

MORROW COUNTY BOARD OF COMMISSIONERS MEETING AGENDA
Wednesday October 25, 2017 at 9:00 a.m.
Bartholomew Building Upper Conference Room
110 N. Court St., Heppner, OR

- 1. Call to Order and Pledge of Allegiance - 9:00 a.m.**
- 2. City and Citizen Comments** – This is the time provided for individuals wishing to address the Board regarding issues that are not already on the agenda.
- 3. Open Agenda** – This is the time for the Board to introduce subjects that are not already on the agenda.
- 4. Consent Calendar**
 - a. Approve Claims: Accounts Payable dated October 26th; Void Check dated October 12th
 - b. Minutes: October 4th; October 18th Business Meeting
 - c. The Loop, Morrow County Transportation Advisory Committee Appointment (Anita Pranger, Coordinator, The Loop)
 - d. Budget Committee Reappointment Request (Kate Knop, Finance Director)
 - e. Reapprove unfiled Quitclaim Deed transferring 0.27 acres to Willow Creek Park District ownership for the basketball court that is part of the multi-use sports park (Kim Cutsforth, Interim Administrative Officer and Executive Director, Howard & Beth Bryant Foundation)
- 5. Business Items**
 - a. Second Readings and Adoption of Ordinances (Carla McLane, Planning Director)
 - i. ORD-2017-5: Marijuana Opt-Out Update Ordinance
 - ii. ORD-2017-6: Site Development Review Adopting Ordinance
 - iii. ORD-2017-7: Ione Urban Growth Boundary Adopting Ordinance
 - b. Discussion to consider a policy on retirement benefit estimate options provided to employees (Kate Knop, Finance Director)
 - c. Review and Award Electrical and Plumbing Contractors (Burke O'Brien, Public Works Director; Sandi Pointer, Public Works Management Assistant)
- 6. Department Reports**
 - a. Road Department Monthly Report (Matt Scrivner, Assistant Road Master)
 - b. Sheriff's Office Monthly Report (Melissa Ross, Administrative Lieutenant)
 - c. Clerk Quarterly Report (Bobbi Childers, Clerk)
 - d. Human Resources Quarterly Report (Karen Wolff, Human Resources Director)
 - e. Public Health Quarterly Report (Sheree Smith, Public Health Director)
- 7. Adjournment**

Agendas are available every Friday on our website (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 Lutchter 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 Kim Cutsforth, Interim Administrative Officer at (541) 676-2529.

Morrow County Board of Commissioners Meeting Minutes
October 4, 2017
Bartholomew Building Upper Conference Room
Heppner, Oregon

Present

Chair Melissa Lindsay
Commissioner Jim Doherty
Kim Cutsforth, Interim Administrative Officer
Richard Tovey, County Counsel
Kate Knop, Finance Director
Roberta Lutcher, Executive Assistant

Excused

Commissioner Don Russell

Call to Order and Pledge of Allegiance: 9:01 a.m.

City and Citizen Comments: No comments

Open Agenda: Add the minutes of September 27th to the Consent Calendar

Consent Calendar

Commissioner Doherty moved to approve the following items in the Consent Calendar:

- 1. Accounts Payable dated October 5th in the amount of \$51,099.48; Three Payroll Payables Immediates & Electronic dated September 13th; September 26th, and HRA VEBA dated September 13th*
- 2. September 27th minutes*

Chair Lindsay seconded. Discussion – Chair Lindsay noted the amounts listed in the Accounts Payable for expenses related to the going-away reception for former Administrative Officer Jerry Sorte were mistakenly processed through the APs and the amounts in this and a previous AP run will be reimbursed in full by the Commissioners (\$45.47). Unanimous approval.

Department Reports

Fair Office Quarterly Report

Ann Jones, Fair Secretary

Ms. Jones provided her quarterly report and focused on the statistics related to this year's Morrow County Fair (exhibitor totals, gate receipts, etc.). She thanked the Board for the upgrades to the Fair facilities such as the new fans in the Wilkinson Arena, and a Fairgrounds-wide public address system. She said the increased presence of the Morrow County Sheriff's Office was noticed by many people, and appreciated.

Business Items

Discussion – U.S. Forest Service 21 Road Easement

Burke O'Brien, Public Works Director
Matt Scrivner, Assistant Road Master

Greg Close, Parks General Manager

Lori Seitz, Heppner Ranger District, South Zone Engineering Road Manager

Mr. O'Brien provided the following background: When the County acquired the OHV Park, the County did an easement over the existing Forest Service Road from Highway 207 to the Guard Station, about 10 miles. The County has a perpetual easement subject to operating within the parameters of the Forest Service. The reason was for property separation from concerns of an adjoining landowner over the possibility of trespassers. The side benefit was that road is now in better condition than the day the easement was done. The next section of the road that connects to the County Road on Ditch Creek is only bladed once a year because the Forest Service has limited funds. The County could do a better job because it has the equipment on one end or the other. The County has done maintenance on this section before for the Forest Service. A lot of people graze cattle in the area and the road gets rough. Then there is the fall influx of hunters and the problem gets worse. People are complaining because their equipment and trailers get beat up. The road is unsafe when it becomes that bad. Ann Niesen, District Ranger, discussed this again with Public Works when funding through the Federal Lands Access Program (FLAP) became available to counties only. The County can get money for a portion of the 21 Road from Highway 207 to Tupper. This would mean a few new lifts of rock, all will be covered, but the Forest Service can't get any of this same funding. There is an opportunity here to get the funds to do the upgrades to work on this road that the Forest Service hasn't been able to afford to do. This section of road is a major connector for the forest. Public Works personnel feel the County and the public would be better served if this road were to be in an easement situation similar to the earlier one. The County can always get out of it if we have to. Doing this would benefit the entire Road System. The County has worked well with the Forest Service in the past.

Ms. Seitz said she supported what Mr. O'Brien said and that the County can do a better job than the Forest Service is currently doing. The Forest Service is only able to blade the road once a year and it gets "washboarded." The Forest Service considers it a major arterial access road and agrees with the County doing this. It frees up \$5,000 in the budget to be used elsewhere, she said.

Mr. Scrivner said that piece of road is the only connector from south County from one side to the other. The County received a few grants from FLAP in the past from the OHV Park to Tupper. The County's match was putting the rock down and the grant paid for crushing. The 16 miles the County is proposing taking on will mean additional blading each year but it will be offset as we receive grants each year.

Mr. Close said when the road is in good condition, it's the fastest route to get to Heppner. It's important, especially for fire trucks.

Commissioner Doherty said this would be a perpetual easement with the County doing maintenance and spending County funds, correct? Mr. O'Brien agreed.

Chair Lindsay asked if the easement could be given back if the County doesn't want it any longer. Mr. O'Brien said if obligations can't be fulfilled by either party, there's language in there for either party. Ms. Seitz said they (the County) have all the authority to make decisions, but the Forest Service has the underlying easement still. Mr. O'Brien said this should not be taken lightly because it is adding roads to the Road System and that's huge, but this has been talked about for at least 15 years. With the Forest Service not able to access the FLAP funds, it's a big deal. The road is a major connector and is important to recreation, livestock growers and emergency services. The Forest Service has rock pits which we've used before and they've been good to work with. This doesn't mean the County is taking over the road and running the Forest Service off.

Commissioner Doherty moved to allow Morrow County Public Works to work with the U.S. Forest Service to draft documents for Morrow County to acquire the entire 21 Road and incorporate it into the County's Road System for maintenance and road authority, and for the ability to use U.S. Forest Service rock sources. Chair Lindsay seconded. Discussion: Chair Lindsay said people will want to understand, we have your assurance this doesn't take roads we could grade more often, this doesn't take dollars from that. Mr. O'Brien said it bothered him and was his primary concern in the past – if the County can't take care of what it has, but with the new gas tax bill and FLAP it's a different set of circumstances now than in the past. He added he wanted to hold off the request to see how the gas tax went. Chair Lindsay asked if the County has equipment for handling the extra 16 miles. Mr. O'Brien said yes, it's really not a big project. Unanimous approval.

Department Reports

Administrative Officer Monthly Report

Kim Cutsforth, Interim Administrative Officer

Ms. Cutsforth summarized her activities since taking over as Administrative Officer on a temporary basis. For example, time has been spent meeting with Department Heads and Elected Officials; attending outside County-related meetings; reviewing the submissions from the Request for Proposals for North End Facilities Planning; reviewing County Administrator applications; and researching location for a Public Works yard in the north end of the County.

Treasurer's Monthly Report

Gayle Gutierrez, Treasurer

Ms. Gutierrez reviewed her report on interest rates, outstanding checks, and the Pooled Cash Report. She said the Investment Policy she sent to the State Short Term Fund Board is scheduled to be reviewed on October 10th, with an answer to follow in about a month.

This week's Agenda Packet included an email from Ms. Gutierrez clarifying the September 20th minutes where a discussion took place on the March Allotment Payment to Community Counseling Solutions (CCS) that was overlooked. Excerpted from those minutes:

“Kim Cutsforth, Interim Administrative Officer, explained when the Finance Director was closing the year in September, she noticed the March payment to CCS had been missed. This correction will be attributed to last year’s books, she said. Chair Lindsay said the process has been changed so that manual checks, such as these, that are processed in the Treasurer’s Office will now go through the Accounts Payable process as well.”

Ms. Cutsforth said she may have handled the explanation incorrectly and thanked Ms. Gutierrez for the clarification. Chair Lindsay said her attempt at an explanation was incorrect, as well.

Ms. Gutierrez’s email stated, “...On those payments, I fill out a claim form and submit them through the regular AP process. I do not do manual checks for those payments. I missed filling out a claim form for the month of March. I am unaware of any processes, concerning manual checks, that have been changed in a formal manner. I am aware that the Finance Department must have contacted the department heads and told them that they have to go through the Finance Department instead of the Treasurer’s office without my knowledge. The reason why I was contacted first in the past was to make sure I had enough funds in the bank to do the check...”

Finance Director Kate Knop asked to respond to the email. She explained as the contractor with the Oregon Health Authority for mental health-related services, Morrow County passes through 100% of the funds to CCS. In 2015-2016, Morrow County’s auditors identified this contract as being out of compliance, so the omission of the \$122,000 March payment is a material matter to them, she said. CCS did not notice the payment was skipped, instead it was their auditors who inquired. Ms. Knop went on to discuss a meeting in May with Ms. Gutierrez and the County’s former Administrative Officer where it was agreed, during the interim, manual checks will be redirected to Accounts Payable and follow standard claim forms for transactions with review and approval by the Board (with the exception of taxing district payments). Ms. Knop said she did not send a blanket email to departments about manual checks but deals with them on a case-by-case basis. She added some Department Heads have used manual checks as a way to get payments out more quickly and disagreed with Ms. Gutierrez’s assertion that Department Heads seek her out for available balances on funds only. She concluded by saying all claims should be presented for Board review and she thought that was the understanding after the May meeting.

Chair Lindsay directed staff to hold further conversations to formalize the process for manual checks.

County Counsel/District Attorney Quarterly Report

Richard Tovey, County Counsel/Deputy District Attorney

Mr. Tovey reviewed Co-County Counsel/District Attorney Justin Nelson’s report. Discussion then centered on Mr. Nelson’s memo item about the budget for the Victim Assistant. His memo stated the Budget Committee voted to keep the Victim Assistant budget “the same” by funding it through grants and the General Fund. However, the Commissioners stated their recollections differed, it was to be supported through grant funds only. After discussion, Ms. Knop explained

one of the grants for the position will see an increase of about \$26,000, but since that exceeds 15% of appropriations for that budget, the Budget Committee will have to convene by the end of October.

Commissioner Reports

- Commissioner Doherty said he attended the Blue Mountains Forest Plans meeting. He said some Commissioners have been involved with this process for 15 years or more. The latest plan sent to Washington, D.C. for review by National Marine Fisheries came back looking nothing like what the Commissioners from the region approved. (The Plan covers the Malheur, Umatilla, and Wallowa-Whitman National Forests.) The next meeting with the Forest Service will take place October 16th where some of the areas under debate include grazing, sustainable harvest of trees, thinning, and riparian areas. He said all Counties are willing to walk away from the table over these and other issues.

Adjourned: 10:28 a.m.

Morrow County Board of Commissioners Business Meeting Minutes
October 18, 2017
Port of Morrow Riverfront Center, Wells Springs Room
Boardman, Oregon

Present

Chair Melissa Lindsay
Commissioner Don Russell
Commissioner Jim Doherty
Kim Cutsforth, Interim Administrative Officer
Karen Wolff, Human Resources Director
Richard Tovey, County Counsel

Call to Order: 7:28 a.m.

Open Agenda

Discuss structure of the meeting: discussions will be of an informal nature; no decisions will be made; written minutes will be produced.

Topics discussed:

1. Human Resources/Finance Department re-organization – Moving Payroll and some employee benefits (to be determined) to Human Resources. This would involve Kate Knop, Finance Director; Ronda Fox, Finance Management Assistant; and Karen Wolff, Human Resources Director. Possible use of extra office on the lower level of the Bartholomew Building and use of the storage room adjoining the Finance Office. Further research required.
2. Retirement Program – Prioritize researching options to make changes to current program. The impact this would have on employee wages. Research changing to a 401 with shared contributions. Keeping existing employees grandfathered. Invite the Retirement Account Manager to assist the County with decision-making. This needs to be organized for a meeting this fall.
3. Surveyor Compensation Study – Review packet. Distributed information packet and asked the Board to review, contact with questions. A time for a BOC meeting will be scheduled to discuss and determine a course of action.
4. Facilities Plan – A short discussion regarding how to proceed with the selection of a company to begin a north end facility plan.
5. Discussed establishing a BOC and Department Head liaison system. Further research is necessary.
6. Discussed Leadership Training with Rabiner Resources.

Adjourned: 8:44 a.m.



AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 1 of 3)

Item #
40

This document must be completed for each agenda item submitted for consideration by the Board of Commissioners.

Staff Contact: Anita Pranger
(Ext):

Phone Number 541-676-5667

Department: The Loop Morrow Co Transportation
Person Attending BOC Meeting
(REQUIRED):

Requested Agenda Date: October 25, 2017

Anita Pranger

Short Title of Agenda Item: Advisory Committee Appointment

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
Discussion Only
Discussion & Action
Estimated Time:
Department Report
Other:

N/A For Contracts and Agreements Only
Contractor/Entity:

Contractor/Entity Address:
Effective Dates - From: July 18, 2017 Through: December 31, 2020
Total Contract Amount: Budget Line: 216-320
Does the contract amount exceed Yes No
If Yes, Attach Purchase Pre-Authorization Request if Applicable

Reviewed By:

Anita Pranger October 6, 2017 Department Head Required for all BOC meetings
Admin. Officer/BOC Office Required for all BOC meetings
County Counsel Required for all legal documents
Finance Office Required for all contracts; Other

Note: All entities must sign documents before they are presented to the Board of Commissioners. Original documents are preferred. Agenda requests, including this completed form and supporting documents, must be received by the Board's office by Noon on the Friday prior to the Board of Commissioners Wednesday meeting. County Counsel and Finance review is required for all contracts.

AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 3 of 3)

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1. **TITLE OF AGENDA ITEM:** APPOINTMENT OF ADVISORY COMMITTEE MEMBER
 2. **ISSUES, BACKGROUND, AND DISCUSSION:** APPOINTMENT OF JESSICA CALDERON TO THE LOOP MORROW COUNTY TRANSPORTATION ADVISORY COMMITTEE. JESSICA WILL REPLACE RAY MICHAEL WHO STEPPED DOWN FROM THE COMMITTEE.
 3. **OPTIONS:** COMMISSIONERS HAVE THE OPTION TO APPOINT JESSICA OR TO NOT APPOINT HER.
 4. **FISCAL IMPACT:** THIS APPOINTMENT WILL COMPLETE THE 11 PERSON ADVISORY COMMITTEE AT THIS TIME.
 5. **STAFF RECOMMENDATIONS:** APPROVAL OF THE APPOINTMENT
 6. **SUGGESTED ACTION(S) / MOTION(S):** MOVE TO APPOINT JESSICA CALDERON TO THE LOOP MORROW COUNTY TRANSPORTATION ADVISORY COMMITTEE TO COMPLETE RAY MICHAEL'S TERM UNTIL DECEMBER 31, 2020.
 - Attach additional background documentation as needed.

Routing: Original or copies of signed contract or document should be sent to the following:

- | | |
|---|---|
| <input type="checkbox"/> Clerk (Original for recording) | <input type="checkbox"/> Finance Department (Copy for file) |
| <input type="checkbox"/> Board of Commissioners (Copy for file) | <input type="checkbox"/> Department – For distribution |
| <input type="checkbox"/> Other _____ | |

To whom it may concern,

I Jessica Calderon would like to be part of the Loop Committee. I currently work at Columbia River Community Health Services. I took over the position of Promotora when Cynthia Navarro left the clinic. My employer has asked that I attend these meeting in her place as part of my job is to help patients with anything they need and transportation is one of those things.

Thank you for your consideration,

Jessica Calderon

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

TITLE OF AGENDA ITEM: Budget Committee Reappointment of Larry Mills

ISSUES, BACKGROUND, AND DISCUSSION:

The Budget Committee member, Larry Mills, term expired on June 30, 2017. Mr. Mills was the Budget Chair and requests a one-year reappointment to serve Morrow County through June 30, 2018. He would to revisit the term extension after the spring.

OPTIONS:

Approve reappointment of Larry Mills as Budget Committee member through June 30, 2018;

Direct staff to research other options;

Take no action;

Other.

FISCAL IMPACT:

None.

STAFF RECOMMENDATIONS:

Appoint Larry Mills as Budget Committee member through June 30, 2018.

SUGGESTED ACTION(S) / MOTION(S):

Reappoint Larry Mills as a Budget Committee member through June 30, 2018.

Routing: Original or copies of signed contract or document should be sent to the following:

- | | |
|---|---|
| <input type="checkbox"/> Clerk (Original for recording) | <input type="checkbox"/> Finance Department (Copy for file) |
| <input type="checkbox"/> Board of Commissioners (Copy for file) | <input type="checkbox"/> Department – For distribution |
| <input type="checkbox"/> Other _____ | |



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

Item #
4e

This document must be completed for each agenda item submitted for consideration by the Board of Commissioners.

Staff Contact: Kim Cutsforth
Department: Admin
Person Attending BOC Meeting (REQUIRED):
Short Title of Agenda Item:

Phone Number (Ext): 541-676-2529
Requested Agenda Date: 10/25/17
Kim Cutsforth

Approve recording of deed to Willow Creek Park Dist/original docs were lost

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
Discussion Only
Discussion & Action
Estimated Time: 5 minutes
Department Report
Other:

N/A
For Contracts and Agreements Only
Contractor/Entity:
Contractor/Entity Address:
Effective Dates - From: Through:
Total Contract Amount: Budget Line:
Does the contract amount exceed \$5,000? Yes No
If Yes, Attach Purchase Pre-Authorization Request if Applicable

Reviewed By:
[Signature] 10/17/17 Department Head Required for all BOC meetings
[Signature] 10/17/17 Admin. Officer/BOC Office Required for all BOC meetings
[Signature] 10/17/17 County Counsel Required for all legal documents
Finance Office Required for all contracts; Other items as appropriate.
Human Resources If appropriate

Note: All entities must sign documents before they are presented to the Board of Commissioners. Original documents are preferred. Agenda requests must be received by the Board's office by 5:00 PM on the Thursday prior to the Board of Commissioners Wednesday meeting. This form needs to be completed, including County Counsel and Finance review for all contracts, and submitted to the Board of Commissioners Office by noon on the Monday preceding the Board's Wednesday meeting.

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

1. TITLE OF AGENDA ITEM:

approval of quit claim deed from the County to Willow Creek Park Dist

2. ISSUES, BACKGROUND, AND DISCUSSION:

this property transfer was approved by the County June of 2014. (see attached minutes and copy of deed) The original deed was misplaced and not recorded. a new deed has been drafted and needs to be approved and signed by the Commissioners so that an original deed can be recorded. This is the site where the Park District has built the Basketball court. All recording fees will be paid by WCPD

3. OPTIONS:

4. FISCAL IMPACT:

none

5. STAFF RECOMMENDATIONS:

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

a motion to approve the Quit Claim Deed between Morrow County and Willow Creek Park District to transfer the owner ship of the basketball court as described in the legal description in exhibit A.

- Attach additional background documentation as needed.

Routing: Original or copies of signed contract or document should be sent to the following:			
<input type="checkbox"/>	Clerk (Original for recording)	<input type="checkbox"/>	Finance Department (Copy for file)
<input type="checkbox"/>	Board of Commissioners (Copy for file)	<input type="checkbox"/>	Department – For distribution
<input checked="" type="checkbox"/>	Other	to Willow Creek Park Dist. for recording	

Until a change is requested all tax statements should be sent to the following address:
Willow Creek Park District
PO Box 582
Heppner, OR 97836

After Recording Please Return to:
Willow Creek Park District
PO Box 582
Heppner, OR 97836

QUITCLAIM DEED

KNOW ALL MEN BY THESE PRESENTS THAT, MORROW COUNTY, a political subdivision of the State of Oregon, Grantor, does hereby remise, release and forever quitclaim unto WILLOW CREEK PARK DISTRICT, a political subdivision of the State of Oregon, Grantee and unto grantee's heirs, successors and assigns, all of the grantor's right, title and interest in that certain real property, with the tenements, hereditaments and appurtenances thereunto belonging or in any way appertaining situated in Morrow County, State of Oregon, described as follows, to-wit:

FOR LEGAL DESCRIPTION SEE EXHIBIT "A" ATTACHED HERETO----

TO HAVE AND TO HOLD the same unto grantee and grantee's heirs, successors and assigns forever.

THE TRUE AND ACTUAL CONSIDERATION IS AGREED

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

Dated this ____ day of October, 2017.

ATTEST:

MORROW COUNTY COURT

Bobbi Childers, County Clerk

Melissa Lindsay

APPROVED AS TO FORM:

Don Russell

County counsel

Jim Doherty

ACCEPTED BY:

Willow Creek Park District

EXHIBIT A

A tract of land situated in the SE1/4 of Section 27, T.2S., R.26E., W.M., in the City of Heppner, Morrow County, Oregon, being more particularly described as follows:

Beginning at a 5/8" iron pin with an orange "FS&E SURVEY MARKER" cap on the southerly boundary of the tract of land deeded to the Willow Creek Park District, recorded as Deed Instrument 2013-31867 in the Morrow County Deed Records, said pin being 661.28 ft. south and 1090.33 ft. west of the East 1/4 Corner of said Section 27;

Thence N65°34'28"E along the said southerly line of the Park District tract, 51.02 ft. to a 5/8" iron pin with a yellow "FSE" cap;

Thence N89°25'38"E, along the said southerly line of the Park District tract, 43.71 ft. to a 5/8" iron pin with a yellow "FSE" cap;

Thence S49°25'51"E, along the said southerly line of the Park District tract, 125.00 ft. to a 5/8" iron pin with an orange "FS&E SURVEY MARKER" cap;

Thence S40°34'09"W, 75.00 ft. to a 5/8" iron pin with an orange "FS&E SURVEY MARKER" cap;

Thence N49°25'51"W, 179.49 ft. to the POINT OF BEGINNING.

The above described tract containing 0.27 Acres.

The basis of bearings for this description is Morrow County Map of Survey No. 1600C.

**Preliminary Sketch for Proposed Boundary Adjustment
 Located in the SE 1/4 of Section 27,
 T.2S., R.26E., W.M., in the City of
 Heppner, Morrow County, Oregon.
 Survey completed on March 24, 2014**

FOR REVIEW ONLY

LEGEND

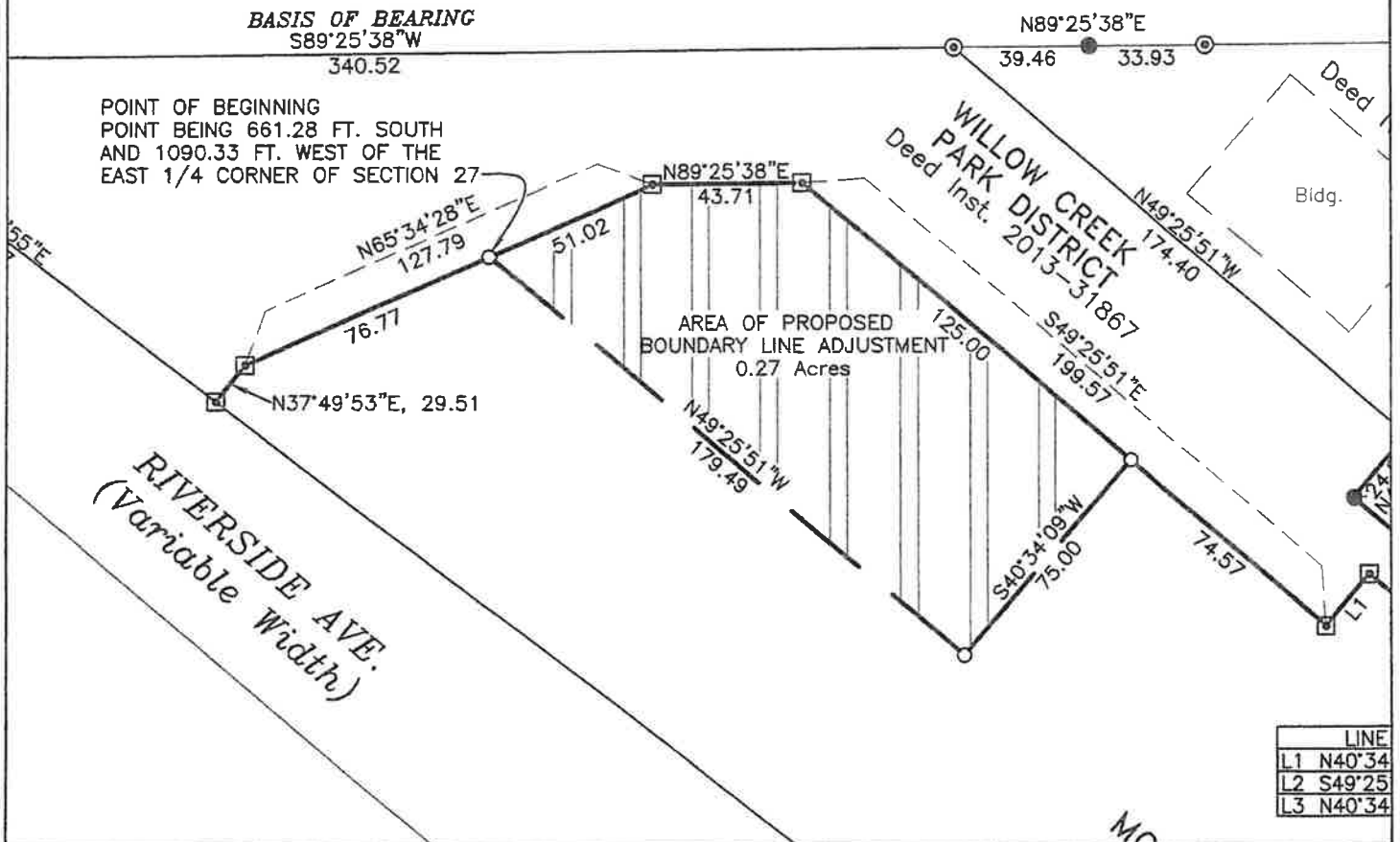
- ⊙ Found 5/8" Iron Pin with plastic cap marked "FSE Survey Marker" as shown on Morrow County Map of Survey No. C-1338-M
- Found 5/8" Iron Pin with plastic cap marked "PLS 848" as shown on Morrow County Map of Survey No. D-1205-E
- ⊠ Found 5/8"x30" Iron Pin with yellow plastic cap marked "FS&E", as shown on Morrow County Map of Survey No. 1600C.
- Set, 5/8"x30" Iron Pin with orange plastic cap marked "FS&E SURVEY MARKER".

- Record Boundary Line
- ——— Proposed Adjusted Boundary Line



Scale 1" = 50'

**BASIS OF BEARING: MORROW
 COUNTY MAP OF SURVEY 1600C**



Morrow County Court

June 18, 2014

Boardman, OR

Present:

Judge Terry Tallman

Commissioner Leann Rea

Karen Wolff, Executive Secretary/Personnel Director

Ryan Swinburnson, County Counsel

Judge Tallman called the meeting to order at 9:00 a.m.

Citizen Comment

No one present to comment.

Open Agenda

None.

Department Report

Road Report

Sandi Putman, Public Works Management Assistant

Ms. Putman handed out and reviewed *Road Report June 18, 2014*. It reported that on the recent paving project we used 5,741.52 tons of asphalt, spending \$416,593.80. The Road Crew is currently working on paving Tower Road.

Permits

Commissioner Rea moved on the recommendation of Public Works to approve Approach Permit #190 for Reyes Calvillo for improvements to an existing approach on Ridge Crest Lane. Judge Tallman seconded. Unanimous approval.

Ms. Putman said the billing for the Household Hazardous Waste (HHW) collection event will be in APs next week. It will also be in the Supplemental Budget next week. Ms. Putman is scheduling another HHW event for the 2014-2015 year, in September 2014.

Ms. Putman reported that the Courthouse clock works arrived at the Courthouse yesterday. It looks great. It will be installed after the dome is installed.

Ms. Putman also reported that the dome cap arrived last Friday. The finial was cracked. The vendor has taken it back to Texas to repair. They say they will get it back to Heppner on time to be placed on the dome when the crane is here. Sandi doesn't like the way the dome looks, but as it weathers the patina will occur and it will look better.

The crane lift to replace the dome is scheduled for Thursday, June 26. Ms. Wolff said the demolition contractor working next to the Courthouse is aware of the crane schedule. They will

Commissioner Rea moved to approve Amendment #9 to the 2013-2015 Intergovernmental Agreement for the Financing of Community Addictions and Mental Health Services Agreement #141422 and add Exhibit MHS 37-School-Based Mental Health Service and increase funding by \$137,500 and authorize Judge Tallman to sign on behalf of Morrow County. Judge Tallman seconded. Unanimous approval.

New Business

Public Health

Ms. Wolff reviewed a memo from Public Health Director, Sheree Smith requesting permission to fill a vacant position.

Commissioner Rea moved to approve filling the Healthy Families Home Visitor position in the Public Health Department. Judge Tallman seconded. Unanimous approval.

Quitclaim

Ms. Wolff reviewed a Quitclaim Deed from the City of Heppner for the transfer of ownership of the property for the basketball court by the swimming pool. Ms. Wolff explained that the document was received yesterday and the legal description was forwarded to the Assessor for review. The Assessor's office has not reviewed the legal description yet since it was only received yesterday.

Commissioner Rea moved to approve the Quitclaim Deed between Morrow County and Willow Creek Park District for property for a basketball court as described in the legal description in Exhibit A, subject to approval of the Legal Description in Exhibit A by the Morrow County Assessor.

Draft Letter to Senator Wyden

Ms. Wolff reviewed a draft letter provided by Senator Wyden's staff regarding the Fossil Radar. Ms. Wolff asked the Court if this letter is acceptable or if there are changes. Judge Tallman suggested we take out the part about transponders in airplanes. He understood that the issue did not have anything to do with the transponders. Discussion. Commissioner Rea would like to have Public Works review the letter before the Court signs.

Correspondence

- Morrow County Planning Commission Meeting Agenda June 24, 2014
- Public Notice of a Draft Environmental Assessment from the US Army Corps of Engineers regarding the Port of Morrow Outdoor Recreation Park.

Minutes

Commissioner Rea moved to approve the Minutes of May 20, 2014 as presented. Judge Tallman seconded. Unanimous approval.

Commissioner Rea moved to approve the Minutes of June 4, 2014 as presented. Judge Tallman seconded. Unanimous approval.

Commissioner Rea moved to approve the Minutes of June 11, 2014 as corrected. Judge Tallman seconded. Unanimous approval.

Until a change is requested all tax statements should be sent to the following address:
Willow Creek Park District
PO Box 582
Heppner, OR 97836

After Recording Please Return to:
Willow Creek Park District
PO Box 582
Heppner, OR 97836

QUITCLAIM DEED

KNOW ALL MEN BY THESE PRESENTS THAT, MORROW COUNTY, a political subdivision of the State of Oregon, Grantor, does hereby remise, release and forever quitclaim unto WILLOW CREEK PARK DISTRICT, a political subdivision of the State of Oregon, Grantee and unto grantee's heirs, successors and assigns, all of the grantor's right, title and interest in that certain real property, with the tenements, hereditaments and appurtenances thereunto belonging or in any way appertaining situated in Morrow County, State of Oregon, described as follows, to-wit:

FOR LEGAL DESCRIPTION SEE EXHIBIT "A" ATTACHED HERETO----

TO HAVE AND TO HOLD the same unto grantee and grantee's heirs, successors and assigns forever.

THE TRUE AND ACTUAL CONSIDERATION IS AGREED

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

Dated this 18th day of June, 2014.

ATTEST:

Bobbi Childers by
Theresa Crawford Deputy Clerk
Bobbi Childers, County Clerk

MORROW COUNTY COURT

Serry K. Gallman
County Judge

Blaine Bea
County Commissioner

ABSENT
County Commissioner



APPROVED AS TO FORM:

[Signature]
County Counsel

ACCEPTED BY:

Willow Creek Park District

EXHIBIT A

A tract of land situated in the SE1/4 of Section 27, T.2S., R.26E., W.M., in the City of Heppner, Morrow County, Oregon, being more particularly described as follows:

Beginning at a 5/8" iron pin with an orange "FS&E SURVEY MARKER" cap on the southerly boundary of the tract of land deeded to the Willow Creek Park District, recorded as Deed Instrument 2013-31867 in the Morrow County Deed Records, said pin being 661.28 ft. south and 1090.33 ft. west of the East 1/4 Corner of said Section 27;

Thence N65°34'28"E along the said southerly line of the Park District tract, 51.02 ft. to a 5/8" iron pin with a yellow "FSE" cap;

Thence N89°25'38"E, along the said southerly line of the Park District tract, 43.71 ft. to a 5/8" iron pin with a yellow "FSE" cap;

Thence S49°25'51"E, along the said southerly line of the Park District tract, 125.00 ft. to a 5/8" iron pin with an orange "FS&E SURVEY MARKER" cap;

Thence S40°34'09"W, 75.00 ft. to a 5/8" iron pin with an orange "FS&E SURVEY MARKER" cap;

Thence N49°25'51"W, 179.49 ft. to the POINT OF BEGINNING.

The above described tract containing 0.27 Acres.

The basis of bearings for this description is Morrow County Map of Survey No. 1600C.

**Preliminary Sketch for Proposed Boundary Adjustment
 Located in the SE 1/4 of Section 27,
 T.2S., R.26E., W.M., in the City of
 Heppner, Morrow County, Oregon.
 Survey completed on March 24, 2014**

FOR REVIEW ONLY

LEGEND

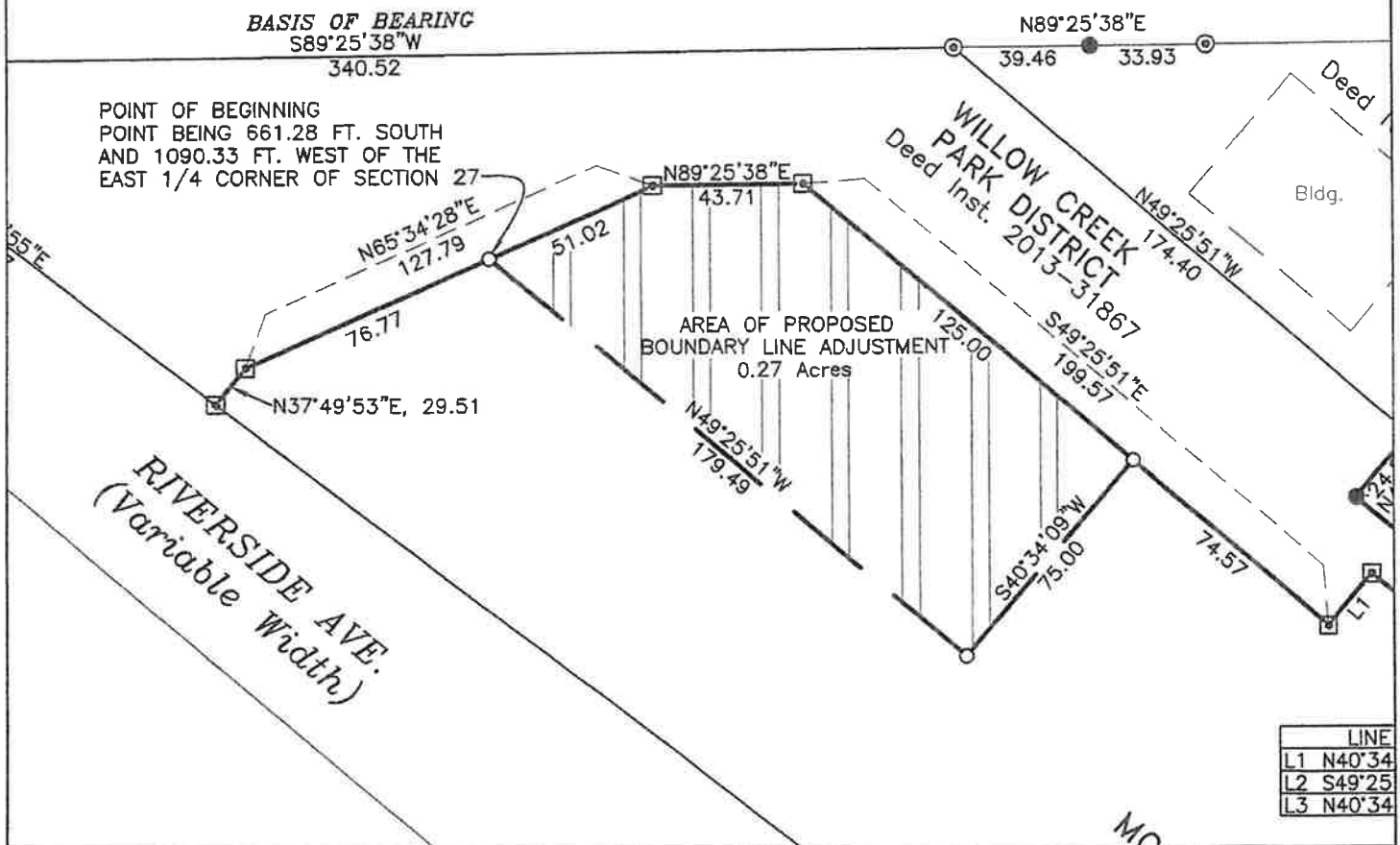
- ⊙ Found 5/8" Iron Pin with plastic cap marked "FSE Survey Marker" as shown on Morrow County Map of Survey No. C-1338-M
- Found 5/8" Iron Pin with plastic cap marked "PLS 848" as shown on Morrow County Map of Survey No. D-1205-E
- ⊠ Found 5/8"x30" Iron Pin with yellow plastic cap marked "FS&E", as shown on Morrow County Map of Survey No. 1600C.
- Set, 5/8"x30" Iron Pin with orange plastic cap marked "FS&E SURVEY MARKER".

- Record Boundary Line
- ——— Proposed Adjusted Boundary Line



Scale 1" = 50'

**BASIS OF BEARING: MORROW
 COUNTY MAP OF SURVEY 1600C**





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

Item #
5a

This document must be completed for each agenda item submitted for consideration by the Board of Commissioners.

Staff Contact: Carla McLane Phone Number (Ext): 541-922-4624 or 5505
Department: Planning Requested Agenda Date: October 25, 2017
Person Attending: Carla McLane
Short Title of Agenda Item: Adopting Ordinance 2nd Readings

This Item Involves: (Check all that apply for this meeting.)
Order or Resolution
[X] Ordinance/Public Hearing:
1st Reading [X] 2nd Reading
Public Comment Anticipated:
Estimated Time: Less than 5 minutes
Document Recording Required
Contract/Agreement
Appointments
Update on Project/Committee
Discussion Only
Discussion & Action
Estimated Time:
Department Report
Other:

[X] N/A For Contracts and Agreements Only
Contractor/Entity: Oregon Health Authority
Contractor/Entity Address:
Effective Dates - From: Through:
Total Contract Amount: Budget Line:
Does the contract amount exceed \$5,000? [] Yes [] No
If Yes, Attach Purchase Pre-Authorization Request if Applicable

Reviewed By:
Carla McLane 10/25/2017 Department Head Required for all BOC meetings
Admin. Officer/BOC Office Required for all BOC meetings
R. Tovey Emails County Counsel Required for all legal documents
N/A Finance Office Required for all contracts; other items as appropriate.
N/A Human Resources If appropriate

Note: All entities must sign documents before they are presented to the Board of Commissioners. Original documents are preferred. Agenda requests, including this completed form and supporting documents, must be received by the Board's office by Noon on the Friday prior to the Board of Commissioners Wednesday meeting. County Counsel and Finance review is required for all contracts.

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

1. **TITLE OF AGENDA ITEM:** Second Reading of Adopting Ordinances
 - ORD-2017-5 Marijuana Opt-Out Update
 - ORD-2017-6 Site Development Review
 - ORD-2017-7 Ione Urban Growth Boundary Expansion

2. **ISSUES, BACKGROUND, AND DISCUSSION:** Based upon the outcome of previous Board of Commissioners (BOC) discussions the Marijuana Opt-Out Update is before you for final reading and adoption. The other two adopting ordinances are based upon the outcome of two different land use public processes that culminated with BOC approval over the summer. The first reading took place October 11, 2017, for all three; the second reading is scheduled for this Wednesday, October 25, 2017, and will also be when the Commissioners adopt the ordinances by motion.

3. **OPTIONS:** Request the Adopting Ordinances be read by title for the second time and adopt, or not.

4. **FISCAL IMPACT:** Limited. For the marijuana opt-out the cost to date has been staff time. Because of the opt-out there will be limited opportunity for revenue based on state formula. For the two land use actions both had application fees paid by the applicants at the beginning of the process. Little impact fiscally after adoption.

5. **STAFF RECOMMENDATIONS:** To adopt all three.

6. **SUGGESTED ACTION(S) / MOTION(S):** Staff will need to read each ordinance by title followed by the Board of Commissioners making the following motions:
 - Marijuana Opt Out: I move to adopt Ordinance ORD-2017-5 maintaining Morrow County's opt out of all types of license types available for both medical and recreational marijuana issued by both the Oregon Liquor Control Commission and the Oregon Health Authority, with an effective date of February 1, 2017.
 - Site Development Review: I move to adopt Ordinance ORD-2017-6 based on the Planning Commission recommendation and the Boards public hearing, moving the Site Development Review criteria from Article 4 Supplementary Provisions Section 4.170 to Article 3 Use Zones Section 3.130 Speedway Limited Use Overlay Zone, with an effective date of February 1, 2018.
 - Ione Urban Growth Boundary Expansion: I move to adopt Ordinance ORD-2017-7 based upon the Planning Commission recommendation and the Boards joint public hearing with the City of Ione, amending the Comprehensive Plan Urbanization Element with respect to the City of Ione; amending the Comprehensive Plan Map by both expanding the Urban Growth Boundary and changing the designation on all City of Ione Urban Growth Boundary lands south of Highway 74 and west of the city limits to Industrial; amending the Zoning Map boundaries; and applying the Rural Light Industrial use zone to all lands within the Urban Growth Boundary south of Highway 74 and west of the city limits, with an effective date of February 1, 2018.
 - Attached are all three adopting ordinances.

Routing: Original or copies of signed contract or document should be sent to the following:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Clerk (Original for recording) | <input type="checkbox"/> Finance Department (Copy for file) |
| <input type="checkbox"/> Board of Commissioners (Copy for file) | <input checked="" type="checkbox"/> Department – For distribution within 5 days |
| <input type="checkbox"/> Other _____ | |

**IN THE COUNTY COURT FOR THE STATE OF OREGON
FOR THE COUNTY MORROW**

AN ORDINANCE TO OPT OUT OF
MARIJUANA ACTIVITIES,
SPECIFICALLY MEDICAL LICENSES
IDENTIFIED IN ENROLLED SENATE
BILL 1057 (2017) AND AS ALLOWED IN
ENROLLED HOUSE BILL 2198 (2017)

ORDINANCE NUMBER ORD-2017-5

WHEREAS, Oregon Revised Statute (ORS) 203.035 authorizes Morrow County to exercise authority within the County over matters of County concern; and

WHEREAS, Morrow County did adopt Ordinance ORD-2015-4 to opt out of marijuana activities including both medical and recreational operations with an effective date of December 21, 2017; and

WHEREAS, Morrow County did provide that Ordinance to both the Oregon Health Authority and the Oregon Liquor Control Commission as required by those agencies; and

WHEREAS, the Oregon Legislature passed additional opportunity for marijuana licenses during the 2017 regular session found in Enrolled Senate Bill 1057 and as outlined below; and

WHEREAS, the Oregon Legislature passed Enrolled House Bill 2198 allowing jurisdictions that previously opted out by action of their elected officials to do so again; and

WHEREAS, the Morrow County Board of Commissioners considered the opportunity offered by both Enrolled Senate Bill 1057 and Enrolled House Bill 2198; and

WHEREAS, based on the previous efforts of the Morrow County Court and discussions with the communities within Morrow County, the Board of Commissioners has determined there is not public interest to allow marijuana activities within Morrow County; and

WHEREAS, the Morrow County Board of Commissioners desires to prohibit the operation of medical marijuana processing sites, medical marijuana dispensaries, retail marijuana producers, retail marijuana processors, retail marijuana wholesalers, retail marijuana retailers and the newly formed categories of marijuana producers, processors, wholesalers and retailers that the Oregon Liquor Control Commission are identifying as holding an exclusively medical license.

NOW THEREFORE, BE IT RESOLVED that Morrow County maintains its status as an opt out county concerned with marijuana activities that include the following:

- a. Marijuana processing sites.

- b. Medical marijuana dispensaries.
- c. Marijuana producers.
- d. Marijuana processors.
- e. Marijuana wholesalers.
- f. Marijuana retailers.
- g. Marijuana producers that hold a license issued under ORS 475B.070 and that the Oregon Liquor Control Commission has designated as an exclusively medical licensee under section 24 of Enrolled Senate Bill 1057 (2017).
- h. Marijuana processors that hold a license issued under ORS 475B.090 and that the commission has designated as an exclusively medical licensee under section 25 of Enrolled Senate Bill (2017).
- i. Marijuana wholesalers that hold a license issued under ORS 475B.100 and that the commission has designated as an exclusively medical licensee under section 26 of Enrolled Senate Bill (2017).
- j. Marijuana retailers that hold a license issued under ORS 475B.110 and that the commission has designated as an exclusively medical licensee under section 27 of Enrolled Senate Bill (2017).

BE IT FURTHER RESOLVED

EFFECTIVE DATE: The Morrow County Board of Commissioners declares the effective date for this Ordinance to be at least 90 days after its Second Reading, or Thursday, February 1, 2018.

FIRST READING: Wednesday, October 11, 2017
SECOND READING: Wednesday, October 25, 2017

ADOPTED by the Morrow County Board of Commissioners, Heppner, Oregon, this 25th day of October, 2017.

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

Melissa Lindsay, Chair

Don Russell, Commissioner

Jim Doherty, Commissioner

Attest:

Bobbi Childers, County Clerk

Approve as to Form:

Morrow County Counsel

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

AN ORDINANCE AMENDING THE MORROW)	Ordinance Number
COUNTY ZONING ORDINANCE MOVING ARTICLE)	ORD-2017-6
4 SUPPLEMENTARY PROVISIONS SECTION 4.170 SITE)	
DEVELOPMENT REVIEW TO ARTICLE 3 USE ZONES)	
SECTION 3.130 SPEEDWAY LIMITED USE OVERLAY)	
ZONE)	

WHEREAS, ORS 203.035 authorizes Morrow County to exercise authority within the county over matters of County concern; and

WHEREAS, Morrow County adopted a Comprehensive Land Use Plan which was acknowledged by the Land Conservation and Development Commission on January 15, 1986; and

WHEREAS, the Port of Morrow did submit an application requesting changes to the process used for Site Development Review; and

WHEREAS, the Morrow County Planning Commission held a hearing to review the request on June 27, 2017 at Port of Morrow Riverfront Center in Boardman, Oregon; and

WHEREAS, the Morrow County Planning Commission considered the request, including a letter of opposition from the Oregon Department of Transportation, and after discussion recommended approval of the request as presented by Planning staff, and adopted Planning Commission Final Findings of Fact; and

WHEREAS, the Morrow County Board of Commissioners held a hearing to consider the recommendation of the Morrow County Planning Commission on August 16, 2017, also at the Port of Morrow Riverfront Center in Boardman, Oregon; and

WHEREAS, the Morrow County Board of Commissioners did receive new written testimony from the Oregon Department of Transportation withdrawing their opposition; and

WHEREAS, the Morrow County Board of Commissioners accepted the Planning Commission recommendation and approved the request.

NOW THEREFORE BE IT ORDAINED THAT THE MORROW COUNTY BOARD OF COMMISSIONERS ADOPTS THE FOLLOWING CHANGES TO THE MORROW COUNTY ZONING ORDINANCE: REMOVE ARTICLE 4 SUPPLEMENTARY PROVISIONS SECTION 4.170 SITE DEVELOPMENT REVIEW, RELOCATING THOSE PROVISIONS TO ARTICLE 3 SECTION 3.130 SPEEDWAY LIMITED USE OVERLAY ZONE.

Section 1 Title of Ordinance:

This Ordinance shall be known, and may be cited, as the "2017 Site Development Review Amendment."

Section 2 Affected and Attached Documents:

- Article 4 Supplementary Provisions (as amended)
- Article 3 Speedway Limited Use Overlay Zone (as amended)

Section 3 Effective Date:

This ordinance shall be effective on February 1, 2018, meeting the 90 day requirement.

Date of First Reading: October 11, 2017

Date of Second Reading: October 25, 2017

ADOPTED BY THE MORROW COUNTY BOARD OF COMMISSIONERS THIS 25TH DAY OF OCTOBER 2017.

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

Melissa Lindsay, Chair

Don Russell, Commissioner

Jim Doherty, Commissioner

Attest:

Bobbi Childers, County Clerk

Approve as to Form:

Morrow County Counsel

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

AN ORDINANCE AMENDING THE MORROW)	Ordinance Number
COUNTY COMPREHENSIVE PLAN, COMPREHENSIVE)	ORD-2017-7
PLAN MAP AND ZONING ORDINANCE MAP, THEREBY)	
EXPANDING THE IONE URBAN GROWTH BOUNDARY)	
AND ZONING THE SUBJECT PROPERTIES RURAL)	
LIGHT INDUSTRIAL AND DOING SO IN COOPERATION)	
WITH THE CITY OF IONE)	

WHEREAS, ORS 203.035 authorizes Morrow County to exercise authority within the county over matters of County concern; and

WHEREAS, Morrow County adopted a Comprehensive Land Use Plan which was acknowledged by the Land Conservation and Development Commission on January 15, 1986; and

WHEREAS, Linda LaRue, on behalf of the affected landowners, did submit an application requesting expansion of the Ione Urban Growth Boundary and the associated amendments to accomplish the expansion and zoning of the subject property; and

WHEREAS, the Morrow County Planning Commission, in cooperation with the City of Ione, held a joint public hearing to review the request on July 11, 2017 at the American Legion Hall in Ione, Oregon; and

WHEREAS, the Morrow County Planning Commission and the Ione City Council considered the request, including testimony in favor and concerns expressed by an adjoining landowner, and after discussion recommended approval of the request as presented by Planning staff, and adopted Planning Commission Final Findings of Fact; and

WHEREAS, the Morrow County Board of Commissioners, in cooperation with the City of Ione, held a joint public hearing to consider the recommendation of the Morrow County Planning Commission on August 8, 2017, also at the American Legion Hall in Ione, Oregon; and

WHEREAS, the Morrow County Board of Commissioners and the Ione City Council did receive additional testimony in support of the action from Linda LaRue; and

WHEREAS, the Morrow County Board of Commissioners accepted the Planning Commission recommendation and approved the request.

NOW THEREFORE BE IT ORDAINED THAT THE MORROW COUNTY BOARD OF COMMISSIONERS AUTHORIZES THE EXPANSION OF THE IONE URBAN GROWTH BOUNDARY AND ADOPTS THE FOLLOWING CHANGES TO THE MORROW COUNTY COMPREHENSIVE PLAN, COMPREHENSIVE PLAN MAP AND ZONING MAP: AMEND THE URBANIZATION ELEMENT OF THE COMPREHENSIVE PLAN, APPLY A COMPREHENSIVE PLAN MAP DESIGNATION OF INDUSTRIAL TO THE SUBJECT PROPERTY, AND APPLY THE RURAL LIGHT INDUSTRIAL USE ZONE TO THE SUBJECT PROPERTY.

Section 1 Title of Ordinance:

This Ordinance shall be known, and may be cited, as the "2017 Ione UGB Expansion."

Section 2 Affected and Attached Documents:

- Comprehensive Plan Urbanization Element
- Comprehensive Plan Map identifying new boundaries and reflecting the Comprehensive Plan Map designation of Industrial
- Zoning Map identifying new boundaries and reflecting the Zoning Map designation of Rural Light industrial

Section 3 Effective Date:

This ordinance shall be effective on February 1, 2018, meeting the 90 day requirement.

Date of First Reading: October 11, 2017

Date of Second Reading: October 25, 2017

ADOPTED BY THE MORROW COUNTY BOARD OF COMMISSIONERS THIS 25TH DAY OF OCTOBER 2017.

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

Melissa Lindsay, Chair

Don Russell, Commissioner

Jim Doherty, Commissioner

Attest:

Bobbi Childers, County Clerk

Approve as to Form:

Morrow County Counsel

AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 2 of 2)

1. TITLE OF AGENDA ITEM: Discuss retirement estimates options for Morrow County employees

2. ISSUES, BACKGROUND, AND DISCUSSION:

The Morrow County Retirement Trust currently provides annual retirement plan information to each active and non-active employee. The annual statement provides projected retirement benefits at age 62 & 65 and the employee's account balance as of July 1, 20XX (previous fiscal year).

It has also been past practice for an employee to request an "Estimated Early Retirement Benefit" if he/she is within 12 months of retiring. More recently, the Trust has received an increase in estimated early retirement benefit requests with retirement dates ranging from one, three, or five years into the future.

I would like to discuss what the Board of Commissioners would like to include in a policy that outlines the retirement benefit request(s). I would follow up with a draft at the November 1, 2017 meeting.

OPTIONS:

Discuss retirement estimate options.

3. FISCAL IMPACT:

None.

4. STAFF RECOMMENDATIONS:

Provide discussion on retirement estimate options.

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

None.

Routing: Original or copies of signed contract or document should be sent to the following:

- | | |
|---|---|
| <input type="checkbox"/> Clerk (Original for recording) | <input type="checkbox"/> Finance Department (Copy for file) |
| <input type="checkbox"/> Board of Commissioners (Copy for file) | <input type="checkbox"/> Department – For distribution |
| <input type="checkbox"/> Other _____ | |



Finance Department

P.O. Box 867 • Heppner OR 97836
(541) 676-5615

Kate Knop
Finance Director
kknop@co.morrow.or.us

TO: Board of Commissioners

FROM: Kate Knop, Finance Director

DATE: October 25, 2017

RE: Morrow County Trust – Retirement Estimates

The County Court adopted “The Retirement Plan for Employees of Morrow County, Oregon” effective July 1, 1966. The Trust document is thorough and provides key definitions of the “Plan” and “Plan Administration” but it does not provide policy for the day to day administration including guidelines on providing retirement estimates upon request.

The need for a policy is becoming more important as employees move towards retirement age. There are currently 33 county employees who could be eligible to retire in less than ten years. This is approximately 1/3 of all county employees.

A “Retirement Estimate” policy will provide the basic principles and guidelines the Board of Commissioner’s sets to administer future retirement estimates.

Current Practice

Trust pays for retirement estimate(s) & request(s)

1. Employee receives annual statement projecting retirement benefits at age 62 & 65, and the employee’s account balance as of July 1, 20XX (prior fiscal year)
2. Provide employee one estimate within 12 months of employee retirement
3. Estimate - \$750 per request

Policy Options

1. Create policy that reflects current practice (noted above)
2. Create a shared cost policy
 1. Multiple Request Option
 - a) Trust pays for one estimate within 12 months of retirement
 - a) \$750 per request
 - b) Trust & Employee share cost for additional requests
 - a) \$500/\$250 split

2. Two Paid Requests & Shared Cost
 - a) Trust pays for one estimate within 12 months of retirement
 - a) \$750 per request
 - b) Trust pays for one estimate within 3-5 years of retirement
 - a) \$750 per request
 - c) Trust & Employee share cost for additional requests
 - a) \$500/\$250 split
3. Other Ideas?

I can provide additional information if needed or take the Board's recommendations and draft a policy for review on November 1, 2017.



AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 1 of 3)

Item #
50

This document must be completed for each agenda item submitted for consideration by the Board of Commissioners.

Staff Contact: Sandi Pointer Department: Public Phone Number (Ext): 541-989-9500
Works - General Maint. Requested Agenda Date: Oct. 25, 2017
Person Attending BOC Meeting (REQUIRED): Sandi Pointer, Burke O'Brien

Short Title of Agenda Item:

Award for Electrical contractor.

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
Discussion Only
Discussion & Action
Estimated Time:
Department Report
Other: [X]

[X] N/A For Contracts and Agreements Only
Contractor/Entity:
Contractor/Entity Address:
Effective Dates - From: Through:
Total Contract Amount: Budget Line:
Does the contract amount exceed \$5,000? Yes No
If Yes, Attach Purchase Pre-Authorization Request if Applicable Reviewed By:

10.18.2017 Department Head Required for all BOC meetings
10/23/17 Admin. Officer/BOC Office Required for all BOC meetings
See Email County Counsel Required for all legal documents
Finance Office Required for all contracts; Other items as appropriate.
Human Resources If appropriate

Note: All entities must sign documents before they are presented to the Board of Commissioners. Original documents are preferred. Agenda requests, including this completed form and supporting documents, must be received by the Board's office by Noon on the Friday prior to the Board of Commissioners Wednesday meeting. County Counsel and Finance review is required for all contracts.

AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 2 of 3)

1. TITLE OF AGENDA ITEM: Award of Electrical contract
2. ISSUES, BACKGROUND, AND DISCUSSION:

In September an RFQ was advertised for Electrical firms to review and submit, Three proposals came in and a panel of five reviewed and made their selection, you will see the score sheet for the results of the review.

Bringing on board a Electrical contractor utilizes our service to County buildings and grounds much better, When issues arise and/or emergencies occur if costs go higher than \$5,000.00 we have the ability to phone the contracted electrician to get resolved, rather bidding a project out or taking the additional two to three week time frame to advertise, bid and award results.

AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 3 of 3)

.....
...

- 3. OPTIONS:
Morrow County Public works recomends awarding the proposed.

- 4. FISCAL IMPACT:**Controlling costs is important and if costs don't allow we simply don't utilize the electrician.**

- 5. STAFF RECOMMENDATIONS:
Public Works recommends approval of the award.

- 6. SUGGESTED ACTION(S) / MOTION(S):
Requesting the Board of Commissioners to Award the contract to the Wight's Electric.

- Attach additional background documentation as needed.

Routing: Original or copies of signed contract or document should be sent to the following:			
<input type="checkbox"/>	Clerk (Original for recording)	<input type="checkbox"/>	Finance Department (Copy for file)
<input type="checkbox"/>	Board of Commissioners (Copy for file)	<input type="checkbox"/>	Department – For distribution
<input type="checkbox"/>	Other _____		



AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 1 of 3)

Item #
50

This document must be completed for each agenda item submitted for consideration by the Board of Commissioners.

Staff Contact: Sandi Pointer Department: Public Works - General Maint.
Phone Number (Ext): 541-989-9500
Requested Agenda Date: Oct. 25, 2017
Person Attending BOC Meeting (REQUIRED): Sandi Pointer, Burke O'Brien

Short Title of Agenda Item:

Award for Plumbing contractor.

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
Discussion Only
Discussion & Action
Estimated Time:
Department Report
Other: [X]

[X] N/A For Contracts and Agreements Only
Contractor/Entity:
Contractor/Entity Address:
Effective Dates - From: Through:
Total Contract Amount: Budget Line:
Does the contract amount exceed \$5,000? Yes No
If Yes, Attach Purchase Pre-Authorization Request if Applicable Reviewed By:

Burke O'Brien 10.18.2017 Department Head Required for all BOC meetings
10/23/17 Admin. Officer/BOC Office Required for all BOC meetings
See Email County Counsel Required for all legal documents
Finance Office Required for all contracts; Other items as appropriate.
Human Resources If appropriate

Note: All entities must sign documents before they are presented to the Board of Commissioners. Original documents are preferred. Agenda requests, including this completed form and supporting documents, must be received by the Board's office by Noon on the Friday prior to the Board of Commissioners Wednesday meeting. County Counsel and Finance review is required for all contracts.

AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 2 of 3)

1. TITLE OF AGENDA ITEM: Award of plumbing contract
2. ISSUES, BACKGROUND, AND DISCUSSION:

A review committee consisting of five individuals reviewed the one proposal that had been recieved in Sept. You will find included is the score sheet .

Bringing on board a Plumbing contractor utilizes our service to County buildings and grounds much better, When issues arise and/or emergencies accur if costs go higher than \$5,000.00 we have the ability to phone the contracted plumber to get resolved, rather bidding a project out or taking the additianl two to three week time frame to advertise, bid and award results.

AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 3 of 3)

.....
...

3. OPTIONS:
Morrow County Public works recommends awarding the three year contract with optional renewals.

4. FISCAL IMPACT:**Controlling costs is important and if costs don't allow we simply don't utilize the plumber.**

5. STAFF RECOMMENDATIONS:
Public Works recommends award. It helps stream line operations and getting the needed projects/emergencies coompleted.

6. SUGGESTED ACTION(S) / MOTION(S):
Requesting the Board of Commissioners to award to propasal of Blue Mountain LLC.

- Attach additional background documentation as needed.

Routing: Original or copies of signed contract or document should be sent to the following:			
<input type="checkbox"/>	Clerk (Original for recording)	<input type="checkbox"/>	Finance Department (Copy for file)
<input type="checkbox"/>	Board of Commissioners (Copy for file)	<input type="checkbox"/>	Department – For distribution
<input type="checkbox"/>	Other _____		

AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 2 of 2)

1. TITLE OF AGENDA ITEM: Road report

2. ISSUES, BACKGROUND, AND DISCUSSION:

Ella Road/West Main: Pioneer Construction has completed the Overlay project in the Ione area. Crew will be paint striping when weather allows, Shoulder rock will be completed in the next couple weeks.

Little Butter Creek Bridge: 70.62 tons of hot mix asphalt was applied to the bridge deck.

Paint Striping: Crew has completed all the paint striping for Gilliam county and Baker County. The North end overlay projects have been paint striped along with Homestead, Frontage, Big Butter creek, Little Butter creek, Myers, Sandhollow, Baseline, Jordan Grade and Wilson from Main street east to Bombing Range. Torch down legends for rail crossings on Patterson ferry has been completed.

Shoulder rock: Crew has completed shoulder rock on the North end overlay project. Laurel/Wilson intersection will be next, followed by West main and Ella.

Fall road grading: (4) blades are out working county wide. Most blades have been working on Fridays to take advantage of the moisture we have received. One blade has completed North end roads along with Juniper Canyon, Strawberry, Grieb and Alpine. Another blade has completed the 21 road, Pendland lake, Blakes ranch, Shaw grade and has now moved over to start Sunflower flat, Tupper lane and the 21 road. The Hardman ridge road, Sumner, Buttermilk canyon, Redding road has been bladed. That blade is now working Liberty School, Brenner Canyon and Valby Area. The fourth blade started last week on Blackhorse and Dee Cox canyon and will start working north on Nichols, Spur loop and Cutsforth area.

3. FISCAL IMPACT: N/A

4. STAFF RECOMMENDATIONS: N/A

5. SUGGESTED ACTION(S) / MOTION(S): N/A

- Attach additional background documentation as needed.

Routing: Original or copies of signed contract or document should be sent to the following:

- | | |
|---|--|
| <input type="checkbox"/> Clerk (Original for recording) | <input checked="" type="checkbox"/> Finance Department (Copy for file) |
| <input type="checkbox"/> Board of Commissioners (Copy for file) | <input checked="" type="checkbox"/> Department – For distribution |
| <input type="checkbox"/> Other _____ | |

<u>215</u>	736 Stock Drive to 207	John Flynn -Ruggs Ranch Hunting Preserve	Approach		09/06/2017
<u>216</u>	527 Social Ridge	John Flynn -Ruggs Ranch Hunting Preserve	Approach		09/06/2017
<u>OMJ</u>	972 Rippee Road North	ZAYO - Dan Barcomb	Utility	Fiber Cable	09/21/2017
<u>OMK</u>	728 Frontage Lane	ZAYO - Dan Barcomb	Utility	Fiber Cable	09/21/2017
<u>OML</u>	729 County Line Road	ZAYO - Dan Barcomb	Utility	Fiber Cable	09/21/2017
<u>OMM</u>	596 Tower Road	Umatilla Electric Co-Op	Utility	Elec. Line	10/02/2017
<u>217</u>	G - Pub. Ac. Garrison Lane	Juan Rodriguez Garcia Jr.	Approach		10/03/2017
218	971 Columbia lane	The Port of Morrow	Approach		10/09/2017
219	971 Columbia lane	The Port of Morrow	Approach		10/09/2017



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

Item #
66

This document must be completed for each agenda item submitted for consideration by the Board of Commissioners.

Staff Contact: Melissa Ross, Lieutenant

Phone Number (Ext): 5133

Department: Sheriff's Office

Requested Agenda Date: October 25, 2017

Person Attending BOC Meeting (REQUIRED): Lieutenant Ross

Short Title of Agenda Item: Monthly Sheriff's Office Report

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
Discussion Only
Discussion & Action
Estimated Time:
Department Report
Other:

N/A For Contracts and Agreements Only
Contractor/Entity:
Contractor/Entity Address:
Effective Dates - From: Through:
Total Contract Amount: Budget Line:
Does the contract amount exceed \$5,000? Yes No
If Yes, Attach Purchase Pre-Authorization Request if Applicable

Reviewed By:

Department Head Required for all BOC meetings
Admin. Officer/BOC Office 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

Note: All entities must sign documents before they are presented to the Board of Commissioners. Original documents are preferred. Agenda requests, including this completed form and supporting documents, must be received by the Board's office by Noon on the Friday prior to the Board of Commissioners Wednesday meeting. County Counsel and Finance review is required for all contracts.

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

1. TITLE OF AGENDA ITEM: **Monthly Sheriff's Office Report**
2. ISSUES, BACKGROUND, AND DISCUSSION:

Monthly Report

3. OPTIONS:

4. FISCAL IMPACT:

5. STAFF RECOMMENDATIONS:

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

- Attach additional background documentation as needed.

Routing: Original or copies of signed contract or document should be sent to the following:

- | | |
|---|---|
| <input type="checkbox"/> Clerk (Original for recording) | <input type="checkbox"/> Finance Department (Copy for file) |
| <input type="checkbox"/> Board of Commissioners (Copy for file) | <input type="checkbox"/> Department – For distribution |
| <input type="checkbox"/> Other _____ | |

Morrow County Sheriff's Office



325 Willow View Drive P.O. Box 159
Heppner, OR 97836
Phone: (541)676-5317
Fax: (541)676-5577

Kenneth W. Matlack, Sheriff
John A. Bowles, Undersheriff

October 2017

Arrested by MCSO

- 416 arrests for the year, so far.
- 185 lodged in jail.

Motor Vehicle Accidents (MVA's)

- 262 for the year, so far.

Concealed Handgun Licenses (CHL)

- 203 for the year, so far.
- Of these, 65 were New CHL licenses the remaining were renewals or transfers.

Civil Paper Service

- Total Civil Paper Services this year, so far - 601
- Residential Evictions; 45 this year, so far.
- Restraining Orders; 43 this year, so far.

911 Hang up or Accidental dials

- October – 25 this month, so far.

Press Releases

- ✚ Burglary & Pursuit Result in 2 Arrested in Washington – MCSO responded to a possible burglary in Irrigon. The resulting three-minute pursuit was terminated by MCSO due to danger to the public. Umatilla PD called in pursuit of the same vehicle seven minutes later, incident concluded with two suspects in custody of WSP and the vehicle on fire in a field.

South County

- Training -Two of our deputies are taking an **Advanced Ground Management Search & Rescue** training next week. They will be back and ready to roll just in time for the 2nd Season Elk Hunters.

North County

- 10-18 MVA – MP 165 I-84 East. One vehicle accident, Ford Taurus rolled several times, one walking wounded transported to hospital.
- 10-21 FIRE- Trailer house, fully engulfed at SE Fourth Street, Irrigon. Owner advised no one in the residence. Red Cross responded.

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

1. TITLE OF AGENDA ITEM:

2. ISSUES, BACKGROUND, AND DISCUSSION:

3. OPTIONS:

4. FISCAL IMPACT:

5. STAFF RECOMMENDATIONS:

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

- Attach additional background documentation as needed.

Routing: Original or copies of signed contract or document should be sent to the following:

- | | |
|---|---|
| <input type="checkbox"/> Clerk (Original for recording) | <input type="checkbox"/> Finance Department (Copy for file) |
| <input type="checkbox"/> Board of Commissioners (Copy for file) | <input type="checkbox"/> Department – For distribution |
| <input checked="" type="checkbox"/> Other <u>no original at Clerks office</u> | |



PO Box 338-- Heppner, Oregon 97836
(541) 676-5604 FAX (541) 676-9876

County Clerk
Bobbi A. Childers Ext. 5601

October 23, 2017

RE: Clerk's Report for BOC Meeting

(Attachment A, is at the end of this report)

What's happening in the Clerk's Office?

I've added some reports from my records and election programming to share:

The first report (attachment B) is the types of records for the 2016-2017 fiscal year. I thought you might find it interesting to see the types and numbers of documents we are recording into Morrow County Records. The last fiscal year numbers were 2483 and currently for the last 3 months it's been 654 titles. I have included a report of the last fiscal year, dollar numbers.

Attachment B

Recording/Records

E-Recording

We started the electronic recording on September 28th of 2016. The first fiscal year we did \$57,746.00 in direct deposits. This year we are at \$22,491.00 in direct deposits working with 4 vendors, Simplifile E-Recording, EPN E-Recording, Indecomm E-Recording and CSC E-Recording. My office records from 9 till 4 on the e-recording, walk-ins are from 8 till 4:30. We still get paper recordings, by walk in traffic and in the mail. The ease of use and speed make this very desirable to financial institutions. I upload images to individual businesses by way of FTP I drop to them and do not allow them to come into our system. I've worked with our IT department to make sure that our systems are not compromised.

Marriage

The following counties are participating in a test project with the Oregon Health Authority: Crook, Jefferson, Harney, Morrow and Yamhill. We volunteered to do a transfer of completed data including social security number, race and ethnicity, and an image of the legal filed record. This will be all electronic and we will be working closely with the State to roll out the new upload system. We currently send information to the state by mail, and will continue to mail our information to the state until we know all of the data entry is populating the states data system.

See Attachment: C

Death

We are currently working with the Oregon Health Authority on the "Amendment Tool Pilot" for Death Certificates. We were asked if we would participate in this and were happy to do it, as we get to have input into what helps us, to better serve our customers.

I am not able to include any of these forms, as they are a tool for Death Registrars.

Vital Records Fee Increases:

NEED AN ORDER FROM B.O.C. The New fees for Vital Records are changing from \$25, for the first record and \$20 for all additional copies, to all copies being \$25.

I will be sending an Order to charge the same fee as the State on all Vital Records in order to issue them to our customers.

(See requirements Attachment D)

Elections

Our election department has been busy with all the new requirements of Motor Voter: In 9 months we've sent 1245 confirmation notices, as required by law, we've had 936 valid registrations. We currently have 5928 active registered voters.

The Current totals by precinct are as follows:

Precinct 1, Boardman	1718
Precinct 2, Irrigon	2127
Precinct 3, Lexington	387
Precinct 4, Lone	423
Precinct 5, Heppner	1273

January Special Election

We will be having a January Special Election this year:

It will be on January 23, 2018 it will be known as Measure 101

I may be asking the Commission for the use of one of the all-wheel/4-wheel drives depending on the weather.

We will be sending out ballots on the 3rd of January and picking up ballots from that date until 8pm, January 23rd.

I've included the state timeline.

Attachment E

Primary Election

We have two positions open for the May 15, 2018 Primary Election, Assessor and Commissioner, Position 2.

Website

We have added a number of items to the website to better serve our citizens. I've updated my fee schedule to reflect the \$110 marriage change as required by law.

I'm trying to figure out how to track usage numbers to see what people looking at on my site.

I've added the elected officials and their terms of office. I also added BoPTA, information for this year.

I will be adding an application for marriage to my site, this will enable couples to do the data input at home. When the couple comes in we can populate our program with the information that they submitted. I would like this now, but I am going to wait until the next fiscal year when the assessor and I are due to upgrade our server.

If you would like to look at this new feature, you can access it from any networked computer in County. The link is as follows <http://assessors-svr.ad.co.morrow.or.us/Marriage> this will be a nice addition for the county.

Taxes

Assessor/Tax Collector has filed the Ration Study with me. I authorized the Assessor/Tax Collector to collect taxes as shown in the Assessor's Certificate dated October 12, 2017 in the amount of \$32,086,684.74, for the 2017-2018 Tax year.

Attachment F

BoPTA

I've appointed my members to the (Board of Property Tax Appeals) for the 2017-2018 year. There is a training for them on January 30, 2018 and only one member is required to go this year. I was told that the name for BoPTA will be changing to, BoPVA (Board of Property Value Appeals) the thought is that people might feel better about the word value instead of tax.

The State Board of Property Tax Appeals may have a BoPTA Tech meeting in Morrow County if they have the funds. We did the Tech group training at the Port last year.

Copy Machine

We had the copy machine go down in our building, the hard drive went out in it. The machine was fixed within the week and I now know how to input all the employees into the system. We set up a backup on my computer in case it were to happen again. Pacific Office Automation is our vendor and we are happy with the service they've have provided.

Employees- Job Descriptions

On October 9 I gave my updated job descriptions to HR. I have attached them for you.

Attachment G

In August I went to my OACC (Oregon Association of County Clerks) Conference, where we talked about what new rules we would live with, after the adjournment of the Legislative Assembly.

These are bills that passed earlier this year that may impact my office starting this month (and a couple of ones that don't become effective until January):

Sine Die: Oregon's Seventy-eighth Legislative Assembly adjourned July 7, 2017 at 1:07 pm so many items become effective 91 days after that – October 6, 2017.

**2015-2017 Legislative Committees
(Recording and Election)
Legislative Report**

INTRODUCTION

This report is compiled to assist recording and election offices in identifying the various statutes that have been amended, added to, or repealed by the 2017 legislative session. Some of the new sections were not identified in the bills as to where they will be codified in the statutes. These sections will be placed in the statutes in the location deemed most appropriate by legislative counsel.

We tracked numerous bills throughout this session but this is a summary of enacted (engrossed) legislation only and has been prepared by topic, includes a brief synopsis, reference to the ORS being amended (added to or repealed), and 2017 Oregon Law if it was identified (some bills waiting chapter number assignments). Topic headings are: **BOPTA, Elections, Ethics, Public Records and Recording.**

Thank you OACC members and staff for your support and willing responses to requests for information during the session. Again this year, our Lobbyist, Rob Bovett, spent countless hours working on our behalf and we owe Rob a lot for all the hard work!

Sine Die: Oregon's Seventy-ninth Legislative Assembly adjourned Sine Die, Friday, July 7, 2017. The State Senate adjourned at 11:58 am, and the House of Representatives at 3:26 pm.

BOPTA

HB 3453 — Relating to tax savings resulting from property tax exemption.

Effective date: October 6, 2017

LINK: <https://olis.leg.state.or.us/liz/2017R1/Downloads/MeasureDocument/HB3453/Enrolled>

SB 311 — Authorizes city or county to adopt ordinance or resolution providing property tax exemption to commercial, industrial and multifamily buildings built before January 1, 1993, that will be seismically retrofitted, for period not to exceed 15 years.

Effective date: October 6, 2017

LINK: <https://olis.leg.state.or.us/liz/2017R1/Downloads/MeasureDocument/SB311/Enrolled>

Elections

HB 2696 — Permits community college district measures relating to bonding to be included in state voters' pamphlet if certain conditions are met. Establishes procedures for inclusion in pamphlet.

Effective date: January 1, 2018

LINK: <https://olis.leg.state.or.us/liz/2017R1/Downloads/MeasureDocument/HB2696/Enrolled>

HB 2873 — Requires governing body of Municipal Corporation to publish notice of election involving local option tax measure or general obligation bond measure by filing with the Secretary of State for publication on ORESTAR.

Effective date: January 1, 2018

LINK: <https://olis.leg.state.or.us/liz/2017R1/Downloads/MeasureDocument/HB2873/Enrolled>

HB 3408 — Clarifies that person may register to vote or update voter registration by having other person deliver voter registration card to designated agency or official. If delivered voter registration card has missing or incomplete information, requires county clerk to use all sources available to obtain missing or incomplete information. If information is still missing or incomplete, requires county clerk to use reasonable efforts to contact person to obtain information by telephone, mail and electronic mail.

Effective date: January 1, 2018

LINK: <https://olis.leg.state.or.us/liz/2017R1/Downloads/MeasureDocument/HB3408/Enrolled>

SB 229 — Relating to elections; declaring an emergency. Removes requirement that person elected to county office provide county clerk with certificate of election. Requires certain election documents to be filed electronically. Changes certain ballot markings from "Presidential only" to "Federal only." Alters certain filing deadlines. Requires Secretary of State to establish process for modifying petition and prospective petition templates. Requires that one copy of prospective initiative and referral petitions, rather than two copies, be sent to required officials. Permits district attorney to make clerical corrections to ballot title for district measure. Requires all estimates, portraits, statements and arguments for voters' pamphlet to be filed electronically. Clarifies how candidates, principal campaign committees, political committees and petition committees may use amounts received as contributions. Permits use of campaign moneys in connection with most legal proceedings relating to election laws. Provides that person who fails to file required statement or certificate has 20 days from date notice is sent by Secretary of State to request hearing. Provides that during recount, Secretary of State may select batches of ballots for hand count. Changes date Secretary of State must advise county clerks of issues relating to recount from three days after date of general election to 15 days after date of general election. Provides that county clerk shall begin hand counts for recount not later than 23rd day after election, rather than by 21st day after election. Requires Secretary of State to design standard form for certified statement to be used when return identification envelope is returned unsigned. Provides that Secretary of State, rather than county clerk, is responsible for signature verification for state candidate petitions. Directs that if HB 2391 passes both houses of Legislative Assembly during 2017 regular session, if referred by referendum petition, be submitted to people at special election held on January 23, 2018. Prescribes method for creating ballot title and explanatory statement for any measure to be voted on at special election

Effective date: October 6, 2017

LINK: <https://olis.leg.state.or.us/liz/2017R1/Downloads/MeasureDocument/SB229/B-Engrossed>

SB 520 – Requires that recall petition of district officer of irrigation district be filed with members of board of directors of irrigation district who are not subject to recall petition. Requires that recall petition of district officer of irrigation district be filed with members of board of directors of irrigation district who are not subject to recall petition.

Effective date: January 1, 2018

LINK: <https://olis.leg.state.or.us/liz/2017R1/Downloads/MeasureDocument/SB520/Enrolled>

SB 802 – Allows person who is at least 16 years of age to register to vote.

Effective date: January 1, 2018

LINK: <https://olis.leg.state.or.us/liz/2017R1/Downloads/MeasureDocument/SB802/Enrolled>

Ethics

No bills in this session relating to ethics.

Passports

SB374 – Authorizes Department of Transportation to issue driver licenses, driver permits and identification cards that meet requirements of federal Real ID Act of 2005.

Effective date: October 6, 2017

LINK: <https://olis.leg.state.or.us/liz/2017R1/Downloads/MeasureDocument/SB374/B-Engrossed>

Public Records

HB 2101 – Directs Legislative Counsel to prepare open government impact statement for measures that affect disclosure, or exemption from disclosure, of public records.

Effective date: October 6, 2017

LINK: <https://olis.leg.state.or.us/liz/2017R1/Downloads/MeasureDocument/HB2101/Enrolled>

SB 106 – Creates Public Records Advocate and Public Records Advisory Council. Directs Public Records Advocate to provide facilitated dispute resolution services to facilitate resolution of disputes between requesters of public records and state agencies or cities concerning disclosure of public records. Directs Public Records Advocate to provide training for state agencies and local government bodies on disclosure requirements and best practices for processing and responding to requests to inspect public records. Authorizes Public Records Advocate, upon request, to provide guidance and advice on public records processing and exemptions. Directs Public Records Advisory Council to study issues that arise under the public records law and at least once each biennium to provide written recommendations to Governor and Legislative Assembly on effectiveness and fairness of public records law and public bodies' implementation of public records law requirements. Sunset's council on January 1, 2021. Provides that Public Record Advocate's duties become operative January 1, 2018.

Effective date: January 1, 2018

LINK: <https://olis.leg.state.or.us/liz/2017R1/Downloads/MeasureDocument/SB106/B-Engrossed>

SB 317 – Expands where state, county or city public bodies may hold public meetings to include locations within Indian country of federally recognized Oregon Indian tribe that is within Oregon.

Effective date: ??

LINK: <https://olis.leg.state.or.us/liz/2017R1/Downloads/MeasureDocument/SB317/Enrolled>

SB 481 – Defines “business day” for purposes of public records. Establishes time frames for public body responses to public records requests. Requires Attorney General to maintain catalog of public records law exemptions. Provides protections against liability and privilege waivers resulting from public records disclosures. Clarifies appeal procedures for reviews of public records requests.

Effective date: January 1, 2018

LINK: <https://olis.leg.state.or.us/liz/2017R1/Downloads/MeasureDocument/SB481/Enrolled>

SB 769 – Provides that person may not dispose of, or transfer to another person for disposal, material or media that display Social Security number unless person, before disposing of material or media, makes Social Security number unreadable or unrecoverable or ensures that person that ultimately disposes of media or material makes Social Security number unreadable or unrecoverable. Provides that person may not dispose of, or transfer to another person for disposal, material or media that display Social Security number unless person, before disposing of material or media, makes Social Security number unreadable or unrecoverable or ensures that person that ultimately disposes of media or material makes Social Security number unreadable or unrecoverable.

Effective date: January 1, 2018

LINK: <https://olis.leg.state.or.us/liz/2017R1/Downloads/MeasureDocument/SB769/Enrolled>

Recording

HB 2002 – Expands laws regarding preservation of participating properties that are publicly supported housing. Will create a new type of certification of compliance.

Effective date: October 6, 2017

LINK: <https://olis.leg.state.or.us/liz/2017R1/Downloads/MeasureDocument/HB2002/B-Engrossed>

HB 2113 – Relating to solemnization of marriage. Adds secular organizations to list of person and entities authorized to solemnize marriages.

Effective date: January 1, 2018

LINK: <https://olis.leg.state.or.us/liz/2017R1/Downloads/MeasureDocument/HB2113/Enrolled>

HB 2795 – Relating to fees; Increases certain filing fees..., marriage solemnizations fees...(From \$105 to \$110).

Effective date: October 6, 2017

LINK: <https://olis.leg.state.or.us/liz/2017R1/Downloads/MeasureDocument/HB2795/B-Engrossed>

HB 2855 – Relating to enforcement of the contractual requirement for delivery of a deed of conveyance. Creates procedure for purchaser of real property to enforce contractual requirement for delivery of deed of conveyance without instituting suit or action.

Effective date: January 1, 2018

LINK: <https://olis.leg.state.or.us/liz/2017R1/Downloads/MeasureDocument/HB2855/Enrolled>

HB 2920 – Requires judgement creditor to file satisfaction document upon receipt of proceeds of execution sale of real property.

Effective date: January 1, 2018

LINK: <https://olis.leg.state.or.us/liz/2017R1/Downloads/MeasureDocument/HB2920/Enrolled>

HB 2986 – Relating to estates. Modifies provisions relating to administration of estates.

Effective date: ??

LINK: <https://olis.leg.state.or.us/liz/2017R1/Downloads/MeasureDocument/HB2986/Introduced>

HB 3056 – Relating to liens. Prevents extinguishment of lien upon entry of judgment in action to recover unpaid planned community or condominium assessment.

Effective date: January 1, 2018

LINK: <https://olis.leg.state.or.us/liz/2017R1/Downloads/MeasureDocument/HB3056/Enrolled>

HB 3059 – Relating to special declarant rights. Precludes right of recovery by transferor of special declarant rights to interest in condominium or planned community.

Effective date: January 1, 2018

LINK: <https://olis.leg.state.or.us/liz/2017R1/Downloads/MeasureDocument/HB3059/Enrolled>

***SB 149** – Provides that property of Limited Liability Company qualifies for property tax exemption or special assessment if Limited Liability Company is wholly owned by nonprofit corporations or public bodies and property, if held directly by each nonprofit corporation owner of limited liability Company, would qualify for such exemption or special assessment.

Effective date: October 6, 2017

LINK: <https://olis.leg.state.or.us/liz/2017R1/Downloads/MeasureDocument/SB149/Enrolled>

SB 751 – Relating to documents related to marriage. Prohibits form of marriage application, license or record from requiring address for entity authorized to solemnize marriage.

Effective date: January 1, 2018

LINK: <https://olis.leg.state.or.us/liz/2017R1/Downloads/MeasureDocument/SB751/Enrolled>

SB 865 – Relating to approval of plats by certain special districts. Requires county or city governing body to submit notice of tentative plan to certain special districts for district approval by governing body.

Effective date: January 1, 2018

LINK: <https://olis.leg.state.or.us/liz/2017R1/Downloads/MeasureDocument/SB865/Enrolled>

***SB 149 – aka “The Life Flight Bill” or the “which LLC is it Bill”**

Provides that property of Limited Liability Company qualifies for property tax exemption or special assessment if Limited Liability Company is wholly owned by nonprofit corporations or public bodies and property, if held directly by each nonprofit corporation owner of limited liability Company, would qualify for such exemption or special assessment.

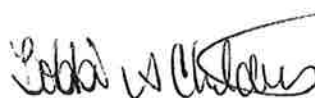
Effective date: October 6, 2017

LINK: <https://olis.leg.state.or.us/liz/2017R1/Downloads/MeasureDocument/SB149/Enrolled>

I received an email within my association that says that we don't need to monitor LLC recordings now due to SB149. The argument is this: SB 149 qualifies property for an exemption under 307.022. ORS 311.411 requires county clerk to not record documents that convey title to any entity exempt under 307.040 or 307.090. SB149 does mention ORS 307.090, but only because an LLC needs to be owned by one of those entities mentioned in 307.090.

See attachment: A – Also I have included my 2017 Amended Synopsis of Oregon Election Laws.

Submitted by Bobbi Childers, Morrow County Clerk



Attachment B

Morrow County
Clerk Recording
Document Type By Title Report
7/1/2016 to 6/30/2017

C-ACC: ASSIGN CONTRACT	3
C-CON: CONTRACT	3
C-CONMEM: CONTRACT MEMORANDUM	6
C-LSCON: LAND SALE CONTRACT	5
C-MCON: MODIFY CONTRACT	1
C-RECON: REAL ESTATE CONTRACT	4
CC-CP: CIVIL PENALTY	1
CC-NPA: NOTICE OF PENDENCY OF AN ACTION	7
CC-RLP: RELEASE LIS PENDENS	4
CC-RPOAA: RELEASE PENDENCY OF AN ACTION	2
CCR-CCR: COVENANTS CONDITIONS & RESTRICTIONS	2
CCR-REDC: RESTRICTIVE DEED COVENANTS	1
CCR-TRC: TERMINATION OF RESTRICTIVE COVENANTS	1
COM-COMC: COUNTY COMMISSIONER'S DOCUMENT	1
COM-COMR: ROAD COMMISSIONER'S DOCUMENT	39
D-BS: BARGAIN AND SALE DEED	75
D-CCB: APPLICATION & CERTIFICATION EXEMPTING	16
D-CEM: CEMETERY DEED	4
D-CERT: CERTIFICATE OF SALE OF REAL PROPERTY	4
D-COR: CORRECTIVE DEED	2
D-D: DEED	13
D-DC: CERTIFICATE OF DEATH	43
D-DLIEU: DEED IN LIEU OF FORECLOSURE	1
D-EST: ESTOPPAL DEED	3
D-LOT: LOT LINE ADJUSTMENT	1
D-PRD: PERSONAL REPRESENTATIVES DEED	13
D-QD: QUITCLAIM DEED	26
D-SD: SHERIFFS DEED	24
D-SUDE: SUCCESSORS DEED	10
D-TD: TRUSTEES DEED	12
D-TOE: TRANSFER OR ENCUMBERANCE	6
D-WATER: WATER RIGHTS	7
D-WD: WARRANTY DEED	273
E-EAS: EASEMENT	57
E-RMI: ROAD MAINTENANCE AND IMPROVEMENT	1
E-ROW: RIGHT OF WAY EASEMENT	2
F-AF: AFFIDAVIT OF FORFEITURE	3
F-AM: AFFIDAVIT OF MAILING	13
F-AMAT: AFFIDAVIT OF MAILING AMENDED TRUSTEES NOTICE OF SALE	3
F-ANM: AFFIDAVIT OF NON MILITARY SERVICE	1
F-AP: AFFIDAVIT OF PUBLICATION	5
F-APOST: AFFIDAVIT OF POSTPONEMENT	3
F-APR: AFFIDAVIT OF PROOF	1
F-AS: AFFIDAVIT OF SERVICE	5
F-COC: CERTIFICATE OF COMPLIANCE	15
F-NOD: NOTICE OF DEFAULT & ELECTION TO SELL	11

Morrow County
Clerk Recording
Document Type By Title Report
7/1/2016 to 6/30/2017

F-NOS: TRUSTEES NOTICE OF SALE	4
F-REL: RELEASE OF REAL PROPERTY FROM FORFEITURE	1
F-RESNOD: RESCISSION OF NOTICE OF DEFAULT	3
F-TFD: TAX FORECLOSURE DEED	2
F-WRIT: WRIT OF EXECUTION	11
L-AMB: AMBULANCE LIEN	4
L-CHAT: CHATTEL LIEN	1
L-CN: COMPLETION NOTICE	20
L-CONST: CLAIM OF CONSTRUCTION LIEN	5
L-DW: DISTRAINT WARRANT	143
L-HLIEN: HOSPITAL LIEN	1
L-IRS: IRS LIEN	7
L-L: LIEN	18
L-LPP: LIEN ON PERSONAL PROPERTY	93
L-LRA: LIEN RECORD ABSTRACT	1
L-MUNL: MUNICIPAL LIEN	11
L-RIRS: RELEASE IRS LIEN	2
L-RTLSC: RELEASE TAX LIEN FOR SENIOR CITIZENS	2
L-RW: RELEASE WARRANT	59
L-SAT: SATISFACTION	21
L-SCAL: SATISFACTION OF COUNTY ASSESSMENT LIEN	100
L-SCONST: SATISFACTION OF CONSTRUCTION LIEN	12
L-SCTD: SENIOR CITIZENS TAX DEFERRAL	1
L-SLF: SATISFACTION OF LIFE FLIGHT LIEN	1
LE-ALEA: ASSIGN LEASE	9
LE-GL: GROUND LEASE	1
LE-LA: LEASE AGREEMENT	17
LE-LEA: LEASE	2
LE-MCL: MEMORANDUM OF COMMERCIAL LEASE	1
LE-SUB: SUBLEASE	1
LE-TL: TERMINATE LEASE	2
M-AA: ASSUMPTION AGREEMENT	1
M-AFF: AFFIDAVIT OF AFFIXATION	3
M-AMTD: AMEND DEED OF TRUST	3
M-APTR: APPOINT TRUSTEE	25
M-AR: ASSIGN RENTS	6
M-ASSLR: ASSIGN LEASES & RENTS	7
M-ASSTD: ASSIGN TRUST DEED	54
M-ATD: ADDENDUM TO TRUST DEED	1
M-ATT: ATTORNMENT AGREEMENT	1
M-AUCCAM: AMEND UCC	5
M-FIX: FIXTURE FILING	17
M-LOC: LINE OF CREDIT INSTRUMENT	45
M-M: MORTGAGE	10
M-MA: MODIFICATION AGREEMENT	1
M-MTD: MODIFICATION OF TRUST DEED	26

Morrow County
Clerk Recording
Document Type By Title Report
7/1/2016 to 6/30/2017

M-NDAA: NON DISTURBANCE & ATTORNMENT AGREEMENT	3
M-PARTREC: PARTIAL RECONVEYANCE	23
M-RECON: DEED OF RECONVEYANCE	329
M-RNOD: REQUEST FOR NOTICE OF DEFAULT	1
M-SAT: SATISFACTION	27
M-SI: SECURITY INSTRUMENT	10
M-STD: SECOND TRUST DEED	5
M-SUBA: SUBORDINATION AGREEMENT	13
M-SUBT: SUBSTITUTE TRUSTEE	238
M-TD: TRUST DEED	257
M-UCCC: CONTINUE UCC	9
M-UCCFS: UCC FINANCING STATEMENT	18
M-UCCT: TERMINATE UCC	13
MD-AD: AFFIANTS DEED	6
MD-DIS: COUNTY DISCLAIMER STATEMENT	2
MM-SI: SUPPLEMENTAL INDENTURE	3
PLAT-AC: AFFIDAVIT OF CORRECTION	2
PLAT-PART: PARTITION PLAT	7
PLAT-SUB: SUBDIVISION PLAT	2
POA-DPOA: POWER OF ATTORNEY - DURABLE	5
POA-LPOA: POWER OF ATTORNEY - LIMITED	6
POA-POA: POWER OF ATTORNEY	3
POA-REPOA: POWER OF ATTORNEY TO SELL REAL ESTATE	3
POA-SPOA: POWER OF ATTORNEY - SPECIAL	4

Total: 2483

Morrow County
Clerk Recording
Document Type By Title Report
7/1/2017 to 10/18/2017

C-ACC: ASSIGN CONTRACT	1
C-CONMEM: CONTRACT MEMORANDUM	4
C-LSCON: LAND SALE CONTRACT	3
CC-NPA: NOTICE OF PENDENCY OF AN ACTION	2
CC-RLP: RELEASE LIS PENDENS	2
CC-RPOAA: RELEASE PENDENCY OF AN ACTION	1
COM-COMR: ROAD COMMISSIONER'S DOCUMENT	7
D-BS: BARGAIN AND SALE DEED	24
D-CCB: APPLICATION & CERTIFICATION EXEMPTING	2
D-CEM: CEMETERY DEED	7
D-COR: CORRECTIVE DEED	2
D-D: DEED	2
D-DC: CERTIFICATE OF DEATH	9
D-DLIEU: DEED IN LIEU OF FORECLOSURE	1
D-PRD: PERSONAL REPRESENTATIVES DEED	1
D-QD: QUITCLAIM DEED	6
D-SD: SHERIFFS DEED	8
D-SUDE: SUCCESSORS DEED	2
D-TD: TRUSTEES DEED	4
D-TOE: TRANSFER OR ENCUMBERANCE	3
D-WATER: WATER RIGHTS	3
D-WD: WARRANTY DEED	74
E-EAS: EASEMENT	11
E-REC: RECIPROCAL EASEMENT	1
F-AM: AFFIDAVIT OF MAILING	5
F-AP: AFFIDAVIT OF PUBLICATION	3
F-AS: AFFIDAVIT OF SERVICE	1
F-COC: CERTIFICATE OF COMPLIANCE	6
F-DA: DEFAULT AGREEMENT	1
F-NOD: NOTICE OF DEFAULT & ELECTION TO SELL	3
F-NOS: TRUSTEES NOTICE OF SALE	1
F-RESNOD: RESCISSION OF NOTICE OF DEFAULT	1
F-TFD: TAX FORECLOSURE DEED	1
L-AMB: AMBULANCE LIEN	1
L-ATT: ATTORNEYS LIEN	1
L-CN: COMPLETION NOTICE	6
L-CONST: CLAIM OF CONSTRUCTION LIEN	4
L-DW: DISTRAINT WARRANT	26
L-IRS: IRS LIEN	2
L-LPP: LIEN ON PERSONAL PROPERTY	1
L-LRA: LIEN RECORD ABSTRACT	1
L-MUNL: MUNICIPAL LIEN	2
L-RML: RELEASE MUNICIPAL LIEN	1
L-RW: RELEASE WARRANT	19
L-SAT: SATISFACTION	2
L-SCAL: SATISFACTION OF COUNTY ASSESSMENT LIEN	26

Morrow County
Clerk Recording
Document Type By Title Report
7/1/2017 to 10/18/2017

L-SCONST: SATISFACTION OF CONSTRUCTION LIEN	2
L-SCTD: SENIOR CITIZENS TAX DEFERRAL	1
L-SLF: SATISFACTION OF LIFE FLIGHT LIEN	1
LE-ALEA: ASSIGN LEASE	1
LE-GL: GROUND LEASE	1
LE-LA: LEASE AGREEMENT	3
LE-LOTP: LEASE WITH OPTION TO PURCHASE	1
LE-MCL: MEMORANDUM OF COMMERCIAL LEASE	2
M-APTR: APPOINT TRUSTEE	10
M-AR: ASSIGN RENTS	3
M-ASI: ASSIGN SECURITY INSTRUMENT	2
M-ASSLR: ASSIGN LEASES & RENTS	2
M-ASSTD: ASSIGN TRUST DEED	24
M-FIX: FIXTURE FILING	4
M-LOC: LINE OF CREDIT INSTRUMENT	16
M-M: MORTGAGE	2
M-MTD: MODIFICATION OF TRUST DEED	7
M-PARTREC: PARTIAL RECONVEYANCE	6
M-RECON: DEED OF RECONVEYANCE	102
M-SAT: SATISFACTION	8
M-SI: SECURITY INSTRUMENT	2
M-STD: SECOND TRUST DEED	1
M-SUBA: SUBORDINATION AGREEMENT	1
M-SUBT: SUBSTITUTE TRUSTEE	80
M-TD: TRUST DEED	63
M-UCCC: CONTINUE UCC	1
M-UCCFS: UCC FINANCING STATEMENT	2
MD-AD: AFFIANTS DEED	1
MD-TTD: TRUST TRANSFER DEED	1
MM-SI: SUPPLEMENTAL INDENTURE	1
PLAT-PART: PARTITION PLAT	1
PLAT-SUB: SUBDIVISION PLAT	1
POA-DPOA: POWER OF ATTORNEY - DURABLE	1
POA-LPOA: POWER OF ATTORNEY - LIMITED	5
POA-REPOA: POWER OF ATTORNEY TO SELL REAL ESTATE	1

Total: 654

**Morrow County Clerk
Cashier Management System
Account Totals by Fiscal Year**

Account Description	Account Number	July 2016	August 2016	September 2016	October 2016	November 2016	December 2016	2016 - 2017 Fiscal Year
Plat Fees	101.103.3.40.4156	\$0.00	\$0.00	\$100.00	\$200.00	\$100.00	\$100.00	\$900.00
		January 2017	February 2017	March 2017	April 2017	May 2017	June 2017	
		\$200.00	\$0.00	\$0.00	\$100.00	\$100.00	\$0.00	
Marriage Licenses	101.105.3.40.4021	\$75.00	\$250.00	\$50.00	\$50.00	\$25.00	\$0.00	\$750.00
		January 2017	February 2017	March 2017	April 2017	May 2017	June 2017	
		\$0.00	\$50.00	\$25.00	\$25.00	\$125.00	\$75.00	
Domestic Partnerships	101.105.3.40.4021D	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2016 - 2017 Fiscal Year
		January 2017	February 2017	March 2017	April 2017	May 2017	June 2017	
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Marriages Performed	101.105.3.40.4022	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2016 - 2017 Fiscal Year
		January 2017	February 2017	March 2017	April 2017	May 2017	June 2017	
		\$0.00	\$0.00	\$105.00	\$0.00	\$0.00	\$0.00	
OLIS State Mapping Fee	101.105.3.40.4023	\$164.06	\$182.00	\$158.00	\$179.00	\$152.00	\$152.00	2016 - 2017 Fiscal Year
		January 2017	February 2017	March 2017	April 2017	May 2017	June 2017	
		\$198.00	\$122.00	\$174.00	\$145.00	\$172.00	\$303.00	
Domestic Violence	101.105.3.40.4024	\$75.00	\$250.00	\$50.00	\$50.00	\$25.00	\$0.00	2016 - 2017 Fiscal Year
		January 2017	February 2017	March 2017	April 2017	May 2017	June 2017	
		\$0.00	\$50.00	\$25.00	\$25.00	\$125.00	\$75.00	
Domestic Violence (Domestic Partnership)	101.105.3.40.4024D	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2016 - 2017 Fiscal Year
		January 2017	February 2017	March 2017	April 2017	May 2017	June 2017	
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Attorney General Fee	101.105.3.40.4025	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2016 - 2017 Fiscal Year
		January 2017	February 2017	March 2017	April 2017	May 2017	June 2017	
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Account Totals by Fiscal Year

Account Description	Account Number	July 2016	August 2016	September 2016	October 2016	November 2016	December 2016	2016 - 2017 Fiscal Year
		January 2017	February 2017	March 2017	April 2017	May 2017	June 2017	
Microfiche Fees	101.105.3.40.4180	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Recording Fees	101.105.3.40.4181	\$4,461.97	\$4,080.00	\$3,825.00	\$4,205.00	\$4,845.00	\$3,630.00	\$47,476.97
		\$3,915.00	\$3,175.00	\$3,225.00	\$3,190.00	\$4,850.00	\$4,075.00	
Certification Fees	101.105.3.40.4185	\$30.75	\$96.50	\$23.00	\$23.00	\$15.25	\$11.25	\$360.00
		\$3.75	\$41.75	\$19.00	\$0.00	\$57.50	\$38.25	
Photocopy Fees	101.105.3.40.4186	\$720.25	\$951.75	\$878.00	\$1,246.25	\$280.50	\$870.75	\$11,881.25
		\$897.50	\$3,446.25	\$1,053.50	\$79.25	\$408.25	\$1,049.00	
Miscellaneous Revenue	101.105.3.40.4187	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Location Fees	101.105.3.40.4188	\$135.00	\$52.50	\$120.00	\$116.25	\$138.75	\$127.50	\$3,296.25
		\$131.25	\$423.75	\$217.50	\$213.75	\$408.75	\$1,211.25	
Candidate Filing Fees	101.105.3.40.4191	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$500.00
		\$0.00	\$220.00	\$270.00	\$0.00	\$0.00	\$0.00	
Special Election Fees	101.105.3.40.4192	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,467.15
		\$367.25	\$0.00	\$0.00	\$0.00	\$0.00	\$8,099.90	
Tax & Assessment Fee	101.105.3.40.4193	\$82.06	\$91.00	\$79.00	\$89.50	\$76.00	\$76.00	\$1,050.56
		\$99.00	\$61.00	\$87.00	\$72.50	\$86.00	\$151.50	

Account Totals by Fiscal Year

Account Description	Account Number	July 2016	August 2016	September 2016	October 2016	November 2016	December 2016	2016 - 2017 Fiscal Year
		January 2017	February 2017	March 2017	April 2017	May 2017	June 2017	
Service Fees	101.105.3.40.4195	\$129.50	\$140.00	\$100.00	\$155.00	\$175.00	\$75.00	\$2,179.50
		\$145.00	\$205.00	\$670.00	\$210.00	\$125.00	\$50.00	
overpayment	101.105.3.40.4195 b	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2016 - 2017 Fiscal Year
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Passport Pictures	101.105.3.40.4196	\$40.00	\$50.00	\$40.00	\$90.00	\$60.00	\$30.00	2016 - 2017 Fiscal Year
		\$90.00	\$160.00	\$240.00	\$70.00	\$70.00	\$60.00	
Computer Printouts	101.105.3.40.4365	\$0.00	\$0.00	\$14.50	\$0.00	\$0.00	\$0.00	2016 - 2017 Fiscal Year
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Death Certificates	101.105.3.40.4672	\$865.00	\$640.00	\$170.00	\$600.00	\$280.00	\$315.00	2016 - 2017 Fiscal Year
		\$125.00	\$730.00	\$320.00	\$650.00	\$90.00	\$545.00	
Road Vacation Fees	101.105.3.40.4673	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2016 - 2017 Fiscal Year
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Domestic Partnerships	101.105.3.40.DPS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2016 - 2017 Fiscal Year
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Overpayments	101.105.3.60.4189	\$0.00	\$10.25	\$5.00	\$10.00	\$51.00	\$0.00	2016 - 2017 Fiscal Year
		\$0.00	\$30.00	\$36.00	\$20.00	\$5.00	\$0.00	
Surveyor Plat Check	101.118.3.40.4014	\$0.00	\$0.00	\$200.00	\$400.00	\$0.00	\$200.00	2016 - 2017 Fiscal Year
		\$400.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	

Account Totals by Fiscal Year

Account Description	Account Number	July 2016	August 2016	September 2016	October 2016	November 2016	December 2016	2016 - 2017 Fiscal Year
		January 2017	February 2017	March 2017	April 2017	May 2017	June 2017	
Surveyor Subdivision	101.118.3.40.4187	\$0.00	\$0.00	\$0.00	\$0.00	\$320.00	\$0.00	\$630.00
		\$0.00	\$0.00	\$0.00	\$310.00	\$0.00	\$0.00	
Surveyor Vacation	101.118.3.40.4194	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2016 - 2017 Fiscal Year
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Preservation Account	208.118.3.40.4323	\$1,492.19	\$1,244.50	\$1,216.00	\$1,425.00	\$1,187.50	\$1,130.50	2016 - 2017 Fiscal Year \$15,077.19
		\$1,577.00	\$1,045.00	\$1,282.50	\$912.00	\$1,482.00	\$1,083.00	
Records Fees	233.105.3.40.4181	\$160.63	\$156.50	\$143.00	\$164.50	\$138.50	\$135.50	2016 - 2017 Fiscal Year \$1,844.13
		\$182.00	\$116.00	\$154.50	\$120.50	\$164.00	\$208.50	
Clerk's Fees	681.681.3.10.1003	\$1,476.62	\$1,638.00	\$1,422.00	\$1,611.00	\$1,368.00	\$1,368.00	2016 - 2017 Fiscal Year \$18,909.62
		\$1,782.00	\$1,098.00	\$1,566.00	\$1,305.00	\$1,548.00	\$2,727.00	
State Housing Fees	685.685.3.40.4197	\$3,281.47	\$3,540.00	\$2,860.00	\$3,360.00	\$2,900.00	\$3,040.00	2016 - 2017 Fiscal Year \$38,661.47
		\$3,540.00	\$2,440.00	\$3,080.00	\$2,180.00	\$3,440.00	\$5,000.00	

Total: \$162,851.90

Attachment



Agreement to participate in the Electronic Marriage Record Feed

On behalf of Morrow County, I choose to participate in the secure transfer of electronic marriage records between my county and the Center for Health Statistics (State Vital Records Office). I have selected:

- Option A – transfer of complete data *including* social security number, race and ethnicity, and an image of the legal filed record (8.5 by 11)

Electronic marriage records including images will be transferred within two weeks of the date filed at the County Clerk's office. The transfer is secure and the data and image will be encrypted. The transfer is unidirectional from Morrow County to the Center for Health Statistics. The Center for Health Statistics cannot transfer any information back to Morrow County through this system.

Transmission of electronic marriage records including an image of the filed record meets the requirement for submission of marriage records to the Center for Health Statistics under ORS 106.100(3) and ORS 432.173(4). Original paper records of marriage will be sent to the Center for Health Statistics for storage.

The electronic marriage records including images of the filed records will be loaded to the state electronic marriage registration system, one module of the system commonly known as OVERS, for use in identifying records for issuance of certified copies and for statistical analysis.

The Center for Health Statistics will work with Morrow County to resolve problems or concerns related to the electronic marriage record feed. If Morrow County decides to stop participating in the electronic marriage record feed, I will notify the Center for Health Statistics.

Signature

Print name

Title

Date

County Marriage Feed Rollout – Option A – Phase One (October) Meeting

09-11-2017

10:00 am to 11:00 am

PSOB Rm 612-17

Conference Call 1-888-204-5987 and use participant code

3941267

Attendees:

Murray Giesbrecht (Helion Software)	Steve Taylor (Helion Software)	Bobbi Childers (Morrow County)	Tammy Johnston (Harney County)	Kathy Marston (Jefferson County)
Jennifer Woodward (Oregon VR)	Karen Hampton (Oregon VR)	Cheryl Seely (Crook County)	Gayle Jensen (Yamhill County)	Cody Wang (Oregon VR)
JoAnn Jackson (Oregon VR)	Karen Cooper (Oregon VR)	Derrin Robinson (Harney County)	Brian Van Bergen (Yamhill County)	Kelli Wasson (Oregon VR)

Topic:

1. **Welcome and Introductions - Jennifer**
2. **County Marriage Feed – Timeline and Process**

<u>Date</u>	<u>Activity</u>
9/11/2017	Attend County Marriage Feed Rollout Kickoff Meeting
9/11/2017	Counties continue to send in their paper marriage records to the State as usual.
9/11/2017	As paper marriage records are received at the State, staff will set aside any paper records with a license issue date of 09-01-2017 (Crook, Harney, Jefferson, Morrow, and Yamhill). <u>However, paper marriage records received with a license issue date of 08-31-2017 back are entered into the Oregon Vital Events Registration System (OVERS)</u>
09-12-2017 to 09-30-2017	Helion works with rollout counties to update their software to be able send marriage records through the county marriage feed (exact time of software update to be determined by the individual county and Helion)
10/1/2017	Official start date of County Marriage Feed rollout
	Marriage records (data and images) with a licensed issue date of 09-01-2017 forward that are considered complete are sent through the County Marriage Feed
10/1/2017 to 10-31-2017	As paper marriage records are received at the State they are compared with the marriage data and record image loaded in the Oregon Vital Events Registration System (OVERS)

	Counties mail in paper marriage records twice a week to the state and send records through the county marriage feed either daily by batch or at least twice a week if county has selected to send by demand.
	Meet for short weekly meetings with all counties present, State Vital Records, and Helion to get status, updates and to work through any problems
11/1/2017	Rollout complete - Auditing of county paper marriage records against marriage data and record image is discontinued.
	Counties are considered to be in maintenance mode.

3. Helion – the County Marriage Feed from the County side

Software Installation

How it works

Questions from Steve to the Counties

Training

Questions for Steve

4. County Marriage Feed Helpful Hints for the paper marriage records

- a) Scanning-for Good Record Image Quality – Scanners can leave lines on the scanned image where the document pages end. The current image format puts the outline of the record into the border seals at the top of the paper obscuring one of the security features of the security paper.
- b) Please do not put print or stamp in the right hand corner of the record. Anything printed or stamped on the right hand corner of the record can also print over the State File Number or the new foil security feature.

5. Required Minimum marriage data Items for the State

Although we want all the marriage data items available, the following data items are required for the County Marriage Feed?

Party A and Party B Names
Party A and Party B Legal Names at Birth
Party A and Party B Sex
Party A and Party B Birthplace
Marriage Licensing County
Date of Marriage
County where Marriage occurred
Party A and Party B Race/Ethnicity (confidential item)
Party A and Party B Social Security Number (confidential item)

6. (Steve) Marriage data Items needed by the Helion software to be considered complete

7. County Marriage Feed Rollout Contact Information (Backup also if available - would like back-ups to attend weekly calls also)

8. Questions

9. Action Items:

10. Next Steps

Vital Records Fee Increase
Checklist for County Vital Records Offices
September 19, 2017

The Center for Health Statistics would like to share a checklist that may be helpful to you when preparing for the change in vital records fees. The new fee is effective January 1, 2018.

Vital Records Fees Preparation Checklist

- NEW FEES APPROVED:** On January 1, 2018 the next phase of the fee increase will take effect. The change in fee is part of existing rule and does not require another rule update. The fee for the first copy of a vital record will remain the same. The fee for each additional copy will be \$25.00.

Please confirm that the new fee has been approved by your county government entity. Remember that the county must charge the same fee as the state. If the county is not able to implement the new fee amount by January 1, 2018, the county cannot issue additional certified copies. This means that if the county gets an order for six death certificates, only one can be provided until the new fee is in place.

Orders received by mail after January 1, 2018 that are postmarked in 2017 can be at the old fee of \$20.00. Orders received in person or by telephone must have the new fee beginning January 1, 2018.

- FORMS:** County forms, such as for orders for customers use, should be checked and revised as necessary. All state vital records forms will be updated and available by January 1, 2018.
- BROCHURES or PUBLICATIONS:** Make sure any brochures or publications that have the fees listed are updated.
- POLICIES and PROCEDURES:** Update fee amounts that are listed in your policies and procedures.
- WEB PAGES:** Change all web pages with new fee information. Don't forget to check forms that you may have loaded on your websites.
- PHONE MESSAGE SCRIPTS:** Ensure that voice mail messages that contain fee information are updated.
- OVERS ORDER PROCESSING SCREENS and REPORTS:** The state vital records office is working with the OVERS vendor to make sure the new fees are set up for each county.
- BILLING SOFTWARE and REPORTS:** Remember to check your billing software and reporting system and make the appropriate changes.
- STAFF:** Communicate with staff regularly about the fee changes and train staff as needed.

2018 Vital Records Fee Schedule

Not all services shown. See rules for complete information.

Services	Current Fee	New fee Jan. 1, 2018	Fee collected by
Birth Certificates -- First Copy	\$25.00	\$25.00	County & State
-- Each Additional Copy	\$20.00	\$25.00	County & State
Death Certificates -- First Copy	\$25.00	\$25.00	County & State
-- Each Additional Copy	\$20.00	\$25.00	County & State
Marriage (& ORDP) Certificates -- First Copy	\$25.00	\$25.00	State only
-- Each Additional Copy	\$20.00	\$25.00	State only
Divorce (dissolution of ORDP) Certificates -- First Copy	\$25.00	\$25.00	State only
-- Each Additional Copy	\$20.00	\$25.00	State only
Expedited Order	\$7.00	\$7.00	* State only
Amendments	\$35.00	\$35.00	State only
Certificate Replacement Fee **	\$5/per replacement	\$5/per replacement	County & State
Verification Fee	\$10/first 5 for free	\$10/first 5 for free	State only
Certified copy of birth record requested as image (no discounts for additional copies)	\$30.00	\$30.00	State only
Pre-adoption birth record	\$30.00	\$30.00	State only
Contact Preference form	\$25.00	\$25.00	State only
Amendment expedite fee	\$30.00	\$30.00	State only

* County can charge this fee if orders are submitted via the Internet or phone with a credit card and are processed within 3 business days.

** One free certified copy for birth records; no replacement fee if only medical amendment for death records.

Attachment E



January 23, 2018

Last day for court ordered changes to ballot title, explanatory statement, or financial estimate and estimate of fiscal effects to be filed with the Secretary.	November 6
Last day to file measure arguments to be included in the state voters' pamphlet.	November 13
Measure arguments become available for public inspection.	November 17
Secretary of State certifies the ballot to the county election officials.	November 20
Last day to inactivate voters for non-voting or failure to update.	November 23
Last day to mail ballots to military/overseas voters.	December 9
Seven day campaign finance transaction reporting begins.	December 12
Last day to designate official ballot dropsites. Last day to establish or divide precincts.	December 24
First day to mail ballots to out of state voters.	December 26
Voters' pamphlet mailing.	December 27-29
Last day to register to vote.	January 2
First day to mail ballots.	January 3
Last day to mail ballots to voters without daily mail service.	January 5
Last day to mail ballots.	January 9
First day to open return identification and secrecy envelopes and to scan ballots in accordance with security plan approved by Secretary of State. Last day to conduct public certification test of vote tally system.	January 16
Last day required to mail absentee/replacement ballots.	January 18
County Clerk's office open 7 am - 8 pm. Official dropsites open until 8 pm, for minimum of 8 hours. Seven day campaign finance transaction reporting ends.	January 23
Information identifying voters with ballots challenged for missing or non-matching signatures available for public inspection.	January 31
Last day to resolve ballot challenges.	February 6
Last day to prepare and deliver abstracts to the Elections Division.	February 12
Last day to prepare and electronically deliver precinct level results and Ballot Count Report to Secretary of State.	February 22
Last day for Secretary of State to canvass votes and for Governor to issue measure proclamation.	

Attachment F



PO Box 338-- Heppner, Oregon 97836
(541) 676-5604 FAX (541) 676-9876
5601

County Clerk
Bobbi A. Childers Ext.
Deputy Clerk
Theresa Crawford:
Recording Ext. 5600
Deputy Clerk
Kandy Boyd: Elections Ext. 5603

October 12, 2017

STATE OF OREGON }
County of Morrow }

TO: Michael Gorman, Morrow County Assessor/Tax Collector

IN THE NAME OF THE STATE OF OREGON
COUNTY OF MORROW

You are hereby authorized to collect the taxes charged for the year 2017-2018 as shown in your Assessor's Certificate and Oath, dated October 12, 2017. Total amount of taxes to be collected \$32,086,762.02 less State Fish & Wildlife of \$77.28. Total taxes to be collected for the 2017-2018 tax roll are \$32,086,684.74.

Thirty two million, eighty six thousand, six hundred and eighty four dollars and seventy four cents. (\$32,086,684.74)

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of the Morrow County this 12th day of October, 2017.


Bobbi Childers, Morrow County Clerk

Real Property.....	\$19,430,489.09
Personal Property.....	\$ 1,865,202.69
Manufactured Structures.....	\$ 350,239.82
Utilities.....	\$10,440,830.42
Less State Fish & Wildlife.....	\$76.25

Attachment G



PO Box 338-- Heppner, Oregon 97836
(541) 676-5604 FAX (541) 676-9876

County Clerk
Bobbi A. Childers Ext. 5601

October 9, 2017

Karen Wolff
Morrow County Personnel Director

**MEMO: Morrow County Clerks' Office/Staff Reclassification –
Updated Job Descriptions**

RE: Morrow County Chief Deputy Clerk/Elections
RE: Morrow County Chief Deputy Clerk/Records

Personnel Director,

I am submitting new job classifications for my office. We are currently using job descriptions from 1995 in the Clerks' office. I would like to update the current job descriptions, so that they can be current and concise with ever changing laws, rules and technological changes that are part of this office.

The job descriptions attached are in line with current trends in modernization of voter registration processes, vote by mail, election security and processing new and changing election legislation every year. Along with our Records department we are currently following best practices for eRecording, by following Uniform Electronic Transactions Act (UETA) and being committed to serve the public as we transition to electronic records.

The knowledge of paper records and microfilm practices must be kept along with the incorporation of scanning and storage systems of all records (including election material) permanently. The records of the county are one of the most important functions for Morrow County, preserving real property records in perpetuity is a challenging responsibility, we currently use the latest technologies. Complete image and indexing systems are meaningless if you don't have trained employees to interpret the laws, along with the knowledge of preserving multilayered records due to old and new processes coming together. These jobs deal with records management and the expectation of honest and fair records and election processes.

Sincerely,

A handwritten signature in cursive script that reads "Bobbi Childers".

Bobbi Childers,
Morrow County Clerk

cc: Kim Cutsforth, Administrator

JOB DESCRIPTION

Date Prepared: October 5, 2017
Position Title: Chief Deputy Clerk - Elections
Department: County Clerk's Office
Supervisor: County Clerk

Position Overview: Directly assists the County Clerk in all aspects of elections held in Morrow County. Day to day operations of the Oregon Centralized Voter Registration program (OCVR). Maintains election supply inventory, election archives, and retention.
Included duties: Board of Property Tax Appeals & Land evaluation process (BOPTA). Review and process United States Passport Applications. Issuance, processing and archiving of Marriage Licenses. Deputy Death registrar which involves issuance of death certificates within the Oregon Vital Events Records System (OVERS). Courthouse/countywide phone operator, research, notarial duties, proofreading, public relations, creating and storing digital records. Provides back-up support to other personnel as workload levels dictate. Even though this office is a public record office, confidentiality is required as we hold many different documents. This office works with other county agencies, city, state and federal offices. **This position is cross-trained in the Chief Deputy Clerk-Recording position and performs those duties as well, due to the size of the office. This position is deputized to act on behalf of the County Clerk in their absence.**

Supervisory Responsibilities: Supervised by the County Clerk. This position is involved with the orientation, training and supervising of the election board committee members as well as guidance to the special districts, the city records clerk, and other departmental personnel. Supervisory responsibilities of employees is not a day to day assigned responsibility to this position except during elections, however supervisory responsibilities would be required of a newly hired employee in a Deputy Clerk position

Working Environment: Work is generally performed indoors in the Clerk's office at the County Courthouse. Heavy computer use on a continual basis. Extended hours are a requirement during the election cycles. May be exposed to angry or hostile individuals and disruptive people. Frequent interruptions may interfere with work targets. Occasionally, work is done at the County Clerk's satellite office in Irrigon. May sometimes involve picking up ballots across county and working with outside agencies for this duty.

Job Impact: Errors in workflow can result in inaccurate information regarding elections which in turn could result in the invalidation of elections, embarrassment and/or significant civil liability to the county.

Qualifications:

- Education, Experience and Training –
 - High School Education or equivalent
 - Two years of relevant work related experience which demonstrates the knowledge, skills and abilities to perform the clerical duties as well as detailed oriented data entry. Prior experience in an Election department is preferred
- Knowledge of complex automated office equipment and systems computer hardware/software and the ability to effectively and efficiently use computers, scanners, and configure digital files to create complex reports required by law, Capability to learn and understand the following:
 - The voter registration program which includes Online Voter Registration, National Change of Address/DMV updates (NCOA), Oregon Motor Voter program (OMV), and all other specialized programs utilized within the office. Implement and execute all forms of Voter Registration which may come from the above programs as well as voter registrations in any paper form. All Secretary of State Election manuals including the Vote By Mail Manual
 - Election processes and procedures, programming election systems, setting up and running an election
 - Complex laws, federal/state and all local laws relating to elections. Rules, regulations, and policies regarding county procedures and requirements. Interpret and use the Oregon Revised Statutes (ORS) 246-260, the Oregon Administrative Rules (OAR) 165 and BOPTA Oregon Revised Statutes (ORS) 309 as well as the retention laws for all records kept in this office

- Establish and continue to further effective working relationships with other staff, general public, and public officials from all diverse groups and backgrounds as well as all other agencies this office has a relationship within the county and all shared counties districts, to include:
 - Local recorders of cities/town and their elected officials, local post offices
 - Special district committee directors/members, within county and the shared county special districts
 - Secretary of State staff
- Excellent writing and analytical skills, as well as the ability to communicate effectively verbally
- Accurately perform basic math skills, learn and understand the mandatory percentages and numbers/formulas relating to various types of elections and candidates
- Ability to learn and implement county procedures, regulations and requirements with respect to procurement, budget, safety, operations and organization
- Attend trainings related to all facets of the office of the County Clerk
- Possession of a Valid Driver's license and acceptable driving record

Essential Job Functions

Physical:

- Ability to move materials weighing up to 15 lbs, handling cases of envelopes, forms, boxes of paper, etc., weighing up to 50 lbs. Handling of large deed books. Sit for extended periods of time, stand, kneel, bend, stoop, reach and manipulate objects. Hand/eye coordination needed for the use of answering and transferring calls/sending messages on a multi-line phone. Use of a ladder.
- Operate a county automobile independently (hazardous weather may arise during November elections)
- Requires 10-20 hour days & late night to early morning work hours during elections.
- Enter and retrieve data to/from the Oregon Centralization Voter Registration software and the Oregon Vital Events Records System. Manipulate complex data to meet requests of the general public and other entities
- Regular and predictable attendance

Mental:

- Adhere to Federal, State and local laws regarding the duties within the County Clerk's office
- Ability to read, write and comprehend English, comprehend and understand written and oral instructions, and perform basic math functions
- Communicate effectively with co-workers and the general public in a courteous and professional manner
- Ability to explain the Election process to the general public in a manner that is understandable
- Maintain confidentiality (this is required in the Office of the County Clerk)
- Work within the ADA compliance requirements

Job Duty Outline:

A. Elections

- Assist the County Clerk in the preparation and the conduct of elections throughout the year in accordance with the Oregon Vote by Mail Manual and ORS 246-260
- Inspect, check for conformity and process the candidate filings, measure filings, petitions and campaign finance forms. Monitor filing dates and deadlines, collect appropriate fees and issue receipts
- Preparation of and distribution of Notices of Appointment, Oath of Office, Certificates of Nominations, Certificates of Election and the Abstracts. Deliver election results to the media and public as requested
- Issuing of official ballots to the eligible voters and reissues/replacements as needed. Scanning of the ballot signature envelopes during each election and signature check. Keep accurate count of the ballots received, rejected, unaccepted, undeliverable, challenged, the costs for each election, registration count, observer Rules forms, challenge ballot log, voter lists requests and all other election tracking processes. Monitor the Election Archiving and Retention process, the Absentee voters and required forms. Prepares ballot drop boxes as needed and coordinates with local post offices for election ballot

delivery, proof reading of election material, maintains election envelope inventory and other supplies necessary for each election. Follow ballot security measures.

- Generate required correspondence to voters and watch for responses (includes VNC's, VCC's, Unsigned Signature Ballot Envelope postcards, update/more info needed letters and other types of letters), to districts, local election officials, as well as Secretary of State election staff
- Serves as a liaison between City, Special District and the Secretary of State's office in ensuring the accurate administration of 2-4 elections annually.
- Handle all aspects of the Election Board Committee which include: assist in training, scheduling, obtain completed forms and required documentation for employment, deliver oaths, prepare time sheets
- Provide assistance to candidates, local officials, and the general public by furnishing information for election manuals, forms and reports as requested as well as responding to questions and requests for information regarding the election process (candidates, districts, procedures & laws). Assures ethical practice and confidentiality is kept
- Aid with the development of policies and procedures that works to improve the quality of services delivered to the citizens of Morrow County
- Update election precinct maps, registration records. Notify electors when annexations, formations, dissolutions and any county redistricting and postal address changes are implemented
- Handles the day to day operations of the Oregon Centralization Voter Registration program
- Keep up to date in compliance with the election statutes, rules and regulations and any pending or new legislation that might benefit or adversely affect the operations of the election office, retention Laws
- Attends In and Out of County trainings, meetings, conferences as well as continuing education in Elections, Voter Registration & Vote by Mail

B. Voter Registration (Oregon Centralization Voter Registration)

- Works the Voter Registration data and related data bases within the OCVR and Election Management Systems which includes:
 - Examine the voter registration cards for required information and completeness, process all new voter registrations and updates to current registered voter's daily, either online through the Batch Voter Registration, in the mail or in person, scanning and indexing of the voter registration records, organization of the voter registration cards and keeps adequate inventory for the ordering of voter registration supplies, generate voter correspondence to include: voter notification cards, voter confirmation cards, update letters, absentee ballot request form letters, and numerous other types of correspondence
 - Keeps the Address Library updated (which also requires a working relationship with the surrounding city/town offices, the U.S. Postal offices and other county departments to insure accuracy of information.
- Continuing education on all statutory and procedural changes and updates that directly affect the registered voters of Morrow County. Become proficient in Vote by Mail and use of Oregon Centralized Voter Registration

C. Passport Acceptance Agent

- Receive, review and process United States Passport applications
- Assist all customers with questions and concerns of passport requirements and procedures
- Remain up to date in compliance with passport laws as well as maintaining the required confidentiality
- Use of digital camera for passport photos
- Obtain passport acceptance agent certificate within 2 months of hire
- Participate in and successfully complete annual mandatory training for passport acceptance agents
- Collects application fees and issue receipts
- Manages the inventory for required forms and supplies

D. Deputy Death Registrar and Issuance of Marriage License

- **Death Certificates duties to include:**
 - Receive and evaluate for completion and accuracy, sign and issue death certificates, amend death certificates when necessary, and maintain the death certificate log

- Requirement to preserve confidentiality
 - Attendance at trainings and webinars, and annual audit meetings with the Office of the State of Oregon Health Authority-Public Health Division
 - Communicate with Medical Examiner when needed, and staff at the State Vital Records office
 - Preserve working relationship with Funeral Directors, within county, outside of the county or state
 - Maintaining the commission certificate of the Deputy Death Registrar
 - Perform all duties as outlined in law and rule ORS 432.035 and OAR 333-011-0205
 - Ability to learn, navigate through and work in the Oregon Vital Events Record System (OVERS) program, which includes entering data for the death certificates and retrieval of information regarding those certificates
 - Collect applicable fees and issue receipts
- **Marriage License Program duties to include:**
 - Issues licenses to applicants, inspect for errors (both when issued to applicants and when returned from officiant) and certify to the State of Oregon vital records office. Retrieve more information from officiant when necessary. Issue certified copies to customers upon request, collect applicable fees and issue receipts.
 - Manage the marriage license log, and scan completed original into the marriage data base as a permanent record
 - Attend trainings and webinars , as well as the annual Assessment of Office Practices with the State of Oregon Health Authority-Public Health Division

E. BOPTA (Board of Property Tax Appeals)

- Assists with the coordination of the Board of Property Tax Appeals Program which includes:
 - Accept, review for completion and accuracy and process appeal petitions, prepare and distribute petition packages for the appeal hearings scheduled for all parties attending, post hearing notices
 - Process final paperwork upon end of hearing and send correspondence to proper parties
 - Attend and successfully complete training as well as attend any meetings or hearings in the absence of County Clerk

F. General Clerical Support Duties

- Answers multi line telephones for the office and the main switchboard for the entire county, directs calls to the appropriate departments. May include assisting the public in distress and directing them to the proper department (ex: law enforcement, fire department, numerous court offices, victim advocate, medical facility, etc.)
- Assists customers in person at counter, by email and by phone or fax. Provide fast, efficient and friendly customer service, make copies as requested or needed, collect applicable fees and issue receipts
- Maintains office supply inventory, county oaths and vehicle titles, map inventory used by the County Clerk's office, vault index logs
- Daily unlocking and locking of the doors to the County Courthouse
- Research and locate all documents for the general public, other county departments, and title companies, etc. Demonstrate the operation of public use equipment within the County Clerk's office
- Review the annual district budgets for required completed pages, date and file
- Follow all safety rules and procedures and compliance with the Morrow County Personnel Policies
- Work continually to upgrade the level of service provided to the public in accordance with the County Clerk's office policy
- Use of microfilm machine, mainframe computer, personal computer, 10 key calculator, copy machine, fax machine, postage machine, multi-line telephone system, large format printer, scanners and digital cameras
- Knowledge of legal land documents
- Monitor retention time regarding all records held in the office of the County Clerk

G. Extra Trainings

- First Aid and CPR
- Fire Extinguisher

H. Recording

- **All duties listed in the Chief Deputy Clerk-Recording Job Description are performed by this position also, due to mandatory requirement of Cross Training in both positions (see attached job description of Chief Deputy Clerk-Recording which is a permanent extension of the this job description)**

JOB DESCRIPTION

Date Prepared: October 5, 2017
Position Title: Chief Deputy Clerk-Recording
Department: County Clerk's Office
Supervisor: County Clerk

Position Overview: Directly assists the County Clerk in all aspects of the Records and Recordings held in Morrow County. Serve as the first impression for the County Clerk's office. Perform all duties in the recording of documents and the maintenance of Morrow County's official public records. **Included duties:** Passports, death certificates, marriages licenses (issuance and archiving), Board of Property Tax Appeals (BOPTA), courthouse and countywide phone operator, research, notary, proofreading, public relations, creating and storing digital records. Provide back-up support to other personnel as workload levels dictate. This position is deputized to act on behalf of the County Clerk in their absence. We hold records that are available to the public, however, we also hold documents such as DD214 (military document), birth and death records, mental records, adoption records and old juvenile records that are not public records and are confidential. This position is cross-trained in the Chief Deputy Clerk-Election position, and performs those responsibilities as necessary, due to the size of the office.

Supervisory Responsibilities: Works under the supervision of the County Clerk. Supervision of employees is not a day to day responsibility assigned to this position except during elections. However, supervisory responsibilities would be required of a newly hired employee in a Deputy Clerk Position. Involved in the training and orientation of other departmental personnel, cross training election personnel and supervising the election committees.

Working Environment: Work is generally performed indoors in the Clerk's office at the County Courthouse. Heavy computer use on a continual basis. Extended hours are a requirement during the election cycles. May be exposed to angry, hostile, and/or disruptive individuals. Frequent interruptions may interfere with work targets. Occasionally, work is done at the County Clerk's satellite office in Irrigon. Involves working with outside agency's to pick up and/or drop off ballots.

Job Impact: Correct recording is necessary for probate, marriage, mortgages, liens and other land records, rejecting or not recording a document can result in litigation in a court of law.

Qualifications: Knowledge of Oregon Revised Statutes (ORS 205.130) (ORS 205.246), rules, regulations and information contained therein for deeds, mortgages, and liens. Data entry procedures, methods, and equipment. Ability to perform responsible technical work involving the use of independent judgment, correctly interpret and apply Oregon State Law and Morrow County policies and procedures. Communicate effectively with use of excellent writing and analytical skills. Establish and sustain cooperative working relationships with other County departments, State and Federal agencies, title companies, and the general public in the course of work. Act calmly and effectively in emergency and stressful situations. Move from one project to the other and back again if needed with ease. Work with the County Surveyor on fees that are set up to disperse funds to other department accounts inside the county and outside of the county. Be able to create reports and send to customers, balance funds with the County Treasurer, turn over funds, code and work within budget accountability. Ability to learn and implement county procedures, regulations and requirements with respect to procurement, budget, safety, operations and organization.

Essential Job Functions

Physical

- Ability to sit for extended periods of time, stand, kneel, bend, stoop, reach and manipulate objects. Use of ladder. Hand/eye coordination needed for the use of answering and transferring calls/sending messages on a multi-line

phone. Able to move materials weighing up to 15 pounds, handling cases of envelopes, forms, boxes of paper, etc. weighing up to 50 pounds. Handling of large deed books.

- Operation of a County automobile (must have a valid driver's license). Required to drive and retrieve ballots from ballot boxes across county occasionally during inclement weather and on hazardous roads.
- Position requires 10-20 hour days & late night to early morning work hours during elections.
- Perform work in all of the recording programs.
- Regular and predictable attendance.

Mental

- Adhere to Federal, State, and local laws regarding to the duties within the County Clerk's office.
- To conduct business in a professional manner and give high quality customer service to anyone who comes into the Clerk's office or the Courthouse.
- Read, write and comprehend English.
- Perform basic math functions.
- Explain the recording processes to the general public and county partners in a manner that is understandable.
- Communicate effectively with co-workers and the public.
- Confidentiality.
- Work within the ADA compliance requirements.
- Resolve problems that arise.

Job Duty Outline: Other duties may be assigned.

A. Recording

- Record and e-record various documents (deeds, mortgages, liens, foreclosures, etc.) into County Clerk's records with high standard of efficiency to serve Morrow County citizens. Understand complex indexing methods as with real and personal property.
- Review documents for accuracy and statutorily required information. Must know all of the rules for each individual document type that is recorded and the verbiage for re-recording of documents. The ability to reject inappropriate documents presented for recording.
- Assign document numbers scan and index into the recording program data base.
- Documents are time sensitive and returned promptly. Mail recorded documents back to appropriate parties. Accuracy is an important step in this process.
- Record and index all County Court documents in the archiving program. Includes and not limited to County Court minutes, resolutions, orders, ordinances, proclamations, agreements, contracts, county budgets, public hearing minutes and other departments as needed in the county.
- Research and locate documents for the public and/or guide the public in locating and researching records. Make copies as requested or e-mail document to the individual. Take money and turnover funds to the Treasurer.
- Creating and storing digital records (permanent records), which in turn, creates history for the county.
- Work closely with realtors, title companies, attorneys at law, recording partners, and banks.
- Cross train other office personnel in recording.
- Comprehension of legal descriptions by township, range, and section.
- Understanding document retention laws.
- Knowledge of property rights. Requirements of surveys, subdivisions, and partition plats.

B. Passport Acceptance Agent

- Receive, review and process United States Passport applications.
- Assist all customers with questions and concerns of passport requirement and procedures.
- Remain up to date in compliance with passport laws as well as maintaining the required confidentiality.
- Use of Digital camera for passport photos.

- Obtain passport acceptance agent certificate within 2 months of hire.
- Participate in and successfully complete annual mandatory training for passport acceptance agents.
- Collect application fees and issue receipts.
- Manages the inventory for the required forms and supplies.

C. Deputy Death Registrar and Issuance of Marriage License

- **Death Certificates duties to include:**
 - Receive and check for completion and accuracy, sign and issue death certificates, amend death certificates when necessary, maintain the death certificate log.
 - Requirement to preserve Confidentiality.
 - Attendance at trainings and webinars, and annual audit meetings with the Office of the State of Oregon Health Authority-Public Health Division.
 - Communicate with Medical Examiner when needed, and staff at the State Vital Records office.
 - Preserve working relationship with Funeral Directors, within county, outside of the county or state.
 - Maintaining the commission certificate of the Deputy Death Registrar.
 - Perform all duties as outlined in law and rule – ORS 432.035 and OAR 333-011-0205.
 - Aptitude to learn, navigate through and work in the Oregon Vital Events Record System (OVERS) program, which includes entering data for the death certificates and retrieval of information regarding those certificates.
 - Collect applicable fees and issue receipts.
- **Marriage License duties to include:**
 - Issues licenses to applicants, inspect for errors (both when issued to applicants and when returned from officiant) and certify to the State of Oregon vital records office. Retrieve more information from officiant when necessary. Issue certified copies to customers upon request, collect applicable fees and issue receipts.
 - Manage Marriage license log and scan completed original into the marriage data base as a permanent record.
 - Attend training and webinars, as well as the annual Assessment of Office Practices with the State of Oregon Health Authority-Public Health Division.

D. Board of Property Tax Appeal (BOPTA)

- Assists with the coordination of the Board of Property Tax Appeals Program which includes:
 - Accept, review for completion and accuracy and process appeal petitions, prepare and distribute petition packages for the appeal hearings scheduled for all parties attending, post hearing notices.
 - Process final paperwork upon end of hearing and send correspondence to proper parties.
 - Attend and successfully complete training as well as attend any meetings or hearings in the absence of County Clerk.

E. General Clerical Support Duties

- Answer multi line telephones for the office and the main switchboard for the entire county, directs calls to the appropriate departments. May include assisting the public in distress and directing them to the proper department (ex: law enforcement, fire department, numerous court offices, victims advocate, medical facility, etc.).
- Assists customers in person at counter, by email and by phone or fax. Provide fast, efficient and friendly customer service, make copies as requested or needed, collect applicable fees and issue receipts.
- Control office supply inventory, county oaths and vehicle titles, map inventory used by the County Clerk's office, vault index logs
- Daily unlocking and locking of the doors to the County Courthouse.
- Research and locate all documents for the general public, other county departments, and title companies, etc. Demonstrate the operation of public use equipment within the County Clerk's office.
- Review the annual district budgets for required completed pages, date and file.
- Follow all safety rules and procedures and compliance with the Morrow County Personnel Policies.

- Continue to upgrade the level of service provided to the public in accordance with the County Clerk's office policy.
- Use of microfilm machine, mainframe computer, personal computer, 10-key calculator, copy machine, fax machine, postage machine, multi-line telephone system, large format printer and scanners and digital cameras.
- Knowledge of legal land documents.
- Monitor retention time regarding all records held in the office of the County Clerk.

F. Extra Trainings

- First Aid and CPR
- Fire Extinguisher

G. Elections

- All duties listed in the Chief Deputy Clerk Elections job description are performed by this position also, due to mandatory requirement of cross training in both positions (see attached job description of Chief Deputy Clerk Elections as a permanent part of this job description).

Education and Experience Required

- Graduation from high school AND
- Two years of relevant work related experience which demonstrates the knowledge, skills and abilities to perform clerical and data entry. Knowledge of land title/real estate terminology, practices and methodology, and knowledge of the Oregon Revised Statutes.

Attachment A.

The text of ORS 307.022 has been updated to include the language from SB 149:

ORS 307.022 Status of limited liability companies owned by nonprofit corporations. For purposes of the property tax laws of this state, the property of a limited liability company qualifies for an exemption from ad valorem property taxation or special assessment:

- (1) If the limited liability company is wholly owned by one or more nonprofit corporations or entities whose property is exempt from taxation under ORS 307.090;
- (2) If the property, if held directly by each of the nonprofit corporation owners of the limited liability company, would qualify for the exemption or special assessment; and
- (3) Only to the least extent that the property would be granted exemption or special assessment in the hand of any of the nonprofit corporation owners of the limited liability company.

Only the portion of ORS 311.411 has been included below that effects the County Clerk:

311.411 Certificate of taxes paid required to record instrument conveying real property to public entity; authorization for agent in conveyance to withhold taxes; issuance of certificate; deficiency constitutes personal debt of transferor; collectible in same manner as taxes on personal property.

...

(e) "Conveyance" means the transfer of, or a contract to transfer, fee title to any real property located in this state to a transferee whose property is exempt from taxation under ORS 307.040 or 307.090.

(2) Notwithstanding ORS 205.130, a county clerk may not record or cause to be recorded an instrument conveying or contracting to convey fee title to real property to an entity whose property is exempt from taxation under ORS 307.040 or 307.090 unless the instrument is accompanied by a certificate issued by the assessor of the county in which the real property is located attesting that all charges against the real property as of the date of the recording have been paid.

...

307.040 Property of the United States; certain electricity transmission system property leased to United States. (1) As used in this section, "United States" means the federal government or an agency or instrumentality of the federal government.

(2) Except as provided in ORS 307.050, 307.060, 307.070 and 307.080, all property of the United States, its agencies or instrumentalities, is exempt from taxation to the extent that taxation of the property is forbidden by law.

(3) Notwithstanding ORS 308.505 to 308.681, for purposes of this section, property the title to which is held by a person other than the United States and that is leased to the United States under a lease or lease-purchase agreement is property of the United States if:

(a) The property is operated or used in furtherance of a statutory responsibility of the United States with respect to a high-voltage electricity transmission system that the United States owns and operates within the Pacific Northwest;

(b) The property is constructed on or affixed to real property interests of the United States; and

(c) Upon expiration of the lease or lease-purchase agreement, the United States has an option to purchase the property for a nominal price, if the debt incurred by the person to acquire the property has been paid. [Amended by 1953 c.698 §7; 2013 c.336 §1]

307.090 Property of the state, counties and other municipal corporations; payments in lieu of taxes on city-owned electric utility property. (1) Except as provided by law, all property of the state and all public or corporate property used or intended for corporate purposes of the several counties, cities, towns, school districts, irrigation districts, drainage districts, ports, water districts, housing authorities, public universities listed in ORS 352.002 and all other public or municipal corporations in this state, is exempt from taxation.

(2) Any city may agree with any school district to make payments in lieu of taxes on all property of the city located in any such school district, and which is exempt from taxation under subsection (1) of this section when such property is outside the boundaries of the city and owned, used or operated for the production, transmission, distribution or furnishing of electric power or energy or electric service for or to the public. [Amended by 1953 c.698 §7; 1957 c.649 §1; 1975 c.568 §1; 1977 c.673 §1; 1991 c.851 §2; 2005 c.832 §1; 2009 c.804 §1; 2013 c.768 §125]

2017 Amended Synopsis of Oregon Election Laws

Compiled by

Elections Division
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Enacted by

2017 Legislative Assembly



Secretary of State

Elections Division Rev. 08/2017

Summary Table of Election Related Bills Enacted

Bill Order

House Bills


Bill No.	ORS	Page
HB 2298	Relating to statements of economic interest; creating new provisions; amending ORS 244.050.	18
HB 2505	Relating to election expenditures; Creating new provisions; amending ORS 260.005 and 260.007.	15
HB 2586	Relating to formation of a political committee; amending ORS 260.043.	15
HB 2605	Relating to the establishment of circuit court judge positions; creating new provisions; amending ORS 3.012; and declaring an emergency.	18
HB 2696	Relating to the voters' pamphlet; amending ORS 251.067, 251.185, and 251.285.	10
HB 2873	Relating to municipal corporation elections; creating new provisions; and amending ORS 254.095, 254.103, 255.085, and 294.311	12, 14, 18
HB 3408	Relating to voter registration; amending ORS 247.012.	4

Senate Bills

Bill No.	ORS	Page
SB 225	Relating to liability for campaign finance violations; creating new provisions; amending ORS 260.037, 260.042, 260.118, 260.215, and 260.232; and prescribing an effective date.	15-17
SB 229	Relating to elections; creating new provisions; amending ORS 204.020, 246.021, 247.420, 248.006, 248.007, 249.002, 249.005, 249.008, 249.064, 249.078, 249.735, 249.740, 249.865, 250.052, 250.065, 250.067, 250.075, 250.141, 250.175, 250.185, 250.275, 250.285, 251.065, 251.115, 251.255, 253.575, 254.115, 254.135, 254.431, 254.470, 254.515, 254.529, 254.565, 255.085, 255.145, 255.295, 260.043, 260.054, 260.055, 260.057, 260.078, 260.241, 260.407, and 260.715; repealing ORS 247.435; and declaring an emergency.	3-18
SB 520	Relating to recall of district officers of irrigation districts; amending ORS 198.425 and ORS 198.430.	18
SB 802	Relating to the age of voter registration; amending ORS 247.016.	4





ORS Chapter 246

Administration of Election Laws

ORS	Bill No.	Section	Action	Synopsis
246.021	SB 229	2	Amend	<p>Permits filing of any election document other than ballots, voter registration cards, or petitions requiring electors' signatures, to be filed by e-mail. If documents must be filed by specified time, the entire document must be received at the filing officer's office not later than 5pm on the due date or, if weekend or holiday, the next business day.</p> <p> Effective August 18, 2017</p>



ORS Chapter 247

Qualification and Registration of Electors

ORS	Bill No.	Section	Action	Synopsis
247.012	HB 3408	1	Amend	<p>Permits a qualified person to register to vote or update voter registration by having a third party deliver the completed registration card by mail or in person. If required registration card information is missing, the county clerk must attempt to obtain missing/incomplete information from all sources available to the county clerk (including previous registration information). If the county clerk cannot obtain missing information from available sources, the county clerk must use reasonable efforts to contact the registrant by phone, mail, or e-mail.</p> <p> Effective January 1, 2018</p>
247.016	SB 802	1	Amend	<p>Allows otherwise qualified persons, at least 16 years of age, to register to vote.</p> <p> Effective January 1, 2018</p>
247.420	SB 229	3	Amend	<p>Revises ballots formerly marked "Presidential only" to now be marked "Federal only".</p> <p> Effective August 18, 2017</p>
247.435	SB 229	62	Repeal	<p>Repeals law permitting "Presidential Only" ballots for electors who move out of state within a specific time period before the primary or general election and who do not qualify to vote in their new state.</p> <p> Effective August 18, 2017</p>







ORS Chapter 248



Political Parties; Presidential Electors

ORS	Bill No.	Section	Action	Synopsis
248.006	SB 229	6	Amend	<p>Changes the date by which the Secretary shall determine whether the major political party has satisfied registration requirements to the 271st day before each primary election.</p> <p> Effective August 18, 2017</p>
248.007	SB 229	5	Amend	<p>Changes the date by which a major political party must notify the Secretary in writing whether the party will be subject to ORS 248.012-248.315 or elect precinct committeepersons to the 271st day before the primary election date.</p> <p>Changes the date by which a major political party files with the Secretary its statement of operation or copy of organizational documents to between the 271st and the 277th day before the third Tuesday in May of each odd-numbered year.</p> <p> Effective August 18, 2017</p>

ORS Chapter 249






Candidates; Recall





ORS	Bill No.	Section	Action	Synopsis
249.002	SB 229	51	Amend	Adds "write-in candidate" to definition of candidate.  Effective August 18, 2017
249.005	SB 229	48	Amend	Allows the Secretary to accept for verification photocopies of candidate nominating or recall signature sheets if originals were stolen or destroyed by fire, natural disaster or other act of God.  Effective August 18, 2017
249.008	SB 229	43	Amend	Allows Secretary to compare electors' signatures on nominating petitions, minutes of assembly of electors or petition by individual electors prior to offer for filing. Secretary may attach certificate to petition or minutes stating number of signatures believed to be genuine. Allows Secretary to use statistical sampling if total number of signatures presented to the Secretary is 15,000 or more. Requires Secretary to establish procedures to verify if submitted petition contains required number of signatures.  Effective August 18, 2017
249.064	SB 229	44	Amend	Allows Secretary to certify signatures contained in nominating petition of a candidate.  Effective August 18, 2017
249.078	SB 229	45	Amend	Allows Secretary to certify for genuineness the signatures for nominating petition for candidate of majority political party nomination for president of the United States.  Effective August 18, 2017
249.735	SB 229	46	Amend	Allows presiding officer of assembly of electors a choice to deliver signatures of assembly members entered in the minutes to either the county clerk or the Secretary if the Secretary is designated as the filing officer. Allows Secretary to certify signatures. Requires copy of the minutes certified by the secretary of assembly and certificate of county clerk or Secretary to be filed with the certificate of nomination.  Effective August 18, 2017

ORS	Bill No.	Section	Action	Synopsis
249.740	SB 229	47	Amend	<p>Allows the Secretary to now verify the signatures contained in each certificate of nomination for genuineness for nominations made by individual electors.</p> <p> Effective August 18, 2017</p>
249.865	SB 229	52	Amend	<p>Changes the recall petition sheet form to include name and address of treasurer or chief petitioner listed on the statement of organization filed under ORS 260.118. Any intentional or willful violation of petition circulating requirements by a chief petitioner of the recall petition or by the treasurer listed on the statement of organization filed under ORS 260.118 invalidates the prospective petition before it is circulated for signatures.</p> <p> Effective August 18, 2017</p>

ORS Chapter 250







Initiative and Referendum

ORS	Bill No.	Section	Action	Synopsis
250.052	SB 229	14	Amend	<p>Requires the Secretary to establish a process by rule for a chief petitioner to request a modification of templates for state initiative, referendum, recall petitions or prospective petitions. Now requires the Secretary to prepare official e-templates for signature sheets for prospective petitions. Electors may now print copies of e-signature sheets for prospective petitions for signature and delivery to chief petitioner or their agent.</p> <p> Effective August 18, 2017</p>
250.065	SB 229	16	Amend	<p>Requires the Secretary to now send only one copy of a prospective petition for a state measure to be either referred or initiated to the Attorney General (AG). After the AG receives the one copy, the AG will provide a draft ballot title and send one copy of the draft ballot title to the Secretary.</p> <p> Effective August 18, 2017</p>
250.067	SB 229	15	Amend	<p>Changes the deadline for the Attorney General to certify the draft ballot title (when no written comments are submitted to the Secretary) to not later than the 21st business day after the Secretary receives the draft title from the Attorney General.</p> <p> Effective August 18, 2017</p>
250.075	SB 229	17	Amend	<p>Requires the Secretary to send only one copy of a measure, which the Legislative Assembly refers to the people but for which a ballot title is not yet prepared, to the Attorney General.</p> <p> Effective August 18, 2017</p>
250.141	SB 229	23	Amend	<p>Requires statements, prepared by a citizen review panel relating to measures, to be electronically filed using e-filing system adopted by the Secretary.</p> <p> Effective August 18, 2017</p>

ORS	Bill No.	Section	Action	Synopsis
250.175	SB 229	18	Amend	<p>Requires the county clerk to now send only one copy of a prospective petition for a county measure to be referred or initiated to the District Attorney once the prospective petition is filed with the county clerk. Eliminates requirement for district attorney to return copy of the prospective petition to county clerk after preparing ballot title. District attorney certifies the ballot title to the county clerk.</p> <p> Effective August 18, 2017</p>
250.185	SB 229	19	Amend	<p>When a measure title is not prepared by a county governing body, but the measure is filed with the county clerk, the county clerk is required to now send only one copy of a measure referred to the people by the county governing body to the District Attorney. By the 5th business day after receiving the copy, the District Attorney must provide a ballot title for the measure and send a copy of the ballot title to the county governing body and the county clerk.</p> <p> Effective August 18, 2017</p>
250.257	SB 229	20	Amend	<p>Requires the county clerk to send only one copy of prospective petitions for city measures to be referred or initiated (which are filed with the city elections officer) to the city attorney. Eliminates the requirement for the city attorney to return a copy of the prospective petition.</p> <p> Effective August 18, 2017</p>
250.285	SB 229	21	Amend	<p>Requires the city elections officer to send only one copy to the city attorney of measures filed with the city elections officer, if the governing body has not prepared a ballot title.</p> <p> Effective August 18, 2017</p>

ORS Chapter 251

Voters' Pamphlet

ORS	Bill No.	Section	Action	Synopsis
251.065	SB 229	25	Amend	<p>Updates grammar.</p> <p> Effective August 18, 2017</p>
251.067	HB 2696	1	Amend	<p>Adds "community college district measures relating to bonding" to those measures which must be included in the county voters' pamphlet or, if not included in the appropriate county's voters' pamphlet, shall be included in the state voters' pamphlet.</p> <p> Effective January 1, 2018</p>
251.115	SB 229	24	Amend	<p>Provides that a statewide or less than statewide political party or assembly of electors may file statements for insertion in the state voters' pamphlet no sooner than 120 days prior to the general election and no later than the 70th day before the general election. Updates grammar.</p> <p> Effective August 18, 2017</p>
251.185	HB 2696	3	Amend	<p>Allows for a community college district measure relating to bonding to be included in the state voters' pamphlet; defines community college district.</p> <p> Effective January 1, 2018</p>
251.255	SB 229	26	Amend	<p>Provides that measure arguments may be filed for insertion in the state voters' pamphlet no sooner than 120 days prior to the general election and no later than the 70th day before the general election or 68th day before a special election held on the date of the primary election. Updates grammar.</p> <p> Effective August 18, 2017</p>
251.285	HB 2696	2	Amend	<p>Adds a "community college district measure relating to bonding" to those measures which, if included in the state voters' pamphlet, must meet specific requirements regarding included information. Provides manner by which decision to include information regarding the measure is made. Requires community college district to file measure, ballot title, explanatory statement and arguments with the Secretary within a specified timeline. Defines "community college district".</p> <p> Effective January 1, 2018 .</p>

ORS Chapter 253

Absent Electors






ORS	Bill No.	Section	Action	Synopsis
253.575	SB 229	53	Amend	Removes requirement for the county clerk name and official title to appear on the front of the envelope containing the application for a special ballot by a military or overseas elector. Removes elector's statement "has not unnecessarily exhibited the marked ballot to any other person" from the back of the ballot signature envelope for military or overseas ballots.







Effective August 18, 2017

ORS Chapter 254





Conduct of Elections

ORS	Bill No.	Section	Action	Synopsis
254.095	SB2873	4	Amend	<p>Requires that for each local option tax measure or general obligation bond measure placed on the ballot by a municipal corporation, the county clerk shall file a copy of the statement of the city measures to be voted on, including the ballot title, with the Secretary of State for publication on the electronic filing system.</p> <p> Effective January 1, 2018</p>
254.103	SB2873	5	Amend	<p>Requires that for each local option tax measure or general obligation bond measure placed on the ballot by a municipal corporation, the county clerk shall file a copy of each measure referred by the county governing body with the Secretary of State on the electronic filing system.</p> <p> Effective January 1, 2018</p>
254.115	SB 229	27	Amend	<p>Permits candidates holding more than one office or nomination for district offices to now have their name printed on the primary ballot in more than one place without violating election law under certain circumstances.</p> <p> Effective August 18, 2017</p>
254.135	SB 229	28	Amend	<p>Removes requirement that political party designations for the names of President and Vice President be printed "under" the candidates' names. Party designation may be printed "with" the candidates' names. Allows name of candidate to now be printed on general or special election ballot in more than one place where candidate holds more than one office or nomination without violating election law.</p> <p> Effective August 18, 2017</p>
254.431	SB 229	49	Amend	<p>Explains "providing sufficient evidence" to disprove a ballot challenge for an unsigned return identification envelope may include a certified statement signed by the elector and provided by the county clerk in order to count the elector's ballot. Requires the Secretary to design a standard form to use for certified statements.</p> <p> Effective August 18, 2017</p>

ORS	Bill No.	Section	Action	Synopsis
254.470	SB 229	50	Amend	<p>Allows a ballot to be counted, even though unsigned by the elector to whom the ballot is issued, if among other requirements, a certified statement by the elector is submitted to the county elections official.</p> <p> Effective August 18, 2017</p>
254.515	SB 229	4	Amend	<p>Changes ballots formerly marked "Presidential only" to now read "Federal only".</p> <p> Effective August 18, 2017</p>
254.529	SB 229	42	Amend	<p>Outlines which election contests and the number of ballots the county clerk shall conduct a hand count of ballots for at the general election and describes the method the Secretary shall use to randomly select the precincts or batches. Changes the deadline in which the Secretary must provide notification of the hand count to the 15th business day after the general election. Changes the date the county clerk begins the hand count to not later than the 23rd day after the election.</p> <p> Effective August 18, 2017</p>
254.565	SB 229	31	Amend	<p>Changes the date the city elections officer must canvass the vote on each city measure and proclaim which of measures' conflicting provisions is paramount to not later than the 40th day.</p> <p> Effective August 18, 2017</p>







ORS Chapter 255

Special District Elections








ORS	Bill No.	Section	Action	Synopsis
255.085	SB 229	29	Amend	<p>Requires district elections authority to include measure ballot title when measure is submitted to the elections officer. Adds requirement for district that submits measure to electors to have district elections officer file measure's ballot title along with measure itself for special district elections.</p> <p> Effective August 18, 2017</p>
255.085	HB 2873	6	Amend	<p>Requires that for each local option tax measure or general obligation bond measure placed on the ballot by a municipal corporation, the elections officer shall file a copy of the notice stating the date of a district election and ballot title with the Secretary of State on the electronic filing system.</p> <p> Effective January 1, 2018</p>
255.145	SB 229	22	Amend	<p>Reduces number of copies of prospective petitions to be referred or initiated which the elections officer sends the district attorney to one copy. Eliminates requirement for district attorney to send a copy of the prospective petition to the elections officer. Allows district attorney to make clerical corrections of ballot title; defines "clerical correction".</p> <p> Effective August 18, 2017</p>
255.295	SB 229	30	Amend	<p>Changes deadline for district elections authority to determine election results from the 40th day after receiving the abstract to the 40th day from the date of election.</p> <p> Effective August 18, 2017</p>






ORS Chapter 260

Campaign Finance Regulation, Election Offenses








ORS	Bill No.	Section	Action	Synopsis
260.005	HB 2505	1	Amend	<p>Expands the meaning of “communication in support of or in opposition to a clearly identified candidate or measure” within the definition of “independent expenditure”.</p> <p> Effective January 1, 2018</p>
260.007	HB 2505	2	Amend	<p>Revises definition of what is not considered contribution or expenditure to include: nonpartisan activity designed to encourage voting or voter registration, including non-profit 501(c)(3) corporations’ permitted activity, candidate debates/forums for state office and communications publicizing such when all state office major party candidates invited to participate, and certain nonpartisan communications referencing candidates or political parties within applicable time frames.</p> <p> Effective January 1, 2018</p>
260.037	SB 225	1	Amend	<p>Provides that treasurer of political committee or treasurer of petition committee is personally responsible for performance of specified duties. Defaults or violations by individuals designated as alternate transaction filers by the treasurer are considered defaults or violations by treasurer.</p> <p> Effective October 6, 2017.</p>
260.042	SB 225	2	Amend	<p>Allows a treasurer of a political committee to designate an Oregon elector to be liable for civil penalties imposed under ORS 260.232. Requires treasurer to include specific information about the designated elector.</p> <p> Effective October 6, 2017.</p>
260.043	HB 2586	1	Amend	<p>Exempts the fee for a candidate statement in the voter pamphlet from being considered when calculating expected or actual aggregate amount of contributions received or expenditures made.</p> <p> Effective January 1, 2018</p>
260.043	SB 229	33	Amend	<p>Updates candidate \$750 aggregation period from any time following candidacy filing to any time in the calendar year.</p> <p> Effective August 18, 2017</p>

ORS Chapter 260 (cont.)

ORS	Bill No.	Section	Action	Synopsis
260.054	SB 229	34	Amend	<p>Changes required deposit date for contributions received by candidates, chief petitioners, or treasurers of petition committees from 7 calendar to 7 business days.</p> <p> Effective August 18, 2017</p>
260.055	SB 229	35	Amend	<p>Changes requirement for candidates, treasurers of political committees, and treasurers of petition committees to keep detailed accounts current within seven business days, instead of calendar days.</p> <p> Effective August 18, 2017</p>
260.057	SB 229	36	Amend	<p>Expands who may sign and certify as true the campaign finance statements to include persons who file statements of independent expenditures. Deletes requirement to notify Secretary in writing of the designation of an individual authorized to file campaign finance statements.</p> <p> Effective August 18, 2017</p>
260.078	SB 229	37	Amend	<p>Requires petition committees that file a campaign finance statement showing initial assets, to list in the statement all contributions and expenditures giving rise to the initial assets.</p> <p> Effective August 18, 2017</p>
260.118	SB 229	54	Amend	<p>Clarified the period for the treasurer of a recall petition committee to follow 7 day reporting requirements to start on the day on which the recall petition is filed.</p> <p> Effective August 18, 2017</p>
260.118	SB 225	3	Amend	<p>Allows a treasurer of a petition committee to designate an Oregon elector to be liable for civil penalties. Requires treasurer to include specific information about the designated elector.</p> <p> Effective October 6, 2017.</p>
260.215	SB 225	1	Amend	<p>Updates subsection numbers based upon other section amendments.</p> <p> Effective October 6, 2017.</p>

ORS	Bill No.	Section	Action	Synopsis
260.232	SB 229	38	Amend	<p>Expands notification options for Secretary. If a person fails to file campaign finance statements or certificates timely, the Secretary may notify electronically that a penalty may be imposed. If a person required to file is a candidate or principal campaign committee, the Secretary may send notice to the candidate electronically. Changes 20 day deadline to file a hearing request to begin from the service date on the notice.</p> <p> Effective August 18, 2017</p>
260.232	SB 225	4	Amend	<p>Permits the Secretary of State to notify the elector designated as liable for any civil penalty regarding campaign finance penalty notices.</p> <p> Effective October 6, 2017.</p>
260.241	SB 229	39	Amend	<p>Allows the filing officer to notify the candidate and candidate's treasurer or the treasurer of the candidate's principal campaign committee electronically that candidate's name may not be placed on the general election ballot because campaign finance filing statements or a certificate is not filed before the 61st day before the general election.</p> <p> Effective August 18, 2017</p>
260.407	SB 229	40	Amend	<p>Adds "principal campaign committee of a holder of public office" to those who receive campaign contributions which may or may not be used for specific expense types. Removes requirement for contributions by principal campaign committee of a candidate to be in excess of any amount necessary to defray expenditures and any other funds donated to a holder of public office. Expands uses of campaign contributions received by a candidate or treasurer of a political or petition committee to pay legal expenses for legal proceedings brought under ORS chapters 246 to 260, except for a proceeding under ORS 260.409.</p> <p> Effective August 18, 2017</p>
260.715	SB 229	41	Amend	<p>Adds an "actual intent" element to the prohibition to offer to sell or purchase any official ballot, return identification envelope, or secrecy envelope.</p> <p> Effective August 18, 2017</p>

Statutes outside Election Law

ORS	Bill No.	Section	Action	Synopsis
3.012	HB 2605	1	Amend	Increases the number of circuit court positions in the 14 th judicial district (Josephine County) from 4 to 5 and in the 20 th judicial district (Washington County) from 14 to 15.  Effective August 2, 2017
198.425	SB 520	1	Amend	Expands ORS 249.865 and ORS 249.855 to apply to district officer recalls of irrigation districts organized under ORS 545, except as provided in ORS 545.189.  Effective January 1, 2018
198.430	SB 520	2	Amend	Changes where an irrigation district recall petition is filed to now be filed with members of the irrigation district's board of directors who are not subject to the recall petition.  Effective January 1, 2018
204.020	SB 229	1	Amend	Requires a person who has received a certificate of election, before entering elective office, to qualify by filing the oath of office with the county clerk.  Effective August 18, 2017
244.050	HB 2298	1	Amend	Increases the deadline for candidates not required to file statements of economic interest under other subsections to no later than the 40 th day before the date of the statewide general election.  Effective January 1, 2018
294.305 to 294.565	HB2873	2,3	Add and Amend	Requires that if a municipal corporation places a local option tax measure or a general obligation bond measure on the ballot to be voted on by the electors of the corporation, the chief elections officer shall file a copy of materials with the Secretary of State for publication on the electronic filing system.  Effective January 1, 2018
294.311	HB2873	1	Amend	Adds e-filing with the Secretary of State as a method of publishing notice for elections involving local option tax measures or general obligation bond measures.  Effective January 1, 2018

Legislative Referrals

January 23, 2018, Special Election

Measure No.	Bill No.
To Be Assigned	Pending Referendum of HB 2391. SB 229, Sections 55 to 61 sets election date as January 23, 2018, and provides alternative ballot title, explanatory statement and fiscal impact processes.

May 15, 2018, Primary Election

Measure No.	Bill No.
	SB 229, Sections 55 to 61 specifies if a referendum petition is filed on HB 2017 the election shall be held at the May 15, 2018, Primary Election and provides alternative ballot title, explanatory statement and fiscal impact processes. No referendum petition has been filed as of August 14, 2017.

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

AN ORDINANCE AMENDING THE MORROW)	Ordinance Number
COUNTY COMPREHENSIVE PLAN, COMPREHENSIVE)	ORD-2017-7
PLAN MAP AND ZONING ORDINANCE MAP, THEREBY)	
EXPANDING THE IONE URBAN GROWTH BOUNDARY)	
AND ZONING THE SUBJECT PROPERTIES RURAL)	
LIGHT INDUSTRIAL AND DOING SO IN COOPERATION)	
WITH THE CITY OF IONE)	

WHEREAS, ORS 203.035 authorizes Morrow County to exercise authority within the county over matters of County concern; and

WHEREAS, Morrow County adopted a Comprehensive Land Use Plan which was acknowledged by the Land Conservation and Development Commission on January 15, 1986; and

WHEREAS, Linda LaRue, on behalf of the affected landowners, did submit an application requesting expansion of the Ione Urban Growth Boundary and the associated amendments to accomplish the expansion and zoning of the subject property; and

WHEREAS, the Morrow County Planning Commission, in cooperation with the City of Ione, held a joint public hearing to review the request on July 11, 2017 at the American Legion Hall in Ione, Oregon; and

WHEREAS, the Morrow County Planning Commission and the Ione City Council considered the request, including testimony in favor and concerns expressed by an adjoining landowner, and after discussion recommended approval of the request as presented by Planning staff, and adopted Planning Commission Final Findings of Fact; and

WHEREAS, the Morrow County Board of Commissioners, in cooperation with the City of Ione, held a joint public hearing to consider the recommendation of the Morrow County Planning Commission on August 8, 2017, also at the American Legion Hall in Ione, Oregon; and

WHEREAS, the Morrow County Board of Commissioners and the Ione City Council did receive additional testimony in support of the action from Linda LaRue; and

WHEREAS, the Morrow County Board of Commissioners accepted the Planning Commission recommendation and approved the request.

NOW THEREFORE BE IT ORDAINED THAT THE MORROW COUNTY BOARD OF COMMISSIONERS AUTHORIZES THE EXPANSION OF THE IONE URBAN GROWTH BOUNDARY AND ADOPTS THE FOLLOWING CHANGES TO THE MORROW COUNTY COMPREHENSIVE PLAN, COMPREHENSIVE PLAN MAP AND ZONING MAP: AMEND THE URBANIZATION ELEMENT OF THE COMPREHENSIVE PLAN, APPLY A COMPREHENSIVE PLAN MAP DESIGNATION OF INDUSTRIAL TO THE SUBJECT PROPERTY, AND APPLY THE RURAL LIGHT INDUSTRIAL USE ZONE TO THE SUBJECT PROPERTY.

Section 1 Title of Ordinance:

This Ordinance shall be known, and may be cited, as the “2017 Ione UGB Expansion.”

Section 2 Affected and Attached Documents:

- Comprehensive Plan Urbanization Element
- Comprehensive Plan Map identifying new boundaries and reflecting the Comprehensive Plan Map designation of Industrial
- Zoning Map identifying new boundaries and reflecting the Zoning Map designation of Rural Light industrial

Section 3 Effective Date:

This ordinance shall be effective on February 1, 2018, meeting the 90 day requirement.

Date of First Reading: October 11, 2017
Date of Second Reading: October 25, 2017

ADOPTED BY THE MORROW COUNTY BOARD OF COMMISSIONERS THIS 25TH DAY OF OCTOBER 2017.

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

Melissa Lindsay, Chair

Don Russell, Commissioner

Jim Doherty, Commissioner

Attest:

Bobbi Childers, County Clerk

Approve as to Form:

Morrow County Counsel



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

Item #
led

This document must be completed for each agenda item submitted for consideration by the Board of Commissioners.

Staff Contact: Karen Wolff
Department: Human Resources
Person Attending BOC Meeting (REQUIRED):
Short Title of Agenda Item:

Phone Number (Ext): x5620
Requested Agenda Date: 10/25/2017
Karen Wolff
Human Resources Quarterly Report

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
Discussion Only
Discussion & Action
Estimated Time:
Department Report
Other:

N/A For Contracts and Agreements Only
Contractor/Entity:
Contractor/Entity Address:
Effective Dates - From: Through:
Total Contract Amount: Budget Line:
Does the contract amount exceed \$5,000? Yes No
If Yes, Attach Purchase Pre-Authorization Request if Applicable

Reviewed By:
Karen Wolff 10/20/17 Department Head Required for all BOC meetings
Admin. Officer/BOC Office 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

Note: All entities must sign documents before they are presented to the Board of Commissioners. Original documents are preferred. Agenda requests must be received by the Board's office by 5:00 PM on the Thursday prior to the Board of Commissioners Wednesday meeting. This form needs to be completed, including County Counsel and Finance review for all contracts, and submitted to the Board of Commissioners Office by noon on the Monday preceding the Board's Wednesday meeting.

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

1. TITLE OF AGENDA ITEM:

Human Resources Quarterly Report

2. ISSUES, BACKGROUND, AND DISCUSSION:

Please see the attached report.

3. OPTIONS:

4. FISCAL IMPACT:

5. STAFF RECOMMENDATIONS:

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

- Attach additional background documentation as needed.

Routing: Original or copies of signed contract or document should be sent to the following:

<input type="checkbox"/>	Clerk (Original for recording)	<input type="checkbox"/>	Finance Department (Copy for file)
<input type="checkbox"/>	Board of Commissioners (Copy for file)	<input type="checkbox"/>	Department – For distribution
<input type="checkbox"/>	Other _____		



Human Resources

P.O. Box 788 • Heppner OR 97836
(541) 676-5620

Karen Wolff
Human Resources Director
kwolff@co.morrow.or.us

To: Morrow County Board of Commissioners
From: Karen Wolff, Human Resources Director
Date: October 25, 2017
Re: Human Resources Quarterly Report

A handwritten signature in blue ink that reads "Karen Wolff".

Some of the highlights/lowlights from this quarter include:

LGPI (Local Government Personnel Institute) Annual Meeting is always very educational. Well worth the time.

Solar Eclipse was a big event for everyone. Support to our Parks and Emergency Management with planning, execution and then follow-up.

Officer Involved Shooting was an unusual event (fortunately). The Sheriff's Office handled everything according to their protocols/policies and handled it well. I was support to them and interacting with our insurance carrier.

Collective Bargaining with Teamsters has come to a settlement. We are in the process of preparing final documents and obtaining signatures.

August

- Recruitment Committee Meetings – Administrative Officer
- Insurance Renewal and related meetings.
- Collective Bargaining – Teamsters.
- RN Interviews.
- LGPI Annual Conference in Salem.
- RFQ Review – Janitorial.
- Meet with AO and Finance regarding Staff Accountant.
- Solar Eclipse. Worked at the OHV Park Fri., Sat., Sun, & Mon.
- Continue investigating Surveyor status: Employee vs. Professional Services Contract

September

- RN interviews.
- Continue discussions with Finance Director and County Counsel regarding Surveyor.
- Continue working with a department regarding citizen/client complaint regarding employee. Conduct internal investigation.
- Prepare FMLA paperwork and investigate rules regarding part-time employees.
- Collective Bargaining with Teamsters/Sheriff's Office.
- Meet with Finance regarding Floating Holiday and write a decision.
- Department Head meeting.
- Officer Involved Shooting.
- CIS Webinar: Veteran's Preference.

October

- Joint BOC meeting. Assist and support. Lead building tours.
- Retirement Program complaint.
- SAIF Training: Slips, Trips & Falls and Return to Work Program.
- Assist SAIF with a workstation ergonomic evaluation. Employee/Dr. request.
- Continue recruitment for Administrative Officer position.
- Hired an RN!
- Prepare final reports to Commissioners regarding Surveyor compensation questions. Prepare to bring the subject to the Commissioners for discussion.

Recruitments

- August - Recruit for Public Health RN.
 - New Employee Orientation – General Maintenance Assistant.
 - Recruit for Administrative Officer.
- Sept. - Continue: The Loop driver ad.
 - Public Health interviews – Public Health RN.
 - Continue recruitment for Administrative Officer.
 - New Employee Orientation – Sheriff's Office Communication Deputy
- Oct. - Continue recruitment for Administrative Officer.

Monthly

- Send Anniversary Date Reminders
- Safety Committee
- Respond to Unemployment Claims
- Handle SAIF Claims
- Pay the bills. Training Roberta in this process.
- Insurance claims
- Correspondence with Unions on various issues.
- Meet with employees and Department Heads as needed.
- Support Administrative Officer as needed.
- Support Commissioners as needed.
- Continue to update Human Resources page of county web site.

**Board of Commissioner Meeting
Health Dept. Quarterly Update
October 25, 2017**

Public Health Modernization

The 14 county Eastern Oregon partnership is moving ahead as proposed, with the regional PH Modernization RFP; in the process of finalizing the application (Due 10/24) which will have been submitted before the BOC meeting.

Family Planning

Previously mentioned changes regarding separating funds into two categories: Community Outreach/Education and Clinical services. Morrow County will opt to continue to provide direct services.

Immunization

Influenza vaccine is available at all regular Health Dept clinics. Offsite clinics have been held at each Senior Mealsite location including Ione and evening clinics in Boardman, Heppner and Ione. CARE Team staff have already taken, or are in the process of offering vaccine at each school site.

Nurse Home Visiting position

Previous applicant has decided to accept the offer of employment. Current employer has asked that she delay her departure by a few weeks as they are scheduled for a site survey the week of Nov. 20th. New RN has requested that her first day of work be Monday Nov. 27th.

CARE Team

Continues to serve throughout the county. Team members has previously been assigned to each school, but have now increased the amount of time they are actually in the school.

Student Based Health Center

Recently had on site review and we received notification last week that we had successfully completed the Operational Profile.

LCAC/BMEL HUB

We were advised at the last Regional Community Advisory Council (RCAC) that the State would like to see more participation between the LCACs and local Early Learning partners. The Blue Mountain Early Learning Hub which represents Morrow, Umatilla and Union counties participated in the RCAC. I then reached out to the LCAC and Early Childhood Committee to request that the Oct meetings be held jointly. The meeting was successful, well attended by both groups with discussion regarding issue relevant to both, ie common incentive measures. The group also decided to meet on a semi regular basis in the future.

MRC/Healthcare Preparedness Update - Shelley Wight