensing requirement under ORS 701.010. |                                       |
| <b>Sign here:</b>   | <b>Date:</b>                          |
| <b>CONTRACTOR INSTALLATION</b>  |                                       |
| Business name:  |                                       |
| Address:  |                                       |
| City/State/Zip:   |                                       |
| Phone: (    )   |                                       |
| Email:  |                                       |
| CCB Lic.:   | Expiration Date:                      |
| <b>Authorized Signature:</b>  |                                       |
| Print name:   | Date:                                 |
| <b>For Office Use Only:</b>   | Date: _____                           |
| Plumbing Inspector's Signature: _____   |                                       |
| Print Name: _____   |                                       |

| <b>FEE SCHEDULE</b>   |      |        |              |
|---|------|--------|--------------|
| Description   | Qty. | Ea.    | Total        |
| <b>New 1- 2-family dwellings</b> (includes 100 ft. for each)  |      |        |              |
| SFR (1) bath/(1) Kitchen  |      | 210.00 |              |
| SFR (2) bath/(1) Kitchen  |      | 275.00 |              |
| SFR (3) bath/(1) Kitchen  |      | 325.00 |              |
| Each Additional Bath/Kitchen  |      | 45.00  |              |
| New residential items above include up to first 100 ft. of water, sanitary sewer, and storm lines. Add each additional 100 ft. or fraction thereof, under site utilities. |      |        |              |
| <b>Site Utilities</b>   |      |        |              |
| Catch Basin or Area Drain   |      | 10.00  |              |
| Rain Drain Connector/Downspout  |      | 9.00   |              |
| Sanitary Sewer-First 100'   |      | 30.00  |              |
| Sanitary Sewer-Add'l. 100'  |      | 25.00  |              |
| Water Service-First 100'  |      | 30.00  |              |
| Water Service-Additional 100'   |      | 25.00  |              |
| Storm Sewer-First 100'  |      | 30.00  |              |
| Storm Sewer-Additional 100'   |      | 25.00  |              |
| <b>Fixture or Item – New multi-family, new commercial, all other additions, alteration, repairs.</b>  |      |        |              |
| Clothes Washer  |      | 12.00  |              |
| Dishwasher  |      | 12.00  |              |
| Drinking Fountain   |      | 12.00  |              |
| Ejectors/Sump/Expansion Tank  |      | 12.00  |              |
| Primer (1-5) Each   |      | 10.00  |              |
| Primer (over 5) Each Add'l.   |      | 2.00   |              |
| Floor Drain/Floor Sink/Hub  |      | 12.00  |              |
| Garbage Disposal  |      | 10.00  |              |
| Hose Bib  |      | 12.00  |              |
| Ice Maker   |      | 12.00  |              |
| Interceptor/Grease Trap   |      | 12.00  |              |
| Laundry Tray/Service Sink   |      | 12.00  |              |
| Roof Drain  |      | 10.00  |              |
| Sink/Basin/Lavatory   |      | 12.00  |              |
| Tub/Shower/Shower Pan   |      | 12.00  |              |
| Urinal  |      | 12.00  |              |
| Water Closet  |      | 12.00  |              |
| Water Heater  |      | 12.00  |              |
| Backflow Preventer  |      | 12.00  |              |
| Other:  |      |        |              |
| <b>PLUMBING PERMIT FEES</b>   |      |        |              |
| Permit Issuance Fee   |      |        | <b>20.00</b> |
| Sub-Total (Fees + Permit Issuance Fee)  |      |        |              |
| Minimum Permit Fee (if Sub-Total Not to \$45)   |      |        | <b>45.00</b> |
| Plan Review Fee (30% of Permit Fee)   |      |        |              |
| State Surcharge (12% of Permit Fee)   |      |        |              |
| <b>Total</b>  |      |        |              |

**Notice: This permit is issued under OAR 918-460-0030. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.**

# Sprinkler/Process Piping Permit Application

City of Boardman     Morrow County     City of Irrigon

P.O. Box 229

200 City Center Circle

Boardman, Oregon 97818

Phone: 541.481.9252

Fax: 541.481.3244

PERMIT # \_\_\_\_\_

DATE ISSUED \_\_\_\_\_

|   |                                       |
|---|---------------------------------------|
| <b>TYPE OF WORK</b>   |                                       |
| <input type="checkbox"/> New construction   | <input type="checkbox"/> Repair       |
| <input type="checkbox"/> Addition   | <input type="checkbox"/> Alteration   |
| <input type="checkbox"/> Replacement  | <input type="checkbox"/> Other        |
| <b>CATEGORY OF CONSTRUCTION</b>   |                                       |
| <input type="checkbox"/> 1 and 2-family dwelling  | <input type="checkbox"/> Industrial   |
| <input type="checkbox"/> Accessory building   | <input type="checkbox"/> Multi-family |
| <input type="checkbox"/> Commercial   | <input type="checkbox"/> Other:       |
| <b>JOB SITE INFORMATION AND LOCATION</b>  |                                       |
| Job site address:   |                                       |
| City/State/Zip:   |                                       |
| Suite/bldg./apt. no.:   | Project name:                         |
| Tax map/parcel no.:   |                                       |
| <b>DESCRIPTION OF WORK</b>  |                                       |
|   |                                       |
|   |                                       |
| <b>PROPERTY OWNER INSTALLATION</b>  |                                       |
| Name:   |                                       |
| Address:  |                                       |
| City/State/Zip:   |                                       |
| Phone: (    )   |                                       |
| Email:  |                                       |
| This installation is being made on residential or farm property owned by me or a member of my immediate family, and is exempt from licensing requirement under ORS 701.010. |                                       |
| <b>Sign here:</b>   | <b>Date:</b>                          |
| <b>CONTRACTOR INSTALLATION</b>  |                                       |
| Business name:  |                                       |
| Address:  |                                       |
| City/State/Zip:   |                                       |
| Phone: (    )   |                                       |
| Email:  |                                       |
| CCB Lic.:   | Expiration Date:                      |
| <b>Authorized Signature:</b>  |                                       |
|   |                                       |
| Print name:   | Date:                                 |
| <b>For Office Use Only:</b>   |                                       |
| Date: _____   |                                       |
| Building Official Signature: _____  |                                       |
| Print Name: _____   |                                       |

|  |  |            |
|--|--|------------|
| <b>SPRINKLER VALUATION INFORMATION</b>   |  |            |
| Permit fees are based on the value of the work performed. Indicate the value (rounded up to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application. |  |            |
| Valuation: \$ _____  |  |            |
| <b>Value of Work</b>   | <b>Fee Method</b>                                    | <b>Fee</b> |
| \$1,000-\$1,000  | None   | \$23.00    |
| \$1,001 - \$10,000   | \$23+\$1.35 for ea. addl. \$100 over \$1,000         |            |
| \$10,001 - \$100,000   | \$144.50+\$8.50 for ea. addl. \$1,000 over \$10,000  |            |
| \$100,001 & above  | \$991.50+\$5.70 for ea. addl. \$1,000 over \$100,000 |            |
| Calculated Fee   |  | \$ _____   |

|  |
|--|
| <b>INFORMATION ON PLAN AND SPECIFICATIONS</b>  |
| Plans and specifications shall be drawn to scale and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant law, ordinances, rules and regulations. |
| What type of system? (Circle Below)<br>Dry / Wet / Deluge / Pre-Action / Anti-Freeze   |
| What Area Density/s is the system design to? _____   |
| What is the Sprinkler Occupancy Classification? _____  |
| What is the Building Use? _____  |
| Do plans show all required seismic supports? _____   |
| What is the water Flow Data? Residual _____ Static _____   |
| When was it taken? _____ Who took it? _____  |
| What NFPA Code is the system designed to? _____  |
| Where is alarm signal sent, if system is required to be centrally monitored? _____   |

|  |       |
|--|-------|
| <b>SPRINKLER/PROCESS PIPING PERMIT FEE</b>     |       |
| Fire Sprinkler System Fee (Valuation Schedule) |       |
| Permit Issuance Fee                            | 20.00 |
| Sub-Total (Fees + Permit Issuance Fee)         |       |
| Minimum Permit Fee (if Sub-Total Not to \$45)  | 45.00 |
| Plan Review Fee (65% of Permit Fee)            |       |
| State Surcharge Fee (12% of Permit Fee)        |       |
| <b>Total</b>                                   |       |

*Notice: This permit is issued under OAR 918-460-0030. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.*



# Fire Alarm Building Permit Application

City of Boardman     Morrow County     City of Irrigon

P.O. Box 229

200 City Center Circle

Boardman, Oregon 97818

Phone: 541.481.9252

Fax: 541.481.3244

PERMIT # \_\_\_\_\_

DATE ISSUED \_\_\_\_\_

|   |                                       |
|---|---------------------------------------|
| <b>TYPE OF WORK</b>   |                                       |
| <input type="checkbox"/> New construction   | <input type="checkbox"/> Repair       |
| <input type="checkbox"/> Addition   | <input type="checkbox"/> Alteration   |
| <input type="checkbox"/> Replacement  | <input type="checkbox"/> Other        |
| <b>CATEGORY OF CONSTRUCTION</b>   |                                       |
| <input type="checkbox"/> 1 and 2-family dwelling  | <input type="checkbox"/> Industrial   |
| <input type="checkbox"/> Accessory building   | <input type="checkbox"/> Multi-family |
| <input type="checkbox"/> Commercial   | <input type="checkbox"/> Other:       |
| <b>JOB SITE INFORMATION AND LOCATION</b>  |                                       |
| Job site address:   |                                       |
| City/State/Zip:   |                                       |
| Suite/bldg./apt. no.:   | Project name:                         |
| Tax map/parcel no.:   |                                       |
| <b>DESCRIPTION OF WORK</b>  |                                       |
|   |                                       |
|   |                                       |
| <b>PROPERTY OWNER INSTALLATION</b>  |                                       |
| Name:   |                                       |
| Address:  |                                       |
| City/State/Zip:   |                                       |
| Phone: (    )   |                                       |
| Email:  |                                       |
| This installation is being made on residential or farm property owned by me or a member of my immediate family, and is exempt from licensing requirement under ORS 701.010. |                                       |
| <b>Sign here:</b>   | <b>Date:</b>                          |
| <b>CONTRACTOR INSTALLATION</b>  |                                       |
| Business name:  |                                       |
| Address:  |                                       |
| City/State/Zip:   |                                       |
| Phone: (    )   |                                       |
| Email:  |                                       |
| CCB Lic.:   | Expiration Date:                      |
| <b>Authorized Signature:</b>  |                                       |
| Print name:   | Date:                                 |
| <b>For Office Use Only:</b>   | Date: _____                           |
| Building Official Signature: _____  |                                       |
| Print Name: _____   |                                       |

|  |             |
|--|-------------|
| <b>FIRE ALARM VALUATION INFORMATION</b>  |             |
| Permit fees are based on the value of the work performed. Indicate the value (rounded up to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application. |             |
| Valuation: \$  |             |
| Type of Construction:  |             |
| Occupancy Group:   |             |
| Existing building area:  | square feet |
| New building area:   | square feet |
| Number of stories:   |             |
| Number of bedrooms:  |             |
| Number of bathrooms:   |             |
| Garage/carport area:   | square feet |
| Covered porch area:  | square feet |
| Deck area:   | square feet |
| Other structure area:  | square feet |
| <b>FIRE ALARM BUILDING PERMIT FEES</b>   |             |
| Fire Alarm Permit Fee  |             |
| Investigative Fee  |             |
| Plan Review Fee  | 65%         |
| State Surcharge Fee  | 12%         |
| <b>Total</b>   |             |

*Notice: This permit is issued under OAR 918-460-0030. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.*



# Renewable Electrical Energy Permit Application

Department of Consumer & Business Services  
 Building Codes Division • Web: [bcd.oregon.gov](http://bcd.oregon.gov)  
 City of Boardman Contract Office  
 200 City Center Circle  
 Boardman, OR 97818  
 (541) 481-9252, Fax: (541) 481-3244

| DEPARTMENT USE ONLY       |  |
|---------------------------|--|
| Permit no.:               |  |
| Office:                   |  |
| By:                       | Date:  |
| LOCAL GOVERNMENT APPROVAL |  |
| Zoning approval verified? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

**This permit is issued under OAR 918-309-0410. Permits are non-transferable. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.**

| JOB SITE INFORMATION AND LOCATION   |               |
|---|---------------|
| Job site address:   |               |
| City/State/ZIP:   |               |
| Project name:   |               |
| Directions to job site:   |               |
|   |               |
| Subdivision:  | Lot no.:      |
| DESCRIPTION OF WORK   |               |
|   |               |
| Job no.:  |               |
| PROPERTY OWNER INSTALLATION   |               |
| Name:   |               |
| Address:  |               |
| City/State/ZIP:   |               |
| Contact phone: ( )  | E-mail:       |
| This installation is being made on residential or farm property owned by me or a member of my immediate family. This property is not intended for sale, exchange, lease, or rent. [ORS 479.540(1) and 479.560(1)] |               |
| Sign here:  |               |
| CONTRACTOR INSTALLATION   |               |
| Business name:  |               |
| Address:  |               |
| City/State/ZIP:   |               |
| Contact phone: ( )  | Fax: ( )      |
| E-mail:   |               |
| CCB lic.:   | BCD lic. no.: |
| Signature:  |               |
| Name of signing supervisor:   | Lic. no.:     |

| FEE SCHEDULE   |              |          |     |
|--|--------------|----------|-----|
| Number of inspections per item ( )<br>Renewable energy installation per system total | No. of items | Cost ea. | Sum |
| 5 kva or less (2)  |              | \$79.00  | \$  |
| 5.01 to 15 kva (2)   |              | \$94.00  | \$  |
| 15.01 to 25 kva (2)  |              | \$156.00 | \$  |
| Miscellaneous fees, hourly rate  |              | \$86.00  | \$  |
| Each additional inspection (1)<br>(OAR 918-309-0070)                                 |              | \$55.00  | \$  |

| FISCAL USE                        | APPLICANT USE                            |           |
|-----------------------------------|--|-----------|
| 70111/1195                        | (A) Enter total of above fees            | \$        |
| 70111/1291                        | (B) Enter 12% surcharge (.12 x [A])      | \$        |
| 70111/1195                        | (C) Plan review, if required (.25 x [A]) | \$        |
| <b>TOTAL fees and surcharges:</b> |  | <b>\$</b> |

If paying by credit card, applicant must sign the credit-card information box. Do **not** send cash.

|  |                                     |            |
|--|-------------------------------------|------------|
| <input type="checkbox"/> Visa              | <input type="checkbox"/> MasterCard | Phone: ( ) |
| Credit card number                         |                                     | Expiration |
| Name of cardholder as shown on credit card |                                     |            |
| Cardholder signature                       |                                     | \$ Amount  |

DCBS fiscal use only:





# Electrical Permit Application

Department of Consumer and Business Services Building  
 Codes Division • City of Boardman Contract Office  
 P.O. Box 229, Boardman, OR 97818  
 541-481-9252 • Fax: 541-481-3244  
 Web: www.cityofboardman.com

| DEPARTMENT USE ONLY       |  |
|---------------------------|--|
| Permit no.:               |  |
| Office:                   |  |
| By:                       | Date:  |
| LOCAL GOVERNMENT APPROVAL |  |
| Zoning approval verified? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

This permit is issued under OAR 918-309-0000. Permits are nontransferable. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.

| CATEGORY OF CONSTRUCTION   |   |
|--|---|
| <input type="checkbox"/> Residential   | <input type="checkbox"/> Commercial         |
| <input type="checkbox"/> Detached accessory structure  | <input type="checkbox"/> Accessory building |
| <input type="checkbox"/> Manufactured dwelling   | <input type="checkbox"/> Industrial         |
| <input type="checkbox"/> Single-family dwelling  | <input type="checkbox"/> Mixed use          |
| <input type="checkbox"/> Two-family dwelling   | <input type="checkbox"/> Multi-family       |
| <input type="checkbox"/> Townhouses  | <input type="checkbox"/> Other              |
| <input type="checkbox"/> Other   |   |
| TYPE OF WORK   |   |
| <input type="checkbox"/> Addition  | <input type="checkbox"/> Alteration         |
| <input type="checkbox"/> Move  | <input type="checkbox"/> New                |
| <input type="checkbox"/> Repair  | <input type="checkbox"/> Replacement        |
| <input type="checkbox"/> Tenant improvement  | <input type="checkbox"/> Other              |
| JOB SITE INFORMATION AND LOCATION  |   |
| Job site address:  |   |
| City/State/ZIP:  |   |
| Project name:  |   |
| Directions to job site:  |   |
| Parcel no.:  |   |
| DESCRIPTION OF WORK  |   |
| Job no.:   |   |
| PROPERTY OWNER INSTALLATION  |   |
| Name:  |   |
| Address:   |   |
| City/State/ZIP:  |   |
| Phone: - -   | Fax: - -                                    |
| Email:   |   |
| This installation is being made on residential or farm property owned by me or a member of my immediate family. This property is not intended for sale, exchange, lease, or rent. ORS 479.540(1) and 479.560(1). |   |
| Sign here:   |   |
| CONTRACTOR INSTALLATION  |   |
| Business name:   |   |
| Address:   |   |
| City/State/ZIP:  |   |
| Phone: - -   | Fax: - -                                    |
| Email:   |   |
| CCB lic.:  | BCD Lic. no.:                               |
| Name of signing supervisor:  |   |
| Signature:   | Lic. no.:                                   |

| FEE SCHEDULE   |       |              |
|--|-------|--------------|
|  | Items | Cost ea. Sum |
| <b>Residential, per unit, service included (includes attached garage):</b>   |       |              |
| 1,000 sq. ft. or less  |       | \$106.00     |
| Each additional 500 sq. ft. or portion thereof                               |       | \$19.00      |
| Limited energy (new residence only)  |       | \$25.00      |
| Each manufactured home or modular dwelling service or feeder                 |       | \$63.00      |
| <b>New multi-family dwelling (3 or more units):</b>                          |       |              |
| Total number of units  |       |              |
| Square feet of largest unit  |       |              |
| <i>Description:</i>  |       |              |
| 1,000 sq. ft. or less (per unit)   |       | \$106.00     |
| Each additional 500 sq. ft. or portion thereof                               |       | \$19.00      |
| <i>Remaining apartments:</i>   |       |              |
| Total cost of largest apartment  |       | / 2          |
| Limited energy, multi-family (with above)                                    |       | \$45.00      |
| <b>Services or feeders: (installation, alteration, relocation)</b>           |       |              |
| 200 amps or less   |       | \$79.00      |
| 201 to 400 amps  |       | \$94.00      |
| 401 to 599 amps  |       | \$156.00     |
| 600 amps   |       | \$156.00     |
| 601 to 1,000 amps  |       | \$204.00     |
| Over 1,000 amps or volts   |       | \$469.00     |
| Reconnect only   |       | \$63.00      |
| <b>Temporary services or feeders: (installation, alteration, relocation)</b> |       |              |
| 200 amps or less   |       | \$63.00      |
| 201 to 400 amps  |       | \$86.00      |
| 401 to 599 amps  |       | \$125.00     |
| 600 amps   |       | \$125.00     |
| Over 600 amps or 1,000 volts, see services or feeders section above.         |       |              |
| <b>Branch circuits: (new, alteration, extension per panel)</b>               |       |              |
| a. Fee for branch circuits with purchase of a service or feeder fee:         |       |              |
| Each branch circuit  |       | \$4.00       |
| b. Fee for branch circuits without purchase of a service or feeder fee:      |       |              |
| First branch circuit   |       | \$54.00      |
| Each additional branch circuit   |       | \$4.00       |
| <b>Miscellaneous: (service or feeder not included)</b>                       |       |              |
| Each pump or irrigation circle   |       | \$63.00      |
| Each sign or outline lighting  |       | \$63.00      |
| Signal circuits(s) or a limited-energy panel, alteration, or extension       |       | \$63.00      |



440-2584-BRD MN (5/15/COM/WEB)



# One- and Two-Family Dwelling Restricted Energy Electrical Application

Department of Consumer & Business Services  
 Building Codes Division • bcd.oregon.gov  
 City of Boardman Contract Office  
 200 City Center Circle  
 Boardman, OR 97818  
 (541) 481-9252, Fax: (541) 481-3244

| DEPARTMENT USE ONLY       |  |
|---------------------------|--|
| Permit no.:               |  |
| Office:                   |  |
| By:                       | Date:  |
| LOCAL GOVERNMENT APPROVAL |  |
| Zoning approval verified? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

This permit is issued under OAR 918-309-0400. Permits are non-transferable. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.

| JOB SITE INFORMATION AND LOCATION |          |
|-----------------------------------|----------|
| Job site address:                 |          |
| City/State/ZIP:                   |          |
| Project name:                     |          |
| Directions to job site:           |          |
|                                   |          |
| Subdivision:                      | Lot no.: |

| DESCRIPTION OF WORK         |          |
|-----------------------------|----------|
| Job no.:                    |          |
| PROPERTY OWNER INSTALLATION |          |
| Name:                       |          |
| Address:                    |          |
| City/State/ZIP:             |          |
| Phone: ( )                  | Fax: ( ) |

This installation is being made on residential or farm property owned by me or a member of my immediate family. This property is not intended for sale, exchange, lease, or rent. (ORS 479.540(1) and 479.560(1))

**Sign here:**

| CONTRACTOR INSTALLATION           |               |
|-----------------------------------|---------------|
| Business name:                    |               |
| Address:                          |               |
| City/State/ZIP:                   |               |
| Phone: ( )                        | Fax: ( )      |
| CCB lic.:                         | BCD lic. no.: |
| Signature:                        |               |
| Name of signing supervisor:       |               |
| Signing supervisor's license no.: |               |

|  |                                     |            |
|--|-------------------------------------|------------|
| <input type="checkbox"/> Visa              | <input type="checkbox"/> MasterCard | Phone: ( ) |
| Credit card number                         |                                     | Expiration |
| Name of cardholder as shown on credit card |                                     |            |
| Cardholder signature                       |                                     | \$ Amount  |

| FEE SCHEDULE   |      |
|--|------|
| Fee for all systems (includes two inspections):  | \$25 |
| Miscellaneous fees, each additional inspection:  | \$55 |
| Check type of work involved:   |      |
| <input type="checkbox"/> Audio and stereo systems  |      |
| <input type="checkbox"/> Data telecommunications   |      |
| <input type="checkbox"/> Doorbell  |      |
| <input type="checkbox"/> Garage-door opener  |      |
| <input type="checkbox"/> Heating, ventilation, and air-conditioning systems  |      |
| <input type="checkbox"/> Landscape lighting and sprinkler controls   |      |
| <input type="checkbox"/> Landscape irrigation controls*  |      |
| <input type="checkbox"/> Outdoor landscape lighting*   |      |
| <input type="checkbox"/> Vacuum systems  |      |
| <input type="checkbox"/> Other:  |      |
| Number of systems:   |      |
| Miscellaneous fees, each additional inspection:  | \$55 |
| * Exception: BCD licenses are not required only when work is done by a licensed landscape contractor, under ORS 671.510 to 671.710 |      |

| FISCAL USE                        | APPLICANT USE                              |    |
|-----------------------------------|--|----|
| 70111/1195                        | (A) Enter total of above fees              | \$ |
| 70111/1291                        | (B) Enter 12 percent surcharge (.12 x [A]) | \$ |
| 70111/1195                        | (C) Plan review, if required (.25 x [A])   | \$ |
| <b>TOTAL fees and surcharges:</b> |  | \$ |

If paying by credit card, applicant must sign the credit-card information box. Do **not** send cash.

**DCBS fiscal use only:**

**Table J  
Public Health Department**

**Oregon Immunization Program, Vaccine Costs by Dose for Billable  
Clients July-December 2021  
(Clinics Must Not Charge Higher Than Published Prices)**

| VACCINE  | Brand                 | PRICE PER DOSE |
|--|-----------------------|----------------|
| Diphtheria, Tetanus, Pertussis (DTaP)              | Infanrix              | \$21.53        |
|  | Daptacel              | \$25.11        |
| DTaP/Hepatitis B (HepB)/Polio (IPV)                | Pediarix              | \$74.19        |
| Diphtheria, Tetanus, Pertussis (DTaP)/ Polio (IPV) | Kinrix                | \$53.67        |
| Inactivated Polio Vaccine (e-IPV)                  | IPOL                  | \$35.08        |
| Hepatitis A (Hep A)                                | Havrix                | \$28.44        |
|  | Vaqta                 | \$31.34        |
|  | Havrix (Adult)        | \$40.70        |
|  | Vaqta (Adult)         | \$63.74        |
| Hepatitis B (Hep B)                                | Engerix-B             | \$16.31        |
|  | Recombivax HB         | \$19.57        |
|  | Engerix-B (Adult)     | \$43.08        |
|  | Recombivax HB (Adult) | \$50.64        |
| Hepatitis A & B (Hep A/B)                          | Twinrix               | \$87.05        |
| Haemophilus influenzae Type B (Hib)                | PedVaxHIB             | \$27.25        |
| Human Papillomavirus (HPV9)                        | Gardasil 9            | \$239.29       |
| Meningococcal ACWY                                 | Menveo                | \$114.30       |
| Measles, Mumps, & Rubella (MMR)                    | MMR II                | \$82.49        |
| Measles, Mumps, Rubella & Varicella (MMR-V)        | ProQuad               | \$235.28       |
| Pneumococcal Polysaccharide (Pneumo 23)            | PneumoVax 23          | \$110.45       |
| Pneumococcal Conjugate (Pcv 13)                    | Prevnar 13            | \$209.75       |
| Rotavirus  | Rotarix               | \$119.89       |
|  | RotaTeq               | \$89.00        |
| Tetanus & Diphtheria (Td)                          | Tenivac               | \$32.25        |
| Tetanus, Diphtheria & Pertussis (Tdap)             | Boostrix              | \$37.79        |
| Varicella  | Varivax               | \$142.47       |

**Table J**  
**Public Health Department – Continued**  
**Fee Schedule 2021-2022**

All family planning supplies and/or devices are charged based on acquisition cost. The cost will vary as our supplier rates change. For this reason, the family planning supplier and/or devices will not be listed in the Fee Schedule. Labs are billed to the Oregon Health Plan directly from the lab. The lab bills Morrow County in cases where the client is uninsured or confidential.

| <b>Patient Visit</b>  | <b>2021-2022</b> |
|---|------------------|
| New Patient - RN Visit Only, Straightforward Appointment                      | <b>\$210.00</b>  |
| New Patient - Physician Assistant Visit, Low Complexity                       | <b>\$279.00</b>  |
| New Patient - Physician Assistant Visit, Moderate Complexity                  | <b>\$224.00</b>  |
| New Patient - Physician Assistant Visit, Higher Complexity                    | <b>\$425.00</b>  |
| Established Patient - RN Visit Only, Low Complexity                           | <b>\$158.00</b>  |
| Established Patient - Physician Assistant Visit, Straightforward Appointment  | <b>\$168.00</b>  |
| Established Patient - Physician Assistant Visit, Low Complexity               | <b>\$279.00</b>  |
| Established Patient - Physician Assistant Visit, Detailed-Moderate complexity | <b>\$335.00</b>  |
| Family Planning Visit - OHP   | <b>\$135.00</b>  |
| COVID Vaccine Administration Fee - 1st shot                                   | <b>\$65.00</b>   |
| COVID Vaccine Administration Fee - 2nd shot                                   | <b>\$22.00</b>   |
| Vaccine Administration Fee for "Free" State Supplied Vaccine                  | <b>\$21.00</b>   |
| COVID Vaccine Administration Fee - Private Insurance                          | <b>\$65.00</b>   |
| COVID Vaccine Administration Fee - Oregon Health Plan                         | <b>\$40.00</b>   |
| Other Immunizations for OHP Administration Fee                                | <b>\$21.96</b>   |
| Intrauterine Device (IUD) Insertion Fee                                       | <b>\$168.00</b>  |
| Intrauterine Device (IUD) Removal Fee   | <b>\$168.00</b>  |
| Hormone Implant Insertion   | <b>\$224.00</b>  |
| Hormone Implant Removal   | <b>\$224.00</b>  |
| Hormone Implant Replacement   | <b>\$224.00</b>  |

**Table K  
Morrow County Public Works  
Fee Schedule**

**Permits**

|  |          |
|--|----------|
| Road Approach site application commercial .....  | \$125.00 |
| Road Approach site application residential ..... | \$50.00  |
| Permit to Build on Right of Way (Access).....    | \$50.00  |
| Utility Permit (Private Utility) .....           | \$50.00  |
| No – Spray Permit .....                          | \$25.00  |
| Leaky Load Permit (monthly fee per unit).....    | \$10.00  |
| Continuous Variance Permit .....                 | \$5.50   |
| (Over width/over length permit)                  |          |

**Black/Color Large Format Printer Printing and/or Copies**

|      |                                       |                           |
|------|---------------------------------------|---------------------------|
| Size | 8.5” x 11”                            | \$7.00                    |
| Size | 8.5” x 14”                            | \$9.00                    |
| Size | 11” x 17”                             | \$12.00                   |
| Size | 17” x 22”                             | \$13.00                   |
| Size | 22” x 34”                             | \$15.00                   |
| Size | 30” x 42”                             | \$20.00                   |
| Size | 34” x 44”                             | \$25.00                   |
| Size | BANNER (42 inch width x # ft. length) | \$10.00 per foot (length) |

**Lamination Fees (Maximum width 27 inches)**

|                      |        |
|----------------------|--------|
| 3 Mil. Per Sq. Inch. | \$0.05 |
|----------------------|--------|

**Standard COPY Fees from document/file/PDF**

|      |            |                           |
|------|------------|---------------------------|
| Size | 8.5” x 11” | \$0.25/page black & white |
| Size | 8.5” x 11” | \$1.00/page color         |
| Size | 8.5” x 14” | \$0.25/page black & white |
| Size | 8.5” x 14” | \$1.00/page color         |
| Size | 11” x 17”  | \$3.00                    |
| Size | 17” x 22”  | \$8.00                    |
| Size | 22” x 34”  | \$10.00                   |
| Size | 30” x 42”  | \$12.00                   |
| Size | 34” x 44”  | \$15.00                   |

*Labor for custom products will result in a \$20.00/hour fee, minimum one-half hour*

**Table K**  
**Morrow County Public Works**  
**Airport Fee Schedule**

**Airport Hangar Rent**

| Hangar type         | Square feet | Per Month         |
|---------------------|-------------|-------------------|
|                     |             | \$.155142 SF cost |
| Large Hangar # 1    | 3560        | \$552.30          |
| Standard Hangar # 2 | 1128        | \$175.00          |
| Standard Hangar # 3 | 1128        | \$175.00          |
| Standard Hangar # 6 | 1128        | \$175.00          |
| Standard Hangar # 7 | 1128        | \$175.00          |
| Medium T Hangar # 4 | 1529        | \$237.21          |
| Medium L Hangar # 5 | 1319        | \$204.63          |

|   |  |
|---|--|
| Through the fence ingress/egress per operator | \$75.00 a month                              |
| Secured Vehicle Parking                       | \$10.00 a month with agreement               |
| Aviation Fuel                                 | \$0.65 Profit Margin markup on current price |
| Utility lease with new Ag site                | \$175.00 a month with agreement              |



**Table K – Morrow County Public Works  
Parks Fee Schedule**

\*\*\* Due to internet access there may be times when  
Parks may not be able to process Debit or Credit Card transactions. \*\*\*

PARK FEES FOR ANSON WRIGHT PARK, CUTSFORTH PARK AND THE  
MORROW COUNTY OFF HIGHWAY VEHICLE PARK ALSO KNOWN AS OHV PARK

**Park Fees: for any single type of RV, tent, camper or vehicle (Unit)**

|  | <b>Per Day</b> | <b>Per Week</b> | <b>Per Month</b> |
|--|----------------|-----------------|------------------|
| Cabins* (OHV Park A Frame & 10x16)         | \$49.00        | \$ N/A          | \$ N/A           |
| Cabins* † (OHV 10x16)                      | \$49.00        | \$ N/A          | \$ N/A           |
| Cabins* (Anson Wright 14X14)               | \$49.00        | \$ N/A          | \$ N/A           |
| Cabins* † (Cutsforth 10x16)                | \$49.00        | \$ N/A          | \$ N/A           |
| 4-H Building (Cutsforth Park)              | \$100.00       | \$ N/A          | \$ N/A           |
| Juniper Cabin* † ‡ (OHV Park 20X14)        | \$88.00        | \$ N/A          | \$ N/A           |
| Full hook-ups (water, sewer, and electric) | \$29.00        | \$174.00        | \$686.00         |
| Partial hook-up (water and electric)       | \$25.00        | \$152.00        | \$607.00         |
| Water only hook-up                         | \$22.00        | \$132.00        | \$528.00         |
| Dry camp or primitive (Tent and/or RV)     | \$19.00        | \$112.00        | \$449.00         |
| OHV Overflow Area/Large Group Site§        | \$19.00§       | \$112.00§       | \$449.00§        |

\* No running water inside of cabins. No bedding furnished

† Propane lighting, heating

‡ Gas generator available for LIMITED electrical use

§ OHV Large Group Site is a per unit fee (Unit = any single type RV, tent, camper or vehicle)

Seventh (7<sup>th</sup>) day free for all RV/tent sites.

Maximum of six (6) people per paid site (with exception of Large Group Site/s at OHV Park)

Weekly/Monthly rates automatically calculated by reservation software.

---

Extra vehicle only (one included with campsite) \$2.00 per extra vehicle only per day

Sewer dump fee \$10.00

Campfire Wood (1 row – 1’W x 3’H x 3’L) \$10.00

Water Registered Camper FREE  
Non-Registered Camper \$0.05 per gallon charge due to upkeep of system.

Cutsforth Park Horse Pens \$3.00 per head per Day

BBQ (wood-burning), Gazebo or Picnic Area/s \$25.00 per area per Day  
(Reserved for large groups)

Propane \$0.75 over delivery market rate

Propane Tank- five (5) gallon rental \$25.00 per Day

50% Discount for active duty military on leave or veterans with disabilities with proper documentation. Does not cover cabins or other special park facilities, amenities, extra people or vehicles and is only eligible for one site discount per stay. Reserved site must be occupied by the veteran that is eligible for discount. Otherwise, discount is invalid. Reservation is not transferable to anyone else, even other veterans. When you arrive at park you will be asked for photo ID to confirm veteran status. If unable to provide ID indicating the veteran status, guest will not receive discount and will be responsible for full rate of site reserved.

50% Discount Wedding/Reunion facilities rental when entire park facilities (all campsites, buildings and amenities) are rented. With understanding that restrooms/showers, ponds, playground and day use areas remain open for public use.

**Table K  
Morrow County Public Works  
Transfer Station Fee Schedule**

**Transfer Site:** \_\_\_\_\_

**Cubic Yard cost Minimum Waste fee \$8.85 (Average between both sites \$8.85)**

Length ft. x Width ft. x Height ft. = \_\_\_\_\_ Divide by 27 (Number ft. in a cubic yard) = \_\_\_\_\_ Take that amount multiply by the **\$8.85** Minimum cost.

Examples below

One-half pickup box or less **\$8.85** minimum

6' x 6' x 3' = 4 cubic yards = **\$35.00**

6' x 8' x 2' = 3.55 cubic yards = **\$31.00**

8' x 8' x 6' = 14.22 cubic yards = **\$125.50**

8' x 12' x 7' = 24.88 cubic yards = **\$220.00**

Up to SIX – 32 Gallon Garbage Bags – **\$8.85** (Equivalent to 4' x 4' and less than 1' high pickup bed or small trailer.)

|                        |                |
|------------------------|----------------|
| Car tire without rim   | <b>\$ 9.00</b> |
| Truck tire without rim | <b>\$12.50</b> |
| Tractor / Duplex       | <b>\$27.50</b> |
| Grader tire            | <b>\$51.25</b> |

The following items are taken **FREE OF CHARGE** for Morrow County residents:

**Household Items:**

|              |                         |
|--------------|-------------------------|
| Sofas        | Refrigerators           |
| Love Seats   | Freezers                |
| Large Chairs | Water Heaters           |
| Mattresses   | Stoves/Ranges           |
| Box Springs  | Washers                 |
| Microwaves   | Dryers                  |
| Toilets      | Sinks (kitchen or bath) |

**Paint:**

Latex and Oil Based (Gallon Containers Only)

**Electronics:**

|                 |                          |
|-----------------|--------------------------|
| Computer Tower  | Fax Machines             |
| Computer Screen | Tablets                  |
| Key Boards      | Telephones & Cell Phones |
| Printers        | Copiers                  |
| Handheld Radios | Stereos                  |

**Table L**  
**Sheriff's Office Fee Summary**  
**2021 Fee Update**  
**CIVIL Fees set by ORS 21.300**

|  |                                     |                 |                     |
|--|-------------------------------------|-----------------|---------------------|
| <b>Mileage</b> (for travel in excess of 75 miles round trip from the Morrow County Courthouse in Heppner to service locations). <b>Fee is in addition</b> to the schedule below.           |                                     |                 |                     |
|  |                                     | <u>Previous</u> | <u>July 1, 2021</u> |
|  |                                     | \$45            | \$50                |
| <b>Notice process:</b> Summons, Notice of Restitutions, Civil Subpoenas, Citations, Order, Small Claim   |                                     |                 |                     |
|  | <u># of parties/same court case</u> | <u>Previous</u> | <u>July 1, 2021</u> |
|  | 1 person                            | \$45            | \$50                |
|  | 2 person/1 address                  | \$45            | \$50                |
|  | 2 person/2 addresses                | \$90            | \$100               |
|  | 3 persons/1 address                 | \$75            | \$84                |
|  | 4 persons/1 address                 | \$100           | \$112               |
| <b>Evictions</b> (Writ of Execution of Judgment of Restitution). "Et Al" or "All other occupants" is considered a party in all actions.  |                                     |                 |                     |
|  | <u># of tenants</u>                 | <u>Previous</u> | <u>July 1, 2021</u> |
|  | 1 or 2/same address                 | \$125           | \$139               |
|  | 3 same address                      | \$155           | \$173               |
|  | 4 same address                      | \$180           | \$201               |
| <b>Enforcement Action Minimum Fee</b><br>(Fees vary by the type of enforcement action, so please call to verify).  |                                     |                 |                     |
|  |                                     | <u>Previous</u> | <u>July 1, 2021</u> |
|  |                                     | \$80            | \$89                |
| <b>Writs of Garnishments</b> * Must include a separate check made payable to the financial institution or bank for \$15.00 search fee, if being served to a financial institution or bank* |                                     |                 |                     |
|  |                                     | <u>Previous</u> | <u>July 1, 2021</u> |
|  |                                     | \$25            | \$25                |
| <b>Conveying Property</b> (Deeds, Certificate of Redemption, or other conveyance of real property)   |                                     |                 |                     |
|  |                                     | <u>Previous</u> | <u>July 1, 2021</u> |
|  |                                     | \$50            | \$56                |
| Entering and processing <b>distrain warrants</b> for state agencies  |                                     |                 |                     |
|  |                                     | <u>Previous</u> | <u>July 1, 2021</u> |
|  |                                     | \$6.25          | \$6.25              |

| <b>Sheriff Sales</b>  |  |                    |                           |
|---|--|--------------------|---------------------------|
|   |  | <u>Previous</u>    | <u>July 1, 2021</u>       |
|   | Real Property Sale Preparation   | \$100              | \$100                     |
|   | Conduction Sheriff's Sale  | \$11               | \$11                      |
|   | Sheriff Statutory Enforcement Fee  | \$80               | \$89                      |
|   | Post Sale Administration   | \$67               | \$67                      |
|   | Folio  | \$3                | \$4                       |
|   | Post Notice of Sale on Property  | \$45               | \$50                      |
|   | Mileage fee (if applicable)  | \$45               | \$50                      |
|   | Post Sold Notice on Property   | \$45               | \$50                      |
|   | Mileage fee (if applicable)  | \$45               | \$50                      |
|   | Copies for Mailing   | \$.25              | \$.25                     |
|   | Pre-Sale Mailing   | Varies (USPS Cost) |                           |
|   | Post Sale Mailing  | Varies (USPS Cost) |                           |
|   | Hepner Gazette Times (Posting and Affidavit)   | \$244              | \$250                     |
|   | Oregon State Sheriff's Association (Posting and Affidavit)   | \$300              | \$330                     |
|   | Deeds  | \$50               | \$56                      |
| <b>Concealed Handgun License (CHL) <i>Fees set by House Bill 554</i></b>  |  |                    |                           |
|   |  | <u>Current</u>     | <u>September 26, 2021</u> |
|   | New  | \$50               | \$100                     |
|   | Renewal  | \$50               | \$75                      |
|   | Transfer   | \$15               | \$15                      |
|   | Fingerprint fee (New and Transfer only)  | \$15               | \$15                      |
|   | Duplicate License  | \$15               | \$15                      |
| <b>Records</b>  |  |                    |                           |
|   |  | <u>Previous</u>    | <u>July 28, 2021</u>      |
|   | Copies of Deputies Reports (per report)  | \$15               | n/c                       |
|   | 9-1-1 calls (per incident)   | \$20               | n/c                       |
|   | Radio traffic (per incident)   | \$20               | n/c                       |
|   | Pictures (per incident)  | \$20               | n/c                       |
|   | Videos (per video)   | \$35               | n/c                       |
|   | Extensive records request per hour (billed in 15 minute increments) AFTER 30 minutes of staff time | \$40               | n/c                       |
| <b>Uniformed Security on Civil Enforcement Action: \$50 1<sup>st</sup> hour, Thereafter \$75.00 per hour per deputy</b> |  |                    |                           |
|   |  |                    |                           |
|   | <b>NSF Checks (Paid by cash only)</b>  | \$30               | \$35                      |
|   | <b>Fingerprints (Paid by cash only)</b>  | \$15               | * delete *                |
|   | First 2 cards  |                    | \$15                      |
|   | Each Additional Card   |                    | \$5                       |
|   | <b>False Alarm - Penalties (first false alarm free) in a month per alarm</b>                       | \$50               | n/c                       |
|   | <b>Impounded Auto Administrative Fee (Paid by cash only)</b>                                       | \$60               | n/c                       |
|   | <b>Handgun Proficiency class 'lab' fee</b>   | \$50               | n/c                       |

| Parole and Probation  |                                       |                               |
|---|---------------------------------------|-------------------------------|
|   |                                       | <u>Fees</u>                   |
|   | Interstate Compact Fee                | \$180                         |
|   | Electronic Monitoring (Set-up fee)    | \$25                          |
|   | Electronic Monitoring (per day)       | \$15                          |
|   | Positive Urine Samples (LAB)          | \$50                          |
|   | Work Crew (Crew of 5 or more) per day | \$250.00                      |
|   | Work Crew (Less than 5) per day       | \$125.00                      |
|   | Polygraphs                            | Varies<br>between \$150-\$300 |
| ** No longer charge supervisor fees or travel permits per Senate Bill 620. ** |                                       |                               |

**Table M  
Surveyor Fees**

|  |                               |
|--|-------------------------------|
| <b><u>Record of Survey</u></b><br>Review and Filing                        | \$25.00                       |
| <b><u>Property Line Adjustment</u></b><br>Review and Filing                | \$100.00                      |
| <b><u>Partition</u></b><br>Plat Review, Check, and Filing                  | \$200.00                      |
| <b><u>Subdivision or Condominium</u></b><br>Plat Review, Check, and Filing | \$300.00+\$10.00 per lot/unit |
| <b><u>Affidavit Fee</u></b><br>(Corrections, Post-monument, etc.)          | \$25.00                       |
| <b><u>Vacation Fee</u></b>   | \$25.00                       |
| <b><u>Public Land Corner Record</u></b>                                    | Free of Charge                |

**NOTE:**

Record of Survey & Property Line Adjustment fees are due to the County Surveyor Office at the time of final mylar submittal for recording. Partition Plat and Subdivision/Condominium fees are due at the time of recording with the Morrow County Clerk's Office.

**Copy Charges**

|            |        |
|------------|--------|
| 8.5" x 11" | \$0.50 |
| 11" x 17"  | \$2.00 |
| 18" x 24"  | \$3.00 |
| 24" x 36"  | \$4.00 |

**Table N**  
**Treasurer's Fees**

|   |      |
|---|------|
| Replacement checks* (Stop Payments & Reissues)                        | \$20 |
| *Will not be charged if original check was not received by individual |      |
| Not Sufficient Funds (NSF) Checks                                     | \$35 |
| Bank Wire   | \$15 |

**Table O**  
**Whole County**

|                                      |              |
|--------------------------------------|--------------|
| Computer Time                        | \$75/hour    |
| Interpreter rate                     |              |
| Non-certified                        | \$25/hour    |
| Certified                            | \$32.50/hour |
| Computer print-outs (black & white)  | \$0.25/page  |
| Computer print-outs (color)          | \$1.00/page  |
| Photocopies (black & white)          | \$0.25/page  |
| Photocopies (color)                  | \$1.00/page  |
| Fax Fees for non-County business:    |              |
| Outgoing – 1 <sup>st</sup> page      | \$3.00       |
| Each additional page                 | \$1.00       |
| Incoming (whole fax)                 | \$2.00       |
| Not Sufficient Funds (NSF) Check Fee | \$35.00      |

Other fees may be assessed under Oregon Revised Statutes



# ROAD REPORT JULY 2021

**BLADING OPERATIONS:** Following are the roads blade operators worked on.

- Zone 1 –
- Zone 2 –
- Zone 3 –
- Zone 4 –

**ROAD SIGN REPAIR:** Crew members continue making sign repairs around the county as needed.

**CATTLE GUARD WORK:** A cattle guard on upper Little Butter Creek was cleaned.

**POTHOLE PATCHING:** A pothole was patched on Frontage.

**CHIP SEAL OPERATIONS:** During the month of July the crew has completed chip sealing and fog sealing operations on: Clarks Canyon, Willow Creek, Coal Mine, Halvorsen, Alpine, Strawberry, Lindsay Feedlot, Bombing Range, and Kilkenny.

**PAINT STRIPING:** The paint crew has applied striping to: Willow Creek, Clarks Canyon, Halvorsen, Marquardt, and East Baseline.



**AGENDA ITEM COVER SHEET**  
 Morrow County Board of Commissioners  
 (Page 1 of 2)

(For BOC Use)  
 Item #  
 60

**Please complete for each agenda item submitted for consideration by the Board of Commissioners**  
 (See notations at bottom of form)

Presenter at BOC: Lindsay Grogan  
 Department: Human Resources  
 Short Title of Agenda Item:

Phone Number (Ext): 5620  
 Requested Agenda Date: 7/28/2021

(No acronyms please)      **Human Resource Quarterly Report**

**This Item Involves:** (Check all that apply for this meeting.)

|   |   |
|---|---|
| <input type="checkbox"/> Order or Resolution                              | <input type="checkbox"/> Appointments                           |
| <input type="checkbox"/> Ordinance/Public Hearing:                        | <input checked="" type="checkbox"/> Update on Project/Committee |
| <input type="checkbox"/> 1st Reading <input type="checkbox"/> 2nd Reading | <input type="checkbox"/> Consent Agenda Eligible                |
| <input type="checkbox"/> Public Comment Anticipated:                      | <input type="checkbox"/> Discussion & Action                    |
| Estimated Time:   | Estimated Time:   |
| <input type="checkbox"/> Document Recording Required                      | <input type="checkbox"/> Purchase Pre-Authorization             |
| <input type="checkbox"/> Contract/Agreement                               | <input type="checkbox"/> Other                                  |

N/A      Purchase Pre-Authorizations, Contracts & Agreements

Contractor/Entity:  
 Contractor/Entity Address:  
 Effective Dates – From:      Through:  
 Total Contract Amount:      Budget Line:  
 Does the contract amount exceed \$5,000?     Yes     No

Reviewed By:

|                       |                  |                     |  |
|-----------------------|------------------|---------------------|--|
| <u>Lindsay Grogan</u> | <u>7/23/2021</u> | Department Director | Required for all BOC meetings                            |
| _____                 | _____            | Administrator       | Required for all BOC meetings                            |
| _____                 | _____            | County Counsel      | *Required for all legal documents                        |
| _____                 | _____            | Finance Office      | *Required for all contracts; other items as appropriate. |
| _____                 | _____            | Human Resources     | *If appropriate  |

\*Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.

**Note:** All other entities must sign contracts/agreements before they are presented to the Board of Commissioners (originals preferred). Agendas are published each Friday afternoon, so requests must be received in the BOC Office by 1:00 p.m. on the Friday prior to the Board's Wednesday meeting. Once this form is completed, including County Counsel, Finance and HR review/sign-off (if appropriate), then submit it to the Board of Commissioners Office.

**AGENDA ITEM COVER SHEET**  
**Morrow County Board of Commissioners**  
**(Page 2 of 2)**

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**1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):**

Human Resource Quarterly Report. Please see enclosed for written report.

**2. FISCAL IMPACT:**

N/A

**3. SUGGESTED ACTION(S)/MOTION(S):**

N/A

Attach additional background documentation as needed.



## HUMAN RESOURCES

P.O. Box 593  
Heppner, Oregon 97836-0412  
(541) 676-5620

Lindsay Grogan  
Director  
lgrogan@co.morrow.or.us

TO: Board of Commissioners  
SUBJECT: Human Resource Quarterly Report  
DATE: April 29, 2021 – July 28, 2021

### MEMORANDUM

#### Recruitment

Morrow County has recently hired two employees to fill the new FTE positions approved for fiscal year 21-22. George Nairns was hired as the Planning Office Manager and Paul Gray was hired as the Emergency Manager.

The Assessment and Tax office is actively looking for an A&T Clerk candidate. This position will categorize under succession planning and will be training to help replace the upcoming retirement of our Deputy Assessor and Tax Collector.

The Planning department is continuing their search for a Compliance Planner to replace the Code Enforcement Officer.

The Public Health department is still looking to fill two Nurse positions. A Maternal Child Home Visitation Nurse and a Nurse Supervisor to help oversee the paraprofessional staff.

The Loop Transportation is actively searching for Heppner and Boardman Demand Response Driver. This has been a very hard to fill position.

#### Other

Ascentis (HRIS) implementation was kicked off in May. The first module to be released will be the recruitment module. The other modules will be implemented in stages, with Payroll being the last module to go live on January 1, 2022 for the new tax year.

AFSCME Negotiations are still in progress with expired contracts.

We are currently working on developing job descriptions for each of the Elected Official's positions. This was a request made by the Compensation Board.

As always, please feel free to ask me for any updates as needed.  
Sincerely,

*Lindsay Grogan*

led



## Health Department

P.O. Box 799 • Heppner OR 97836  
(541) 256-0820

Nazario Rivera  
Public Health Director  
nriviera@co.morrow.or.us

**TO:** Board of Commissioners  
**FROM:** Nazario Rivera, Public Health Director  
**DATE:** July 26, 2021  
**RE:** Morrow County Health Department Quarterly Update

### Below are the highlights for this past quarter:

#### COVID-19 Cases

- Cases as of 07/24/2021

| Cases for Morrow County |             |
|-------------------------|-------------|
| Boardman                | 740         |
| Irrigon                 | 371         |
| Heppner                 | 65          |
| Lexington               | 19          |
| lone                    | 12          |
| <b>Total</b>            | <b>1207</b> |
| Hospitalized            | 0           |
| Deaths                  | <b>18</b>   |

Cases had been consistently low for a long period of time. As of recently, there has been a spike in cases. We will continue to monitor the cases in our county. It is a race against variants at the moment. Currently, the major concern is the delta variant. Due to our county's low vaccination rate, it is more likely that we will see a rise of cases with this new variant. The disease process for the delta variant has not shown to be more severe, however it has shown to be more transmissible. The key ways to combat variants is for unvaccinated people to get vaccinated or wear masks in public.

#### COVID-19 Vaccines

We began the process of distributing COVID Vaccine on 12/30/2020. We have set up a weekly meeting that includes Morrow County Health Department, Columbia River Health, and Murray's Pharmacy. We have weekly check-ins and discuss plans on vaccine distribution. All Oregonians age 12 and older are now eligible for a vaccine in the state. We are continuing to partner with key partners such as the Oregon Health Authority and local community-based organizations. Operations have slowed down in regards to vaccine distribution county-wide. These trends follow the same trajectory of other rural counties around the state. We have shifted our vaccine events to follow community events, having events that focus solely on vaccine are no longer successful. We will continue to focus on our equity strategy in order to reach vulnerable populations.

## **Staffing**

### Recent Changes:

- Yvonne Morter will go from 0.6FTE to 1.0FTE
  - In addition to CaCoon Yvonne will add the Nurse Family Partnership

### Contracts:

- Katie Murray, Vaccine Public Information Officer

### Current Vacancies:

- Nurse Supervisor
- Maternal & Child Health Home Visiting RN, (Babies First & Lone Clinic)

## **Eastern Oregon Coordinated Care Organization (EOCCO) Updates**

- An application was approved through the Board of Commissioners for funding towards the Community Access for Resource Effectiveness (CARE) Program. The first report has been submitted
- EOCCO will be hosting a Regional Community Advisory Council meeting in Morrow County in October

## **Electronic Health Record**

### **Patagonia Electronic Health Record Team: Vickie Turrell, Deb Green, Patricia Ortiz, Nazario Rivera**

Due to the efforts provided towards vaccination Morrow County residents and community members, we have had to phase our approach with Patagonia. At the moment, CaCoon and CARE are up and running. Reproductive Health and Immunizations have entered a pharmacy log within the electronic health record system in order to dispense medications directly from Patagonia. We are waiting on billing. We need access to OfficeAlly which is the clearinghouse where bills get processed.

## **School COVID Response**

### **School COVID Team: Ian Murray, Patricia Ortiz, Ana Pineyro, Yvonne Morter, Nazario Rivera**

Morrow County Health Department has been working closely with Morrow County Schools doing COVID surveillance and monitoring in the student and staff populations. Oregon Department of Education and Oregon Health Authority have released an updated model for "Ready Schools, Safe Learners." Our department will engage school officials to formulate a local plan that fits the guidelines. Vaccine is now available for students age 12 and older. Students 15 and older do not need to get parental medical consent in order to get vaccinated. Morrow county has a low rate of eligible minors that are currently vaccinated. During our annual immunization efforts, we are offering COVID vaccines simultaneously.

## Weed Department Quarterly Report for April-June 2021

Attended several Oregon Invasive Species Council zoom meetings.

Finished residual roadside spraying on gravel roads.

Attended flagger training refresher for certification.

Replaced the damaged Weed Sign on Bombing Range Road.

Met with Solar Farm representative regarding weed control issues and delivered county weed books to them to distribute to employees.

Checked Greenwood Arundo site. No plants found.

Met with Chris Schachtschneider, OSU Extension Livestock Agent regarding possible future weed collaboration work.

Checked many Rush Skeletonweed sites around south end of county and treated accordingly.

Correspondence with many landowners regarding individual weed issues.

Checked windmill roads and found several weed sites attributed to their work. Notified and advised company regarding locations and treatments needed.

Checked Plumeless thistle site and found none this year. Good Thing!!

Finally, have been assisting road department with flagging, truck driving, and paint stripping on paving and chip seal projects to date.

# Town of Lexington

P.O. Box 416 Lexington, OR 97839

Phone: 541-989-8515 Email: [lexington.oregon@gmail.com](mailto:lexington.oregon@gmail.com)

**Mayor:**

Juli Kennedy

**Recorder:**

Janette Eldrige



**Council Members:**

Bill Beard

Bobbi Gordon

Will Lemmon

Curtis Thompson

Board of Commissioners  
Po Box 788  
Heppner, OR 97836

7/8/2021

Dear Board of Commissioners,

The Town of Lexington would like to thank you in investing in our community, the grant monies that the County has sheard with us has helped us tremendously. The Town has used the monies for our streets and there much need repairs. In the FY year of 2018-2019 there was \$13,844 spent in Streets and \$13,217 in the Water fund, and in the FY 2020-2021 the Town spent \$55,062. The Town has some projects set aside for this FY as well. Once more thank you for investing in our community.

Sincerely

Janette Eldrige  
Town Recorder  
Town of Lexington



## Roberta Lutcher

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**From:** William Matthews <wmatthews@oda.state.or.us>  
**Sent:** Monday, July 26, 2021 10:35 AM  
**To:** Darrell Green; Roberta Lutcher  
**Subject:** Easterday CAFO update from ODA

STOP and VERIFY - This message came from outside of Morrow County Government.

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Here is a current update on the Easterday CAFO in Morrow County. Can you make this available to the County Commissioners? Thanks. -Wym

### Summary

- **Cody Easterday withdraws his CAFO application.**

In a letter dated July 14, 2021 Cody Easterday requested to withdraw his CAFO application for a large dairy on the former Lost Valley Farm site near Boardman, Oregon. ODA asked Cody Easterday to withdraw his application or planned to deny it due to a recent change in ownership. Under Oregon's laws governing CAFOs, the applicant's name on a CAFO permit must be the legal name of the owner of the facility. On March 31, 2021, Cole Easterday notified ODA that he acquired controlling interest of the facility from his father, Cody Easterday, and was now owner-operator of the Washington corporation registered in Oregon as Easterday Dairy LLC. Because Cody Easterday is no longer the owner or operator of the facility, the application process could not move forward.

- **Cole Easterday of Easterday Dairy LLC., submits new CAFO application**

On July 22, 2021 Cole Easterday the owner of Easterday Dairy LLC., submitted a new CAFO application for a proposed dairy operation of about 28,000 animals on the same site his father once owned. A new CAFO permit will not be issued to Cole Easterday until a new CAFO permit process including public comment on a new CAFO permit is complete.

### Oregon CAFO Permit Process:

- Receive application
- ODA and DEQ review the application and work with applicant to ensure it is complete.
- ODA and DEQ work together to write a draft Individual or General National Pollutant Discharge Elimination System (NPDES) CAFO permit (this may require consultation with the applicant). Permit paperwork includes:
  - Permit
  - Evaluation report

- Nutrient management plan
- ODA coordinates with DEQ to review permit. ODA and DEQ coordinate closely with other state agencies, particularly WRD and OHA.
- ODA continues permit review considering and incorporating feedback from DEQ, WRD and OHA.
- ODA and DEQ release the draft application and draft permit to the public.
  - Public participation process begins.
  - Notice to the public issued
  - Public hearing held within 30 days of notice. 35-day public comment period begins. Comment period remains open for at least 5 days after the hearing
  - Public comment ends
- ODA [and DEQ] review all public comments
- ODA-DEQ decision point. 3 choices include:
  - Issue permit as proposed
  - Make changes to the permit in response to comments received
  - Deny permit issuance

● **Transfer of the Current No-Animal CAFO Clean up permit**

Easterday Farms Dairy LLC bought the dairy farm after the previous owner-operator was repeatedly fined for CAFO violations and eventually declared bankruptcy. Since the purchase in 2019, the Easterday's cleaned up the former dairy facility under ODA supervision and grow potatoes and other crops while maintaining a no-animal, CAFO clean up permit. ODA has notified Cole Easterday that the no-animal, clean up permit will need to be transferred to him as the new owner-operator. A new CAFO Individual

permit that undergoes a public notice and participation period is needed before any animals can be housed in the dairy facility.

● **Ag Water Advisory issued.**

As an ongoing condition of the no-animal, CAFO clean up permit , the Easterdays are responsible to test the soil from all fields that are part of the animal waste management plan for the operation. Soil nitrate levels from the facility's 2020 annual report showed levels that could pose a risk of nitrate moving into groundwater. As a result, a water quality advisory was issued. An advisory is issued when there is a risk of violating

Wym Matthews, Manager  
Oregon Department of Agriculture – CAFO and Fertilizer Programs