



# **CROOK COUNTY BOARD OF COMMISSIONERS AGENDA**

**Wednesday, September 3, 2025 at 9:00 am**

**Crook County Annex | 320 NE Court St. | Prineville OR**

Members of the public and media are welcome to attend in person or via Zoom: Phone:  
1-253-215-8782; Meeting ID: 954 2612 6858; Passcode: 178149

## **PUBLIC COMMENT**

*Please note that each speaker is limited to a maximum of five (5) minutes. This guideline helps ensure that everyone has an equal opportunity to speak.*

## **CONSENT AGENDA**

(Consent agenda items are routine matters - e.g. minutes, appropriations orders, contracts, agreements, completion of previously discussed matters and decisions requiring Board ratification which are not expected to generate discussion. Any member of the Board may request removal of an item for separate discussion or vote. All remaining items are approved in a single motion.)

### **1. Order 2025-33 In the Matter of Appointment to the Fair Board**

## **DISCUSSION**

### **2. Proclamation Declaring September as National Recovery Month**

Requester: Katie Plumb

Presenters:

Stephanie O'Neal, Public Health Modernization Manager / Prevention & Health Promotion  
Supervisor

Haley Morris, health Programs Coordinator - Overdose Prevention

### **3. Recognition of 988 Suicide Prevention Day – “Stronger Together: Community of Hope” Event - Monday, September 8, 2025**

Requester: Katie Plumb

Presenters:

Stephanie O'Neal, Public Health Modernization Manager / Prevention & Health Promotion  
Supervisor

**4. Wolf Depredation Compensation Committee Recommendations**

Requester: Hunter Neuharth

Wolf Depredation Compensation Committee

**5. Public Meeting Video and Recording Policy**

Requester: Will Van Vactor

County Manager

**6. PUBLIC HEARING: Resolution 2025-32 Amending the fees to be collected by Crook County for fiscal year 2025-2026 for GIS Soil Surveys, Library Nonresident Cards and Landfill Asbestos**

Requester: Christina Haron

Finance Director

## **MANAGER REPORT**

## **COMMISSIONER UPDATES**

**7. Flagpole and Plaque Dedication at the Road Department**

Requester: Commissioner Crawford

## **PUBLIC COMMENT**

*Please note that each speaker is limited to a maximum of five (5) minutes. This guideline helps ensure that everyone has an equal opportunity to speak.*

## **EXECUTIVE SESSION**

**8. ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection**

**9. ORS 192.660(2)(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations**

## **NOTICE AND DISCLAIMER**

The Crook County Board of Commissioners is the governing body of Crook County, Oregon, and holds public meetings (generally on the first and third Wednesday of each month) to deliberate upon matters of County concern. As part of its efforts to keep the public apprised of its activities, the Crook County Board of Commissioners has published this PDF file. This file contains the material to be presented before the Board of Commissioners for its next scheduled regular meeting.

Please note that while County staff members make a dedicated effort to keep this file up to date, documents and content may be added, removed, or changed between when this file is posted online and when the Board of Commissioner meeting is held. The material contained herein may be changed at any time, with or without notice.

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Please also note that this file does not contain any material scheduled to be discussed at an executive session, or material the access to which may be restricted under the terms of Oregon law.

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### **Additional Items**

Additional items may be discussed that arise too late to be included as a part of this notice. For information about adding agenda items, please contact the County Administration office at 447-6555. Assistance to handicapped individuals is provided with advance notice.

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Contact: Brian Barney ([brian.barney@crookcountyor.gov](mailto:brian.barney@crookcountyor.gov) (541) 447-6555) | Agenda published on 08/27/2025 at 2:26 PM

## AGENDA ITEM REQUEST



**Date:**

August 20, 2025

**Meeting date desired:**

Work Session August 27, 2025

**Subject:**

Fair Board Candidate Recommendation- Jeniffer Cummins

**Background and policy implications:**

Fair Board Vacant Position #7

**Budget/fiscal impacts:**

None

**Requested by:**

Casey Daly

**Presenters:**

Casey Daly- Fairgrounds Department Head

**Legal review (only if requested):**

None

**Elected official sponsor (if applicable):**

None

August 20, 2025

To: Crook County Board of Commissioners

From: Crook County Fair Board

Subject: Fair Board Member

The Crook County Fair Board met on August 18, 2025, and interviewed a candidate for the vacant position on the board. The board voted in favor of recommending Jennifer Cummins for position #7.

Jennifer Cummins is committed to serving Crook County.

Respectfully submitted,

A handwritten signature in blue ink that reads "Gail Merritt". The signature is fluid and cursive, with a long horizontal stroke extending from the end of the name.

Gail Merritt, Chairperson

**IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON**  
**FOR THE COUNTY OF CROOK**

**IN THE MATTER OF THE  
APPOINTMENT TO THE FAIR BOARD**

**ORDER 2025-33**

**WHEREAS**, volunteers are essential to the operation of the county government; and

**WHEREAS**, the Board of Commissioners has carefully considered the skills and talents of the applicants and the needs of the boards which has a vacancy requiring appointments, and based upon recommendation of Boards and Committees:

**NOW, THEREFORE**, it is hereby **ORDERED** that the Crook County Board of Commissioners makes the following appointment to the Fair Board:

<b>Board</b>	<b>Appointee</b>	<b>Term</b>	<b>Oath required</b>
Fair Board Position #7	Jennifer Cummins	3 Year Term Expiring: 12/31/2028	Yes

DATED this 3<sup>rd</sup> day of September 2025.

\_\_\_\_\_  
Susan Hermreck  
County Commissioner

\_\_\_\_\_  
Brian Barney  
County Commissioner

\_\_\_\_\_  
Seth Crawford  
County Commissioner

## AGENDA ITEM REQUEST



**Date:** 08/13/2025

**Meeting date desired:** 09/03/2025

**Subject:** Proclamation– September is National Recovery Month (see attached page)

**Background and policy implications:**

National Recovery Month (Recovery Month), which started in 1989, is a national observance held every September to promote and support new evidence-based treatment and recovery practices, the nation's strong and proud recovery community, and the dedication of service providers and communities who make recovery in all its forms possible.

CCHHS will be holding a Recovery Month Event on Friday, September 19<sup>th</sup>, 2025 from 5-7:30 pm at Pioneer Park here in Prineville and would like to invite interested community members to join us to celebrate those in recovery of all kinds.

**Budget/fiscal impacts:**

None

**Requested by:**

Katie Plumb, Health & Human Services Director  
kplumb@crookpublichealthor.gov 541-447-5165

**Presenters:**

Stephanie O'Neal, Public Health Modernization Manager / Prevention & Health Promotion Supervisor

Haley Morris, Health Programs Coordinator – Overdose Prevention

**Legal review (only if requested):**

N/A

**Elected official sponsor (if applicable):**

N/A



# Crook County

Address: 300 NE 3<sup>rd</sup> Street • Prineville, Oregon 97754  
Phone (541) 447-6555

## **PROCLAMATION National Recovery Month – September 2025**

**WHEREAS**, National Recovery Month is a national observance held every September to promote and support new evidence-based treatment and recovery practices, the nation's recovery community, and the dedicated service providers and community members who make recovery possible; and

**WHEREAS**, substance use disorder is a treatable health condition, and recovery is possible with the right supports, resources, and opportunities; and

**WHEREAS**, individuals in recovery show that people can and do overcome the challenges of substance use disorder, leading full, productive lives in our community; and

**WHEREAS**, the stigma surrounding addiction can be a barrier to treatment and recovery, and it is essential to foster understanding, compassion, and hope; and

**WHEREAS**, Crook County is committed to supporting individuals, families, and communities affected by substance use disorder through prevention, treatment, recovery support, and harm reduction; and

**WHEREAS**, we honor and celebrate the resilience of those in recovery, the dedication of service providers, and the power of community in supporting recovery journeys;

**NOW, THEREFORE**, the Crook County Board of Commissioners does hereby proclaim September 2025 as **National Recovery Month** in Crook County and calls upon all residents to join in celebrating the strength and determination of those in recovery and supporting pathways to health and wellness for all.

**DATED** this 3<sup>rd</sup> day of September, 2025.

X

Susan Hermreck  
County Commissioner

X

Brian Barney  
County Commissioner

X

Seth Crawford  
County Commissioner



## AGENDA ITEM REQUEST

**Date:** 08/27/2025

**Meeting date desired:** 09/03/2025

**Subject:** 988 Day – Stronger Together Events in Crook County

**Background and policy implications:**

CCHHS will be hosting and participating in 988 Day activities to raise awareness and positivity about the 988 Suicide & Crisis Lifeline. This Day of Action is recognized and celebrated annually on September 8<sup>th</sup> (9/8). Everyone is invited to participate!

**Budget/fiscal impacts:**

None – events are grant funded and/or offered by partner organizations and businesses

**Requested by:**

Katie Plumb, Health & Human Services Director  
kplumb@crookpublichealthor.gov 541-447-5165

**Presenters:**

Stephanie O'Neal, Public Health Modernization Manager / Prevention & Health Promotion Supervisor

Alex Greenberg, Health Programs Coordinator Senior – Mental Health Promotion and Suicide Prevention & Postvention

**Legal review (only if requested):**

N/A

**Elected official sponsor (if applicable):**

N/A



# STRONGER TOGETHER

988  
DAY

Compassionate Help.  
Anytime. Anywhere.

*"Community of Hope"*

## 988 Day & Suicide Prevention Monday 9/8/25

Time	Event	Details
8:30 AM	Welcome	Come to 422 NW Beaver St. to learn more about the event and share your message at the Notes of Hope Station.
9:00 AM	Coffee & Camaraderie	At Golden Coffee. This event is made for veteran's, but everyone is welcome. Coffee will be provided.
10:00 AM	NAMI Walk	Join NAMI for a 6-week Walking for Hope and Connection program with Crook County On The Move. Meet at Ochoco Creek Park.
1:00 PM	QPR Training	At the public library. Question. Persuade. Refer. [QPR] is a suicide prevention class. Please RSVP to <a href="mailto:agreenberg@crookpublichealthor.gov">agreenberg@crookpublichealthor.gov</a>
2:00 PM	Notes of Hope Station	Join us at 422 NW Beaver St. to write notes of hope, make chalk drawings, play trivia and spend time together.
3:30 PM	Paint for Hope	Join Artistic Escape at the public library for a FREE paint event. Space is limited to 25 participants. Please RSVP to <a href="mailto:agreenberg@crookpublichealthor.gov">agreenberg@crookpublichealthor.gov</a>
4:30 PM	Rock Painting for Hope	Come to Gervais Park by the library for rock painting. Write notes of hope or make inspiring drawings to leave around town for others to find.
6:30 PM	NAMI Support Group	Join this FREE support group at the public library. It is led by a trained local peer for adults 18+ who face mental health challenges.
7:30 PM	Candlelight Vigil	Join us at Gervais park for a candlelight vigil. We will honor those we have lost to suicide, those living with suicide or mental health struggles and their families.

All events are FREE to the public. There may be some events where additional purchases may be made by individuals.

To RSVP to the QPR Training or Paint for Hope event, please email [agreenberg@crookpublichealthor.gov](mailto:agreenberg@crookpublichealthor.gov)



# MÁS FUERTES JUNTOS



DÍA DEL  
988

Ayuda compasiva.  
En cualquier momento.  
En cualquier lugar.

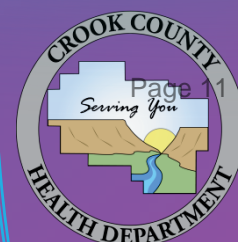
*"Comunidad de Esperanza"*

**Día del 988 y Prevención del Suicidio**  
**Lunes, 8 de Septiembre de 2025**

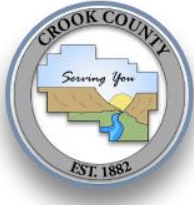
Time	Event	Details
8:30 AM	¡Bienvenidos!	Ven a 422 NW Beaver St. para conocer más sobre el evento y compartir tu mensaje en la Estación de Notas de Esperanza.
9:00 AM	Café y Compañerismo	En Golden Coffee. Este evento está hecho para veteranos, pero todos son bienvenidos. Se servirá café.
10:00 AM	Caminata NAMI	Unete a NAMI para un programa de 6 semanas de Caminata por la Esperanza y la Conexión con Crook County On The Move. Nos reuniremos en Ochoco Creek Park.
1:00 PM	Entrenamiento QPR	En la biblioteca pública. QPR es una clase de prevención del suicidio. Por favor confirma tu asistencia enviando un correo a <a href="mailto:agreenberg@crookpublichealthor.gov">agreenberg@crookpublichealthor.gov</a>
2:00 PM	Estación de Notas de Esperanza	Ven a 422 NW Beaver St. para escribir notas de esperanza, hacer dibujos con tiza, jugar trivia y pasar tiempo juntos.
3:30 PM	Pintar por la Esperanza	Unete a Artistic Escape en la biblioteca pública para un evento de pintura GRATIS. El espacio está limitado a 25 participantes. Por favor confirma tu asistencia enviando un correo <a href="mailto:aagreenberg@crookpublichealthor.gov">aagreenberg@crookpublichealthor.gov</a>
4:30 PM	Pintura de Piedras por la Esperanza	Ven a Gervais Park junto a la biblioteca para pintar piedras. Escribe notas de esperanza o haz dibujos inspiradores para dejar por la ciudad y que otros los encuentren.
6:30 PM	Grupo de Apoyo NAMI	Unete a este grupo de apoyo GRATIS en la biblioteca pública. Está dirigido por un facilitador local capacitado y es para adultos de 18 años en adelante que enfrentan desafíos de salud mental.
7:30 PM	Vigilia a la Luz de las Velas	Unete a nosotros en Gervais Park para una vigilia a la luz de las velas. Honraremos a quienes hemos perdido por suicidio, a quienes enfrentan luchas de salud mental o pensamientos suicidas, y a sus familias.

Todos los eventos son GRATIS para el público. En algunos eventos, las personas podrán realizar compras adicionales si lo desean.

Para confirmar su asistencia al entrenamiento QPR o al evento Pintar por la Esperanza, por favor envíe un correo electrónico a [agreenberg@crookpublichealthor.gov](mailto:agreenberg@crookpublichealthor.gov)



## AGENDA ITEM REQUEST



**Date:**

**Meeting date desired:**

**Subject:**

**Background and policy implications:**

**Budget/fiscal impacts:**

**Requested by:**

**Presenters:**

**Legal review (only if requested):**

**Elected official sponsor (if applicable):**

## GENERAL APPLICATION TO SERVE ON A CROOK COUNTY COURT-APPOINTED BOARD OR COMMITTEE

Position applied for:

Name:

Address:

Phone Number:

Email:

Please list any relevant experience you may have that would make you effective in the position:

OWNER OPERATOR DEHLERS 44 RANCH  
CURRENT MEMBER C.C. S.W.C.D. COMMITTEE  
PAST PRESIDENT/ CURRENT BOARD MEMBER OREGON HUNTERS ASSOC. OCHOCO CHAPTER  
PAST MEMBER OF C.C. NATURAL RESOURCE COMMITTEE  
PAST MEMBER C.C. WOLF COMP. COMMITTEE

Why do you wish to serve in this position?

AS A LONG TIME COMMUNITY MEMBER AND CURRENT OWNER OF DEHLERS 44 RANCH IN CROOK COUNTY MY TIES TO THE LIVESTOCK INDUSTRY ARE 4 GENERATIONS OLD WITH THE 5TH GETTING TALLER EVERY DAY! WOLVES ARE NOW ON THE LANDSCAPE AND HOW WE ADDRESS THIS FACT WILL SET THE TONE FOR FUTURE GENERATIONS. AS A CONSERVATIONIST RANCHER IT HAS NOT ALWAYS BEEN EASY TO COEXIST WITH WILDLIFE BUT IT IS AND WILL CONTINUE TO BE THE RIGHT THING TO DO. THIS COMMITTEE HAS THE ABILITY TO HELP OTHER LIVESTOCK OWNERS AS WE FIND A WAY TO COEXIST WITH WOLVES, IF MY EXPERIENCE CAN HELP I OFFER IT TO THIS COMMITTEE.  
THANK YOU

## GENERAL APPLICATION TO SERVE ON A CROOK COUNTY COURT-APPOINTED BOARD OR COMMITTEE

Position applied for:

Name:

Address:

Phone Number:

Email:



Please list any relevant experience you may have that would make you effective in the position:

I have lived in Powell Butte, Crook County for 30 years. My property is 65 acres which is cb in hay production and cattle grazing. I did once see a wolf on my property.

Why do you wish to serve in this position?

I am concerned as the wolf population grows how we are going to mange the affects it may have on farmers and ranchers in the area.

# GENERAL APPLICATION TO SERVE ON A CROOK COUNTY COURT-APPOINTED BOARD OR COMMITTEE

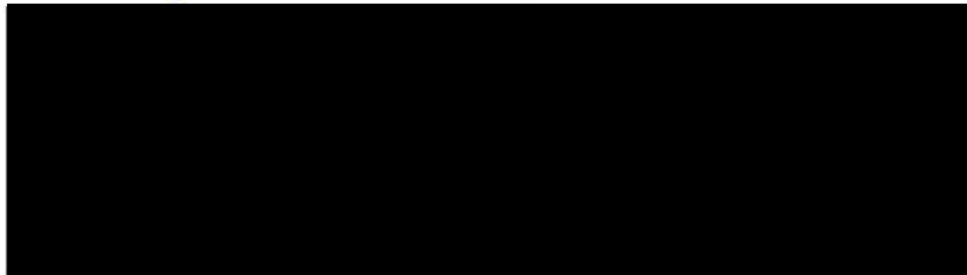
Position applied for:

Wolf Committee

Name:

Seth Crawford

Address:



Phone Number:

Email:

Please list any relevant experience you may have that would make you effective in the position:

I have been on the committee since it was started. I am a commissioner and there is a commissioner position on the committee. I talk to ranchers all across the county on a regular basis. My family also have had cows in the past.

Why do you wish to serve in this position?

I think it is important to find ways to help ranchers deal with the introduction of wolves as well as compensate them for their livestock/dogs that are killed or injured by wolves.

**IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON**  
**FOR THE COUNTY OF CROOK**

**IN THE MATTER OF THE  
APPOINTMENTS TO THE  
WOLF DEPREDAATION  
COMPENSATION COMMITTEE**

**ORDER 2025-34**

**WHEREAS**, volunteers are essential to the operation of the county government; and

**WHEREAS**, the Board of Commissioners has carefully considered the skills and talents of the applicants and the needs of the boards which has a vacancy requiring appointments, and based upon recommendation of Boards and Committees:

**NOW, THEREFORE**, it is hereby **ORDERED** that the Crook County Board of Commissioners makes the following appointments to the Wolf Depredation Compensation Committee:

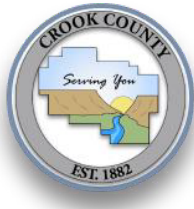
<b>Board</b>	<b>Appointee</b>	<b>Term</b>	<b>Oath required</b>
Wolf Depredation Compensation Committee Position: Conservation/co existence supporter	John Dehler	3 Year Term Expiring: 06/01/28	No
Wolf Depredation Compensation Committee Position: Livestock owner/manager	Linda Stelle	3 Year Term Expiring: 06/01/28	No
Wolf Depredation Compensation Committee Position: County Commissioner Rep	Seth Crawford	3 Year Term Expiring: 06/01/28	No

DATED this 3<sup>rd</sup> day of September 2025.

\_\_\_\_\_  
Seth Crawford  
County Commissioner

\_\_\_\_\_  
Brian Barney  
County Commissioner

\_\_\_\_\_  
Susan Hermreck  
County Commissioner



## AGENDA ITEM REQUEST

**Date:** September 28, 2025

**Meeting date desired:** September 3, 2025

**Subject:** Public Meeting Video and Recording Policy

**Background and policy implications:** At the May 21, 2025, Board meeting, Commissioner Crawford requested staff develop a workflow plan for recording, uploading, and maintaining video content of all county boards and committees. His comments emphasized the need for clear parameters, department-specific responsibilities, and overall accountability to ensure consistent public disclosure of county related public meetings.

On June 11, 2025, County Manager Will Van Vactor presented a proposed workflow to ensure public meetings are available via video and recorded. Staff has helped revise that to ensure usability and functionality. The attached order finalizes the policy.

On a related note, Sarah Puerner, Chelsea Watson, and Laura Conner have put together a guide related to staff meetings. This "how to" document will assist all staff with detailed instructions from the setting up the meeting to completing meeting minutes.

This request is consistent with Board goals related to transparency, public engagement, and public access.

**Budget/fiscal impacts:** Minimal. There may be some staff time dedicated to training and learning any changes to the workflow. Most software and hardware are already in place.

**Requested by:**

Will Van Vactor

will.vanvactor@crookcountyor.gov | 541.447.3211

**Presenters:**

Will Van Vactor

**Legal review (only if requested):**

**Elected official sponsor (if applicable):**

**IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON  
FOR THE COUNTY OF CROOK**

**IN THE MATTER OF )  
THE ADOPTION OF A )  
PUBLIC MEETINGS )  
VIDEO RECORDING )  
POLICY )**

**ORDER 2025-30**

**WHEREAS**, Crook County is committed to ensuring transparency and public accessibility to Crook County Board of Commissioners and Boards and Committee meetings;

**WHEREAS**, the Board has reviewed and discussed the proposed policy establishing procedures for the recording and distribution of video recordings of public meetings, as outlined in the attached “Crook County Public Meetings Video Recording Policy” (Exhibit A);

**WHEREAS**, formalizing such procedures ensures consistency, compliance with applicable Oregon public meetings laws, and improves public engagement.

///

///

///

**NOW, THEREFORE, IT IS HEREBY ORDERED** that the Public Meetings Video Recording Policy, as set forth in Exhibit A attached hereto and incorporated by reference, is adopted as the official policy of Crook County effective immediately.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2025.

CROOK COUNTY BOARD OF COMMISSIONERS

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BRIAN BARNEY, County Commissioner

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SUSAN HERMRECK, County Commissioner

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SETH CRAWFORD, County Commissioner

## **CROOK COUNTY PUBLIC MEETINGS VIDEO RECORDING POLICY**

### **Purpose**

To establish a county-wide standard workflow for the consistent recording, uploading, and maintenance of public meeting video content for all Crook County boards and committees. This policy aims to increase transparency, ensure public access, promote legal compliance, and ensure accountability across departments.

### **Scope**

This policy applies to all Crook County boards, committees, and subcommittees responsible for conducting public meetings. The current list of affected boards, committees, and subcommittees is attached hereto as Attachment A, which is maintained by Crook County Administration and may be amended from time to time to reflect organizational changes.

### **Policy**

#### **1. General Requirements**

- All public meetings shall, by default, be conducted using Zoom (or other County-approved video conferencing platforms) and recorded with both video and audio.
- Audio-only recording is permitted only in limited circumstances (such as emergencies, technical issues, or field visits), and must be pre-approved with advance notice to the Communications Officer. In all cases, a backup audio recording is strongly recommended.

#### **2. Recording and Notification**

- Zoom recordings must be set to automatically save to the cloud to ensure post-meeting accessibility.
- After meeting conclusion, the Zoom account holder receiving the automated “recording ready” email shall forward it to the Communications Officer for further processing and upload.

#### **3. Distribution and Public Access**

- The Communications Officer is responsible for downloading, publishing, and linking the recording to the County website within five (5) days of the meeting.
- The County will finalize a single public platform for video storage and publishing to ensure consistency and efficiency.

#### **4. Department Responsibilities**

- Each department must:
  - Create and host Zoom meetings and ensure appropriate settings are enabled.
  - Confirm cloud recording functionality is active before each meeting.
  - Forward the cloud recording notification email to the Communications Officer.
  - Include Zoom access information in all meeting notices and agendas.
  - Assign at least two staff per committee for technical redundancy and continuity.
- Department heads are primarily responsible for initiating meetings and scheduling.

#### **5. Communications Officer Responsibilities**

- Download and upload all public meeting recordings to the platform and County website.
- Provide checklists, brief training, and ongoing support to departments.
- Conduct periodic audits for compliance and follow-up as needed.
- Serve as backup for department staff and provide direct support for low-frequency committees (those meetings two or fewer times annually).

#### **6. Zoom Administration**

- Coordination of Zoom account usage will be managed to avoid scheduling conflicts.
- IT will support the final administrative and permissions model for hosts/co-hosts.
- Training materials and compliance workflow checklists will be developed and distributed.

#### **7. Legal Compliance**

- This policy aligns with Oregon Public Meetings Law, which requires electronic remote access (audio or video). Video is not required but is strongly encouraged as best practice for transparency and public trust.

- The policy is to be interpreted as a best-practice guide; failure to follow the workflow precisely is not intended to serve as a violation of Oregon public meetings law so long as statutory obligations are otherwise satisfied.

**8. Implementation and Review**

- The anticipated soft rollout date was July 15, 2025, with full policy implementation beginning September 2025.
- The County Manager, in consultation with department heads and the Communications Officer, will review feedback and monitor rollout, making future recommendations to the Board as needed.

**9. Applicable Boards and Committees**

- For a list of affected boards, committees, and responsible departments, see attached list (formerly included as an appendix in the workflow memo).

**Adopted by Board Order No. 2025-30, Dated \_\_\_\_\_, 2025.**

## Attachment A: Boards and Committees for Which Crook County is Responsible

Board/Committee Name	Responsible Department
Planning Commission	Planning
Appeals Committee, Abatement of Dangerous Building Code	Building
Board of Property Tax Appeals (BOPTA)	Clerk
Budget Committee	Finance/Budget
Local Public Safety Coordinating Council (LPSCC)	Board of Commissioners
Fair Board	Fairgrounds
Forestlands Classification Committee	Forestry/Fire Officials
Community Health Advisory Council	Health & Human Services
Elected Officials Compensation Committee	Human Resources
Library Board of Trustees	Library
Museum Advisory Board	Museum Director
Natural Resources Advisory Committee (NRAC)	Natural Resources/Board of Commissioners
Wolf Committee	Natural Resources/Board of Commissioners
Ad hoc employee committees (as needed for internal projects)	Varies by project

Note: There are a number of committees associated with the County or otherwise known in the community. As of the preparation of this memorandum, staff has determined that County does not provide support to, nor is it obligated to provide support to any committee except those listed here. If determined otherwise in the future, staff will ensure this list is updated. The workflow described in this memorandum only applies to the above listed committees.



## PUBLIC NOTICE BEST PRACTICES

# Step by step process for creating a public notice

**Helpful Tip:** Start by using the public notice template

1

### Identify the Meeting Details

Include the name of the board or committee, the type of meeting, date, time, location, and zoom information. If needed, create a calendar invite in Outlook for participants.

2

### Provide the Purpose of the Meeting

State the purpose of the meeting and outline key agenda topics. If an Executive Session is scheduled, include the applicable details and statutory reference.

3

### Additional Items/Accessibility Language

Include a statement noting that additional items may be discussed that are not listed in the notice, as well as the required ADA accessibility statement with the appropriate contact information.

4

### Double Check Necessary Information

Verify that all essential details are accurate and complete, including the title, committee name, date, time, location, agenda items, and any zoom information.

5

### Send to Communications Officer

Triple check the critical elements of the notice and forward notice/agenda to Communications Officer for final review and distribution (if needed).

6

### Notice Distribution

Email out the notice and agenda (if available), post information on the County website, print for bulletin boards, send to paper (if applicable).



## VIDEO BEST PRACTICES

# Step by step process for recording Zoom meetings

1

### Schedule the Meeting in Zoom

Create your meeting using your Zoom account. Ensure all relevant details are included.

2

### Set the Recording to Save to the Cloud

In the meeting settings, confirm that the recording is configured to save to the cloud, not locally. This ensures easier access and transfer after the meeting.

3

### Host and Record the Meeting

Start your meeting.

4

### Confirm Recording and Lock Down the Meeting

Once the meeting starts, double-check that it is actively recording. Use the Host Tools to secure the meeting and prevent unauthorized access.

5

### Watch for the Post-Meeting Notification

After the meeting ends, the Zoom account holder will receive an automated email indicating the video is ready for viewing.

6

### Forward the Notification Email

Promptly forward the Zoom email to the Communications Officer so the video can be processed and uploaded.

7

### Final Upload and Confirmation

The Communications Officer will upload the video to YouTube and the County website, and then follow up with you to confirm when the video is publicly accessible.

# Crook County Boards and Committees

## Public Meeting Workflow

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## Pre-requisites for Public Meeting Workflow

- ☐ Meeting date, time and location
- ☐ Meeting Agenda
- ☐ Zoom Account
- ☐ Crook County Website Account
- ☐ Email Account

## Meeting Workflow Overview

Please CTRL+click on the section below for detailed step by step instructions

- Decide on a meeting date, time and location
- Confirm location is available on the designed date and time
- Create a Zoom Meeting
- Send Calendar Invite to Meeting Attendees (if needed)
- Create a Public Notice
- Create Meeting Event on Crook County Website
- Email Public Notice to Distribution Groups
- Host Scheduled Zoom Meeting
- Send Recording to County Communications Officer
- Update Meeting Event on County Website with draft minutes
  - Update again after minutes are approved



## Public Meeting Workflow Checklist

- ☐ Meeting date, time and location
- ☐ Location confirmed available and reserved for meeting
- ☐ Create Zoom Meeting
- ☐ Send Calendar Invite to Meeting Attendees (if needed)
- ☐ Create Public Notice
- ☐ Create Meeting Event on Crook County Website
- ☐ Email Public Notice
- ☐ Host Scheduled Meeting
  - ☐ Confirm meeting has appropriate security settings applied; follow the Zoom hosting best practices
- ☐ Send Recording Email to Communications Officer
- ☐ Update Meeting Event with draft minutes
- ☐ Update Meeting Event with approved minutes and remove draft minutes



## Create a Zoom Meeting

1. Confirm you have access to a Zoom account with premium membership.
2. Confirm the device you will be hosting the meeting with has Zoom Workplace installed, or the meeting room is set up as a Zoom Room

**If you do not need assistance logging in to Zoom, please skip to one of the next sections: [Create a Zoom Meeting Through Outlook](#) or [Create a Zoom Meeting through Zoom Application Directly](#).**

## Log in to Zoom (2 options – with Okta or with Email)

### Option 1: With Okta

**If you do not have a Zoom account provided by Crook County but do have an account provided by another organization, skip to [Option 2: With Email](#) (for other supplied accounts OSU or other organizations) for Zoom login.**

If you have a Zoom account provided by Crook County, you can log in to Zoom using SSO and Okta. If you do not have a Zoom account or an Okta login, please reach out to Crook County IT at [ITSupport@crookcountyor.gov](mailto:ITSupport@crookcountyor.gov)

1. In the Zoom login window (either when you open the Zoom application or when it pops up in Outlook), click the SSO option.

Zoom Workplace

zoom Workplace

Enter your email

Enter your password [Forgot?](#)

Sign in

☐ Keep me signed in

or sign in with

SSO Apple Google Facebook

< Back [Sign up](#)



Zoom Workplace

zoom  
Workplace





Enter your email

Enter your password [Forgot?](#)

Sign in

☐ Keep me signed in

or sign in with

SSO Apple Google Facebook

[< Back](#) [Sign up](#)

2. The next screen asks for your SSO domain. Enter: **crookcountyor** in the box

Zoom Workplace

Sign in with SSO

crookcountyor .zoom.us

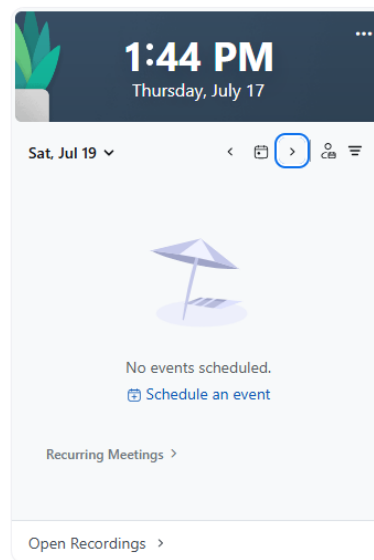
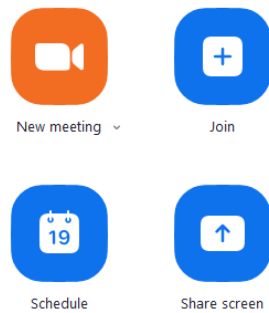
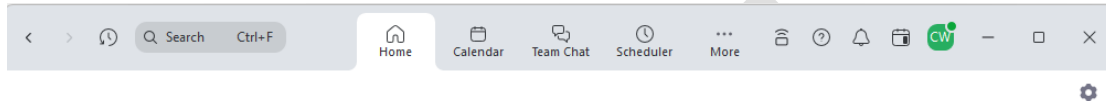
Continue

[I do not know the company domain](#)

[< Back](#)



3. It will redirect you to Okta to log in.
4. Log in to Okta with your email address and computer password if it asks. You may be prompted for a 2-factor authorization. “Logging into Okta” presentation is available [here](#) if needed.
5. Once logged in, the Zoom application will open to the Zoom Home Tab.



## Option 2: With Email (for other supplied accounts OSU or other organizations)

1. In the Zoom login window, enter your email address and account password.  
**Please note that if you have a County-provided Zoom account that is not a shared account, you must use Okta SSO login.**

Zoom Workplace

Enter your email

Enter your password [Forgot?](#)

Sign in

☐ Keep me signed in

or sign in with

SSO Apple Google Facebook

< Back [Sign up](#)

2. Click Sign In

Zoom Workplace

helpdesk@crookcountyor.gov

Password \*\*\*\*\* [Forgot?](#)

Sign in

☐ Keep me signed in

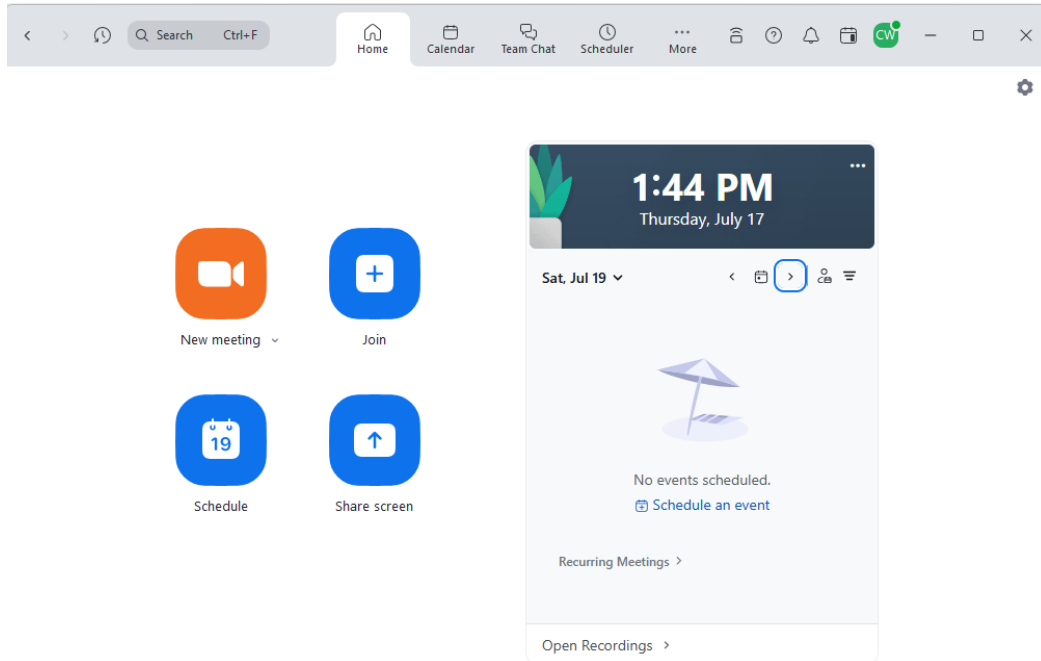
or sign in with

SSO Apple Google Facebook

< Back [Sign up](#)



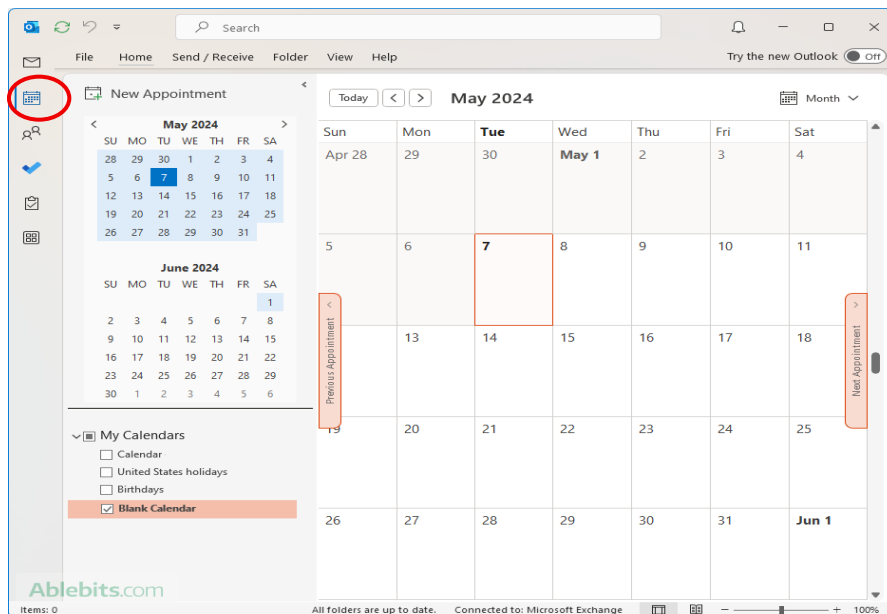
3. Once logged in, the Zoom application will open to the Zoom Home Tab.



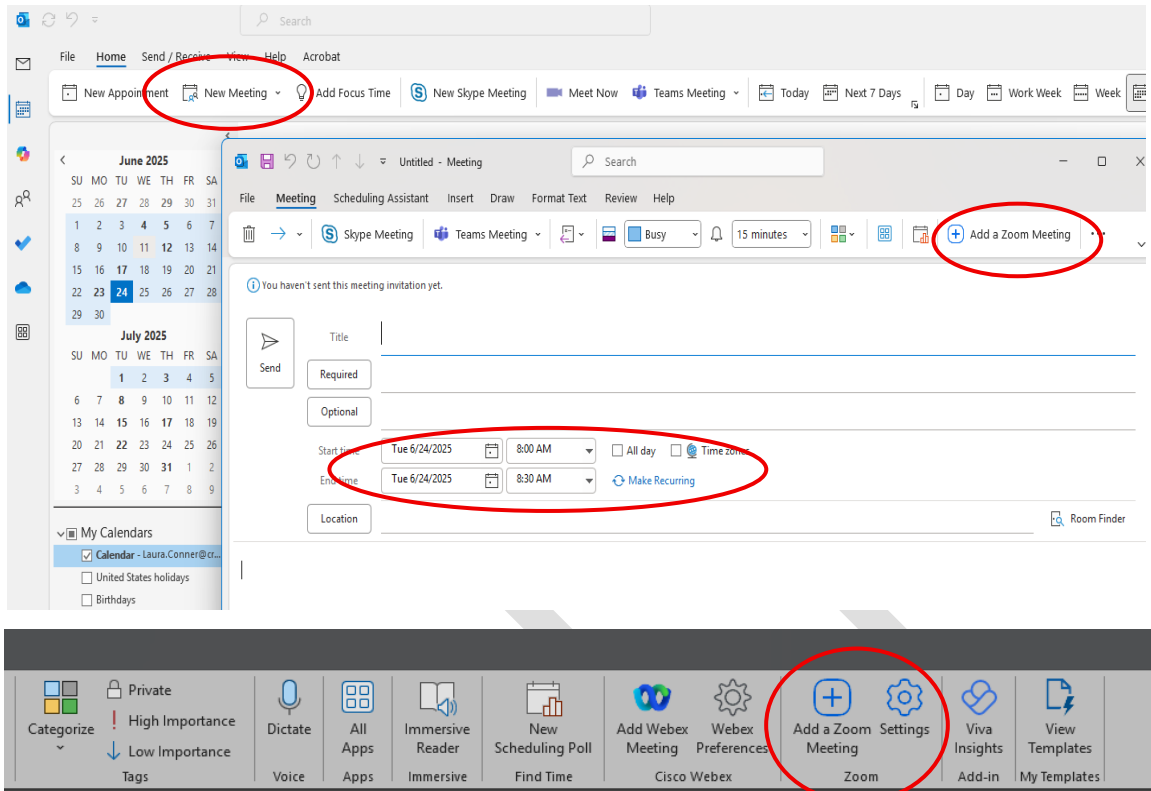
## Create a Zoom Meeting Through Outlook

Option 1: Create a Zoom Meeting through Outlook, if you would prefer to create the meeting directly through Zoom, skip to [Create a Zoom Meeting through Zoom Application Directly](#).

1. Open Outlook
2. Go to calendar



3. Click new meeting
4. Pick a time and date for your meeting
5. Find the “Add a Zoom Meeting” button in the ribbon bar and click it
6. Your Outlook Ribbon may vary. Look for the Zoom section to find “Add a Zoom Meeting”.



7. If you are signed in to Zoom, it will automatically generate a meeting ID
8. If you are not signed in to Zoom, it will pop up a sign in page. Follow these steps to login if needed ([click here](#))
9. Once signed in, you may need to click “Add a Zoom Meeting” button again
10. Zoom details should be added to the body of the calendar invite.

11. Add your email in the required field. Add any required attendees (i.e. Commissioners) that should receive the calendar invite. **If you are hosting this meeting in a conference room with a Zoom Room setup, you must include the conference room email in the Required Field.** See below for how the meeting should look.

Training Document's Zoom Meeting - Mee...

File Meeting Scheduling Assistant Insert Draw Format Text Review Help

Skype Meeting Teams Meeting Busy 15 minutes Add a Zoom Meeting

You haven't sent this meeting invitation yet.

**Send**

Title Training Document's Zoom Meeting

Required Your email address goes here, other attendees Conference Room Email address goes here

Optional

Start time Wed 6/25/2025 8:00 AM All day Time zones

End time Wed 6/25/2025 8:30 AM Make Recurring

Location https://crookcountyor.zoom.us/j/92060531806?pwd=t1dFrksH114WabQw4ZpcvUa9hnqq7.1&from=addon Room Finder

Laura Conner is inviting you to a scheduled Zoom meeting.  
Join Zoom Meeting  
<https://crookcountyor.zoom.us/j/92060531806?pwd=t1dFrksH114WabQw4ZpcvUa9hnqq7.1&from=addon>  
Meeting ID: 920 6053 1806  
Passcode: 130719

12. Copy the meeting details (in the green box above) or leave the window open for later. You will need this information for the Public Notice and final Agenda.

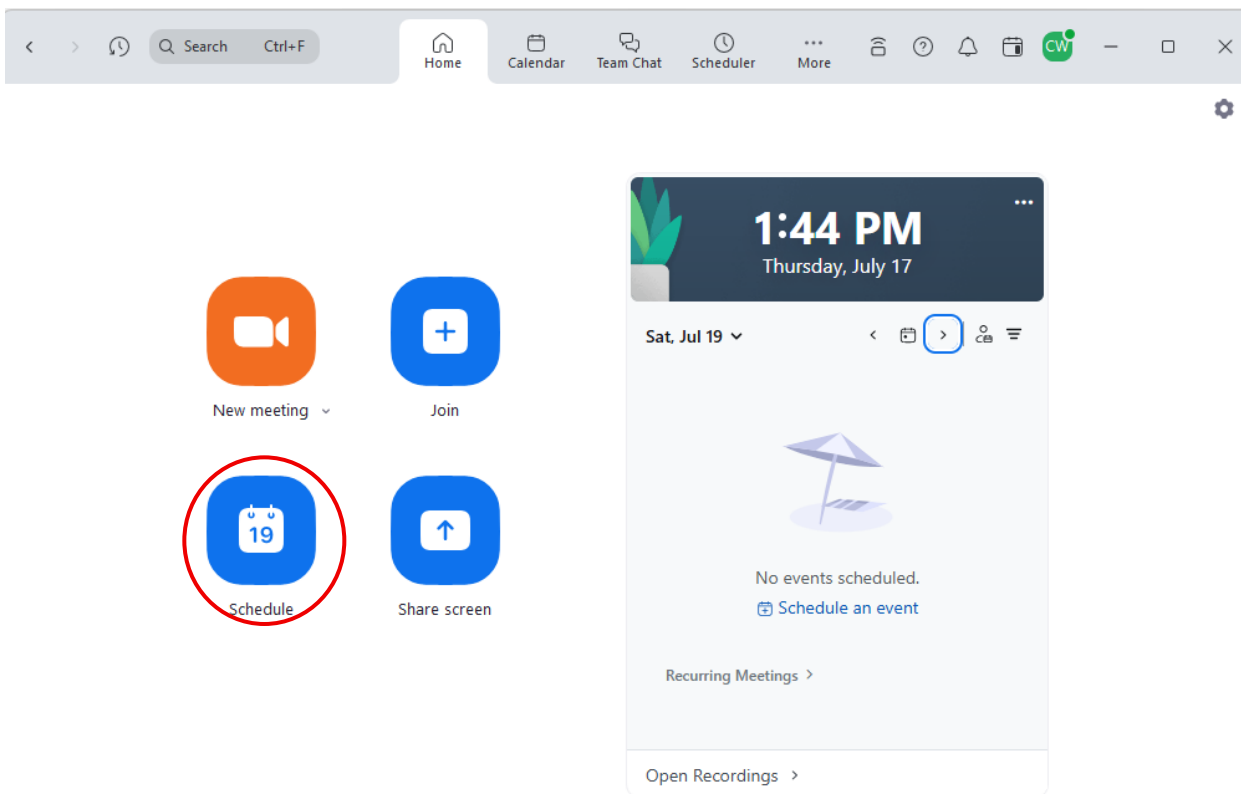
13. Once you have copied your details into your public notice or saved them elsewhere, click **Send**. This will send the Calendar invite to your calendar, and those who were included in the Required field. This will officially create the Zoom meeting. **If you do not click "Send", the Zoom meeting will not be created and your information on your Public Notice will not work. If a conference room is being used, this will also add the meeting to the conference room calendar and reserve the time for you.**



## Create a Zoom Meeting through Zoom Application Directly

### Option 2: Create a Zoom Meeting through Zoom directly

1. Open Zoom Workplace application
  - a. If you are signed in to Zoom, click the Home Tab
  - b. If you are not signed in to Zoom, it will pop up a sign in page. Follow these steps to login if needed ([click here](#))
2. On the Zoom home tab, click Schedule



3. Complete the fillable sections: Topic (Meeting Title), Date & Time
  - i. If you intend to host this meeting on a recurring schedule, be sure to check the box beside Recurring Meeting.



Schedule meeting

## Schedule Meeting

**Topic**

Public Meeting Work Flow

**Date & Time**

7/18/2025

11:45 AM

to

12:15 PM

7/18/2025

Time Zone:

Pacific Time (US and Canada)

☒ Recurring meeting

Every month on the 18 of the month, until Jan 18, 2026, 7 occurrence(s)

**Recurrence**

Monthly

Repeat every

1

month

Occurs on

☒ Day

18

of the month

☐ First

Sunday

of the month

End date

☒ By

1/18/2026

☐ After

7

occurrences

☐ Never

**Attendees**

cdconference@crookcountyor.gov

☐ Enable Continuous Meeting Chat ⓘ

Added attendees will have access to the Meeting Group Chat before and after the meeting.

**Security**

☒ Passcode

013587

 ⓘ

Only users who have the invite link or passcode can join the meeting

☐ Waiting Room

Only users admitted by the host can join the meeting

☐ Only authenticated users can join: Sign in to Zoom

**Video**

Host:

☐ On
☒ Off

Participant:

☐ On
☒ Off

**Audio**

☐ Telephone
☐ Computer Audio

☒ Telephone and Computer Audio

Dial in from United States
[Edit](#)

**Calendar**

☒ Outlook
☐ Google Calendar
☐ Other Calendars

Recurring meeting

Add meeting room if using Zoom Rooms



Check Boxes beside:

Mute Participants upon entry

Automatically Record meeting

Add your co-host or alternative host.

\*alternative hosts must be using a Crook County Zoom account

Advanced Options ^

☐ Allow participants to join anytime

☐ Q&A

☒ Mute participants upon entry

☒ Automatically record meeting

☐ Locally ☒ In the cloud

☒ Approve or block entry for users from specific countries/regions

Only allow users from: United States [Edit](#)

Alternative hosts:

[Cancel](#) [Save](#)

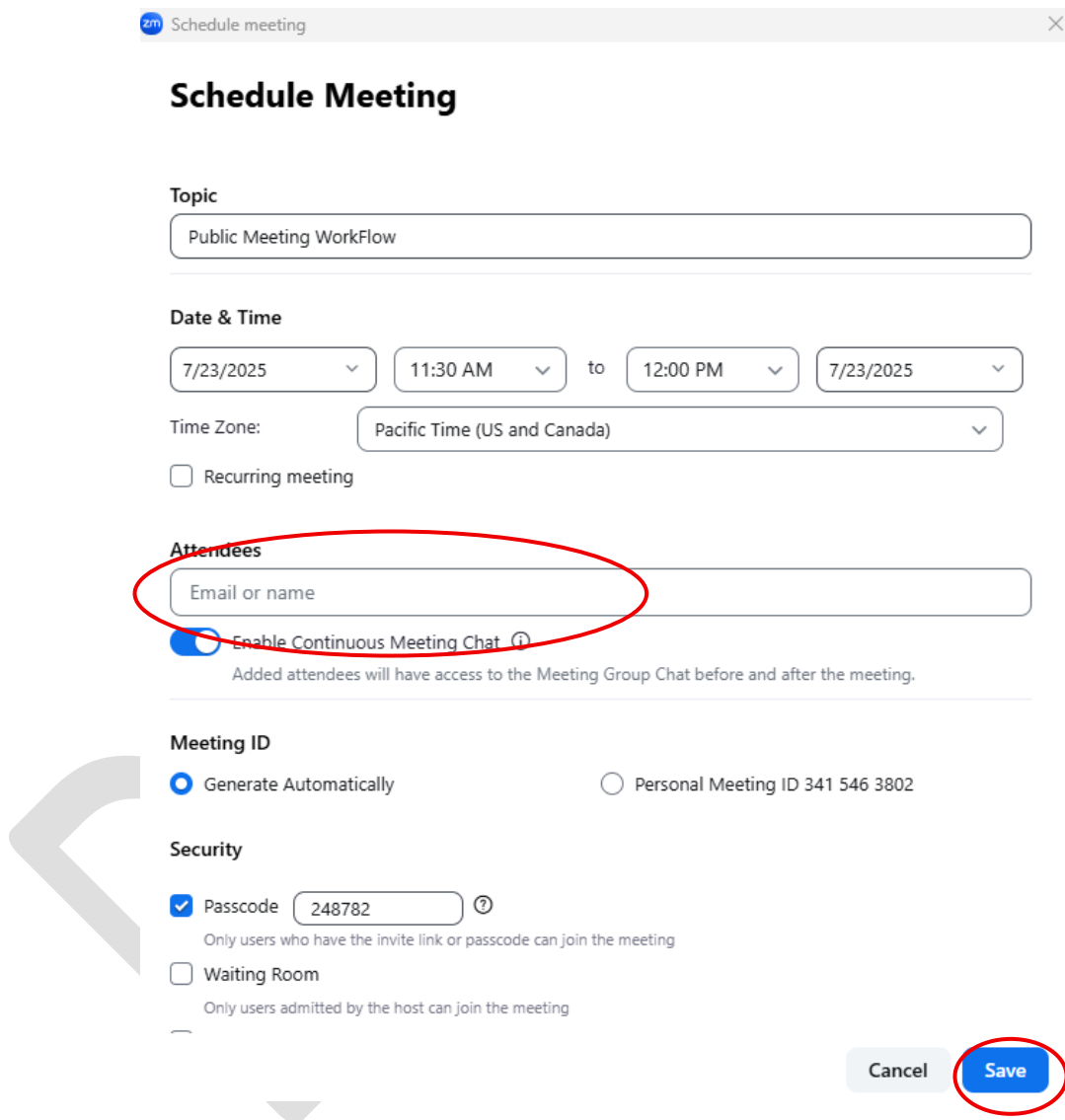
- ii. If you intend to host this meeting in a room that is set up for Zoom Rooms, be sure to include the room in the Attendees list so your meeting will show up in the designated meeting room and reserve the space on the room calendar.
- iii. You will need to use the email address associated with the meeting room:

Administration Building Conference	adminconferenceroom@co.crook.or.us
Community Development Conference	cdconference@crookcountyor.gov
Annex Large Court Room	annexcrlg@co.crook.or.us
HR/Legal Conference	hr-legalconference@co.crook.or.us

- iv. If you have a co-host or alternative host, please include their email address in the Alternative Hosts section under Advanced options.
4. Verify other sections for completeness and security settings (see images above – Check Mark on: Mute Participants upon Entry and Automatically Record Meeting. Click In the Cloud under Automatically record meeting.
5. If you have attendees added in the Attendees section, click Send to officially schedule the meeting. **If you do not click “Send”, the Zoom meeting will not be created and your information on your Public Notice will not work.**
6. If you do not have attendees added in the Attendees section because you are going to host the meeting outside of an available conference room, click Save. **By clicking save, you have officially created a Zoom meeting.**



7. This will open an Outlook calendar invite where you can add email addresses to the Required section and send the calendar invite. See above: [Create a Zoom Meeting Through Outlook](#) steps 11-13. **You do not have to send the calendar invite through Outlook if you do not wish to email it to anyone at this time.**



**Schedule Meeting**

**Topic**  
Public Meeting WorkFlow

**Date & Time**  
7/23/2025 11:30 AM to 12:00 PM 7/23/2025  
Time Zone: Pacific Time (US and Canada)  
☐ Recurring meeting

**Attendees**  
Email or name

☒ Enable Continuous Meeting Chat ⓘ  
Added attendees will have access to the Meeting Group Chat before and after the meeting.

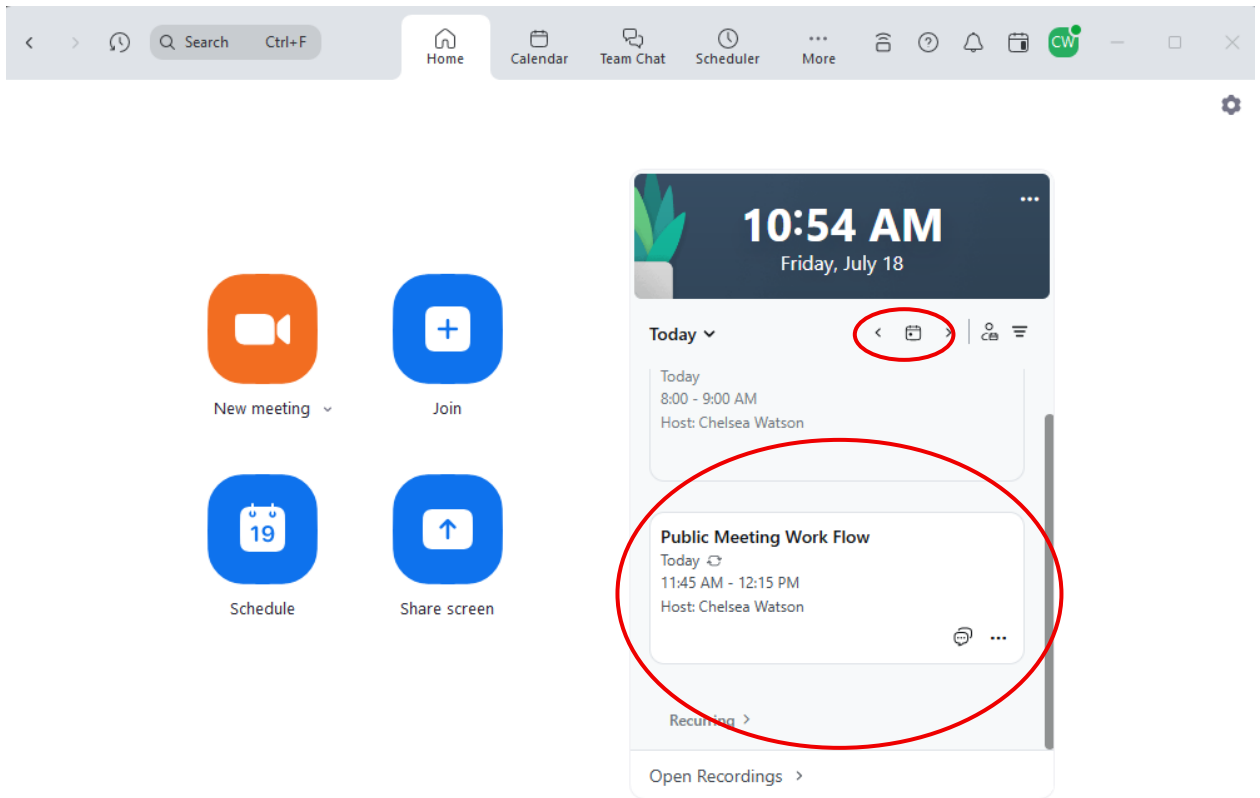
**Meeting ID**  
☒ Generate Automatically ☐ Personal Meeting ID 341 546 3802

**Security**  
☒ Passcode 248782 ⓘ  
Only users who have the invite link or passcode can join the meeting  
☐ Waiting Room  
Only users admitted by the host can join the meeting

Cancel Save



8. In the calendar list beside the four icons, click the meeting you just created. You may need to page left/right to find the meeting.



DRAFT

9. Click “Open Full Details.” Here you can see the entire meeting description which includes meeting link, ID, passcode and dial in options that need to be included in your Public Notice and email to distribution groups. You can copy and paste these items by highlighting the entire description box, right clicking, and selecting copy (or use keyboard shortcut Ctrl+C).

The image shows two overlapping screenshots. The background screenshot is a Zoom meeting invitation for "Public Meeting Work Flow" on Friday, July 18, from 11:45 AM to 12:15 PM. It includes a Zoom link, a "Start" button, a "Chat" button, and a "View Meeting Info" link. The host is Chelsea Watson. Below the host information is a "Description" section. The description text reads: "Chelsea Watson is inviting you to a scheduled Zoom meeting. Join Zoom Meeting https://crookcountyor.zoom.us/j/92398528279?pwd=I646reD5cFh0yd130BDQbG077glzrU.1 Meeting ID: 923 9852 8279". At the bottom of the description box is a button labeled "Open full details", which is circled in red. The foreground screenshot is a mobile calendar view for Friday, July 18, at 10:56 AM. It shows a calendar entry for "Public Meeting Work Flow" from 11:45 AM to 12:15 PM, hosted by Chelsea Watson.



Friday July 18, 11:45 AM - 12:15 PM


## Public Meeting Work Flow

🕒 Occurs every month on the 18th until January 18th 2026

📍 <https://crookcountyor.zoom.us/j/92398528279?pwd=I646reD5cFh0yd13OBDQbG077glzrU.1>

[Start](#) [Chat](#)

### Host

 Chelsea Watson

[Description](#) ▾

Chelsea Watson is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://crookcountyor.zoom.us/j/92398528279?pwd=I646reD5cFh0yd13OBDQbG077glzrU.1>

Meeting ID: 923 9852 8279

Passcode: 013587

Copy these  
details to your  
public notice



One tap mobile

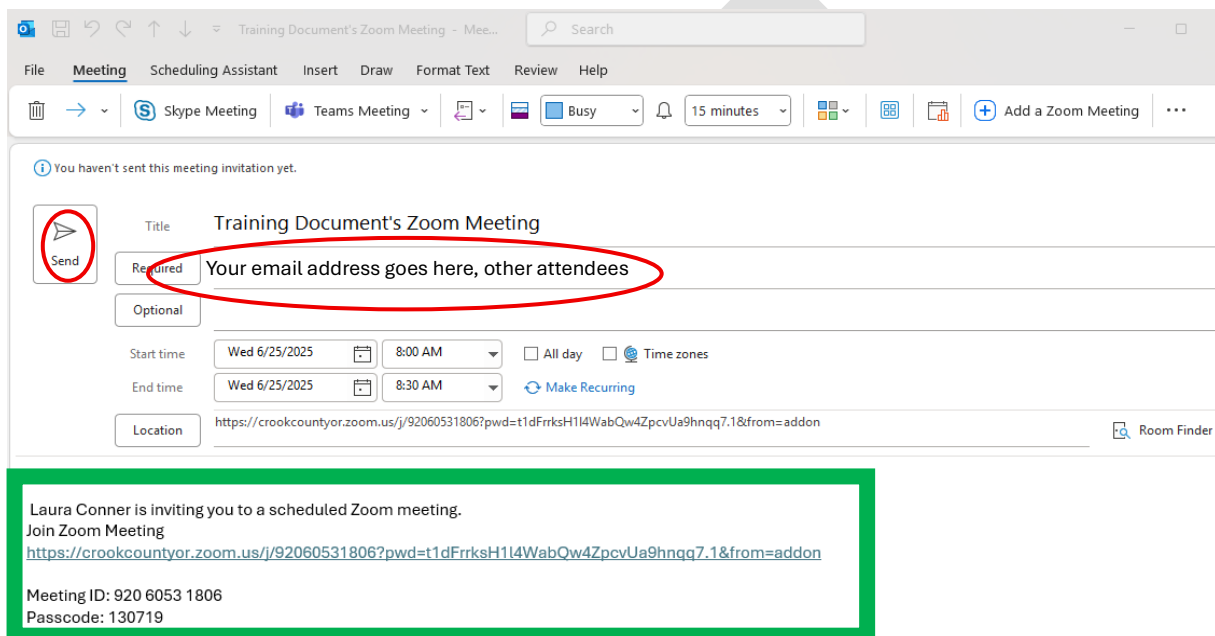
10. Paste the details into your Agenda and Public Notice (will be created in next steps).



## Send Calendar Invite to Required Participants

Send the calendar invite to required attendees (i.e. Presenters and Commissioners) if the invite was not sent during Zoom Meeting Creation. Refer to steps 11-13 in [Create a Zoom Meeting Through Outlook](#) directions above.

If you are sending a calendar invite after the Zoom meeting has been created, you can choose to create a new meeting in Outlook, add the meeting details, add required participants and then send invite as if it were a normal meeting invite.



The screenshot shows the Outlook 'Send Meeting Invitation' dialog box for a meeting titled 'Training Document's Zoom Meeting'. The 'Send' button is circled in red. The 'Required' field contains the placeholder text 'Your email address goes here, other attendees' and is also circled in red. The 'Optional' field is empty. The 'Start time' is set to Wednesday, 6/25/2025 at 8:00 AM, and the 'End time' is set to Wednesday, 6/25/2025 at 8:30 AM. The 'Location' field contains the Zoom URL: <https://crookcountyor.zoom.us/j/92060531806?pwd=t1dFrksH1l4WabQw4ZpcvUa9hnqq7.1&from=addon>. A green box highlights the invitation text: 'Laura Conner is inviting you to a scheduled Zoom meeting. Join Zoom Meeting <https://crookcountyor.zoom.us/j/92060531806?pwd=t1dFrksH1l4WabQw4ZpcvUa9hnqq7.1&from=addon> Meeting ID: 920 6053 1806 Passcode: 130719'.

You haven't sent this meeting invitation yet.

**Send**

Title: Training Document's Zoom Meeting

Required: Your email address goes here, other attendees

Optional:

Start time: Wed 6/25/2025 8:00 AM ☐ All day ☐ Time zones

End time: Wed 6/25/2025 8:30 AM [Make Recurring](#)

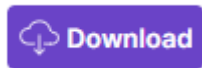
Location: <https://crookcountyor.zoom.us/j/92060531806?pwd=t1dFrksH1l4WabQw4ZpcvUa9hnqq7.1&from=addon> [Room Finder](#)

Laura Conner is inviting you to a scheduled Zoom meeting.  
Join Zoom Meeting  
<https://crookcountyor.zoom.us/j/92060531806?pwd=t1dFrksH1l4WabQw4ZpcvUa9hnqq7.1&from=addon>  
Meeting ID: 920 6053 1806  
Passcode: 130719



## Create a Public Notice

1. Download the Public Notice template: [Public Notice Template](#). There are other templates available for special meeting types: [Special Executive Session](#), [Special Public Meeting](#)
2. Download the template from the links above using the purple Download button on the webpage.



<- This is not a link. This is an example of the download button on the webpage.

3. Open the Public Notice template using Microsoft Word (or other word document editor)
4. Fill in the information between the <> brackets with your relevant meeting information:
  - a. Meeting type – regular, work session, other
  - b. Board or committee name in the header
  - c. Board or committee name in the paragraph
  - d. Date, time and location
  - e. Consent Agenda Items
  - f. Discussion Items
  - g. Scheduled Appearances
  - h. Executive session
  - i. Website link
  - j. Disability/remote attendance/agenda additions information
  - k. Zoom meeting link (found from Zoom meeting description)
  - l. Meeting ID (found from Zoom meeting description)
  - m. Passcode (found from Zoom meeting description)
5. Verify the public notice looks correct and has no spelling errors, left in <> brackets or other mistakes.
6. Save the document as a Word Document. This allows you to make changes should you need to adjust your public notice.
7. File > Save as Adobe PDF or File > Print > Adobe PDF/Microsoft PDF
  - a. Click yes on the pop ups
  - b. Save notice with appropriate meeting name
  - c. This saves your notice as a PDF file for uploading to the website.



Example of Public Notice Template (uncompleted):

**Public Notice**  
**<Meeting type> meeting of the Crook County <Board or Committee name>**

Crook County <Board or Committee Name> will hold its regularly scheduled <meeting type> meeting on, <day of the week>, <month><date>, 202<year>, beginning at <time> <AM/PM>, <meeting room if it has a separate name>, located at <address>. The principal subject(s) anticipated to be discussed are: **Consent Agenda:** <items here>; **Discussion Items:** <Items here>. **Scheduled Appearances:** <names here>. **Executive Session:** <items here>. Additional items may be discussed that arise too late to be included as part of this notice. For complete agenda and scheduled times, please see the website <website link here>. For information about adding agenda items, for information on remote attendance, or to request assistance due to disability or for assistance with language interpretation or communications aids, please contact the <administrating group> at <specific telephone number>, or <specific individual's name>, at <specific email address>. Assistance to disabled individuals or persons needing language interpretation is provided with advance notice.

Join Zoom Meeting:  
<put meeting link here>  
Meeting ID: <meeting ID here>  
Passcode: <passcode here>



Example Completed Public Notice:

**Public Notice**  
**Example Special meeting of the Crook County Public**  
**Meeting Workflow Committee**

Crook County Public Meeting Workflow Committee will hold its regularly scheduled public meeting on, Friday, August 15, 2025, beginning at 4:00PM, IT Conference Room, located at 422 NW Beaver St, Prineville OR, 97754. The principal subject(s) anticipated to be discussed are: **Consent Agenda:** Public Meeting Workflow Document **Discussion Items:** Public Meeting Training Priority. **Scheduled Appearances:** Staff Executive Session: No Executive Session. Additional items may be discussed that arise too late to be included as part of this notice. For complete agenda and scheduled times, please see the website <https://co.crook.or.us>. For information about adding agenda items, for information on remote attendance, or to request assistance due to disability or for assistance with language interpretation or communications aids, please contact the Crook County IT at 541-416-3930 or ITSupport@crookcountyor.gov. Assistance to disabled individuals or persons needing language interpretation is provided with advance notice.

Join Zoom Meeting:

<put meeting link here>

Meeting ID: <meeting ID here>

Passcode: <passcode here>



Revised 8/13/2025

## Create Meeting Event on Crook County Website

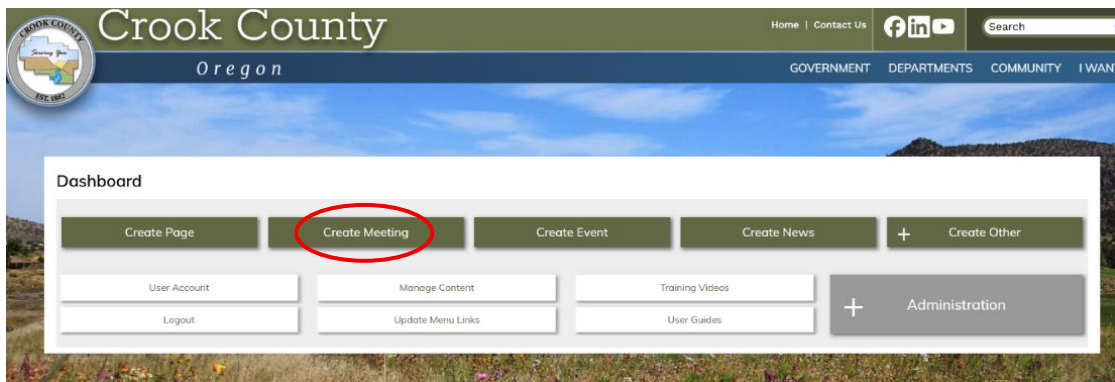
1. Log in to Crook County Website (<https://co.crook.or.us/>) using the “Staff Login” button on the bottom left corner.



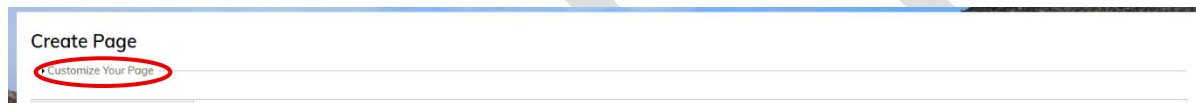
2. Login with your website credentials. These vary and may be your email address or another username variation. If you are unsure, please contact [ITSupport@crookcountyor.gov](mailto:ITSupport@crookcountyor.gov).

A screenshot of the Crook County website login page. The header is identical to the homepage. Below the banner is a "User account" login form. The form has two tabs: "Log in" (selected) and "Request new password". The "Log in" tab contains fields for "Username or e-mail address" and "Password". Below the "Username or e-mail address" field is a note: "You may login with either your assigned username or your e-mail address." Below the "Password" field is a note: "The password field is case sensitive." A "Log in" button is at the bottom of the form.

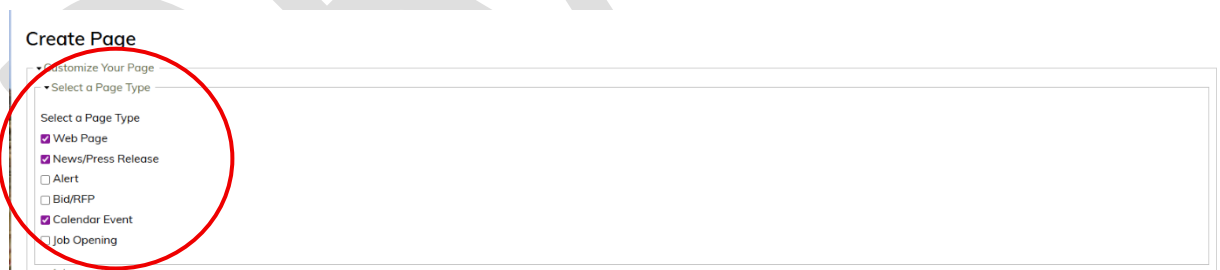
3. On the dashboard page, click create Meeting



4. In Create Page:



- Click on “Customize Your Page” under the Create Page Header.
- Click the Select a Page Type Section. Click the check box beside News/Press Releases. This adds this meeting to the Public Notice list. Confirm that Calendar Event and Web Page are also checked.



- c. Fill in the Meeting Title with your title name
- d. Select the applicable Microsite (usually correlates to the board or committee)

**Create Page**  
→ Customize Your Page

**Title and Body \***

Event/Meeting

Maps

Publishing options  
Published

**Title \***

**Microsite \***  
Select a value

**Body (Edit summary)**

Format

B U I S [table icon] [link icon] [unlink icon] [media icon] [code icon]

[bold icon] [italic icon] [underline icon] [text color icon] [background color icon] [bulleted list icon] [numbered list icon] [link icon] [unlink icon] [media icon] [code icon]

- e. Copy and paste all of the text from your Public Notice document into the “Body” section of the page

**Body (Edit summary)**

Normal

B U I S [table icon] [link icon] [unlink icon] [media icon] [code icon]

[bold icon] [italic icon] [underline icon] [text color icon] [background color icon] [bulleted list icon] [numbered list icon] [link icon] [unlink icon] [media icon] [code icon]

Paste all of the Public Notice text here

body p

Text format Full HTML Standard WYSIWYG Buttons



- f. Click the Event/Meeting tab on the left. Here you will find the place to upload your agenda, public notice document, packet if available and meeting minutes

Title and Body *	→ Event/Meeting Basics
<b>Event/Meeting</b>	→ Agendas
Maps	→ Agenda Packets
News	→ Minutes
Publishing options	→ Other Attachments
Published	→ Audio/Video
	→ Related Ordinances/Resolutions
	→ Related Projects
	→ External Meetings

- g. Click Event/Meeting Basics section. This opens a section for event details.

Title and Body *	→ <b>Event/Meeting Basics</b>
Event/Meeting	→ Agendas
Maps	→ Agenda Packets
News	→ Minutes
Publishing options	→ Other Attachments
Published	→ Audio/Video
	→ Related Ordinances/Resolutions
	→ Related Projects
	→ External Meetings

- h. Leave the event type as Meeting with Agenda and Minutes.



- i. Under the calendar date section, enter your date and time for the scheduled meeting. This will add the event to the Public Calendar.

Customize your page

Title and Body \*

Event/Meeting

Maps

Publishing options

Published

Event/Meeting Basics

Select the type of event that you are creating. This determines the way the event is displayed and where it may appear on the site in addition to the calendar.

Event Type

☐ N/A

☐ General Event

☒ Meeting with Agenda and Minutes

Calendar Date

☐ All Day ☐ Show End Date

Date

Time

E.g., 07/18/2025

E.g., 11:45am

☐ Repeat

- j. Under the Event/Meeting section, Click Agendas. This section is below the event Event/Meeting Basics in the middle section.

- 1) Click "Choose File" and select your agenda document for the meeting.
- 2) Click upload.

Agendas

Agendas

To upload an agenda file: Click the Browse button to select a file on your computer. Once selected click the upload button to upload the image to the page. Once uploaded, add a description for the file. The description is what the user will see as a link to click on. If you do not add a description the file name will be used.

Add a new file

Choose File

No file chosen

Upload

Files must be less than 128 MB.

Allowed file types: txt pdf doc docx xls xlsx ppt pptx.

- 3) Type in a description of the file after it has been uploaded. The description will be the Title of the file shown on the page.  
Suggested description: "<meeting date> <meeting name>  
<file type (Agenda/PublicNotice/Packet)>"

Agendas

Agendas

To upload an agenda file: Click the Browse button to select a file on your computer. Once selected click the upload button to upload the image to the page. Once uploaded, add a description for the file. The description is what the user will see as a link to click on. If you do not add a description the file name will be used.

Show row weights

File information

Operations

Description

Enter description in this box

The description may be used as the label of the link to the file.

Remove

Add a new file

Choose File

No file chosen

Upload

Files must be less than 128 MB.

Allowed file types: txt pdf doc docx xls xlsx ppt pptx.

- k. If you have a meeting packet, click Agenda Packets. Choose your file and upload it. Give the file a description once uploaded. This process mirrors the Agenda uploading steps above.



▼ Agenda Packets

▼ Packets

**Add a new file**  
 Upload | Advanced upload  
 No file chosen   
 Files must be less than 128 MB.  
 Allowed file types: txt pdf doc docx xls xlsx ppt pptx jpg jpeg gif log.

Show row weights

**Packets Link**

Title	URL
The link title is limited to 128 characters maximum.	

- l. To add your Public Notice, click on Other attachments. Choose your Public Notice file and upload. Give the file a description once uploaded. Suggested Description: "<meeting date> <meeting name> <file type (Agenda/ PublicNotice/ Packet)>"

You can also add any other supporting documents to this section. This process mirrors the Agenda uploading steps above.

▼ Other Attachments

▼ Other Meeting Attachments

Files uploaded will appear in the Meeting Information section of your page below the body text.

**To upload an individual file:** Click the Browse button to select a file on your computer. Once selected click the upload button to upload the image to the page.

**To upload multiple files:** Click on the Advanced Upload button, then click +Add Files. While holding down the CTRL button on your keyboard select the files to upload. Once selected click on the Start Upload button to upload the images to your page.

Once uploaded, add a description for the file. The description is what the user will see as a link to click on. If you do not add a description the file name will be used.

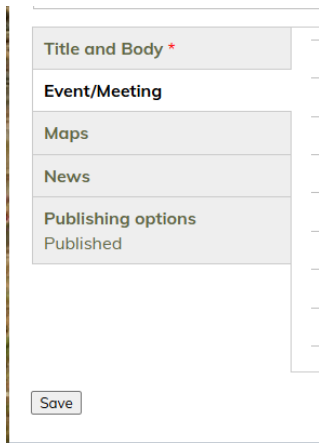
**Add a new file**  
 Upload | Advanced upload  
 No file chosen   
 Files must be less than 128 MB.  
 Allowed file types: txt pdf doc docx xls xlsx ppt pptx.

- m. Click the News tab on the left.
- n. Click the button beside Public Notice
- o. Enter the date you are publishing the event (This should be the date you are posting the public notice to the website.)

<b>Title and Body *</b>	Select whether this page is a Press Release, Public Notice, or Vacancy. If no selection is made, then the page will default to "News" as the News Type.
<b>Event/Meeting</b>	<b>News Type</b>
<b>Maps</b>	<input type="radio"/> N/A
<b>News</b>	<input type="radio"/> Press Release
<b>Publishing options</b>	<input checked="" type="radio"/> Public Notice
<b>Published</b>	<b>News</b>
	By entering an effective date, you are indicating that this is a 'news' page. It will be displayed on the /news page and in relevant site news blocks.
	<b>Date</b>
	<input type="text" value="Fri, 07/18/2025"/>



- p. When all relevant documents are uploaded, click save in the bottom left corner. This publishes the Event.



5. Once the event is published:

Make sure meeting shows up on the County Calendar at:

<https://co.crook.or.us/calendar>

Make sure Public Notice shows up under the Public Notices at:

[https://co.crook.or.us/news?field\\_news\\_type\\_tid=301&field\\_microsite\\_tid=All&keys](https://co.crook.or.us/news?field_news_type_tid=301&field_microsite_tid=All&keys)

≡

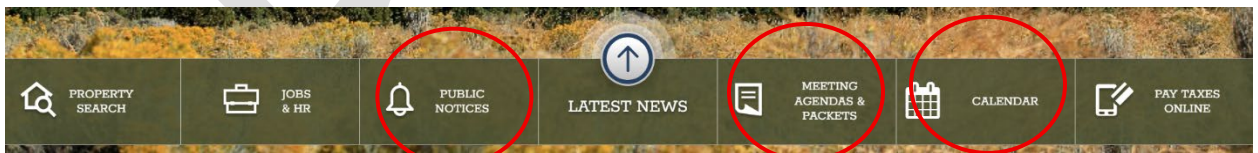
Make sure meeting shows up on the Meetings/Agendas Page:

<https://co.crook.or.us/meetings>

To quickly find the **Public Notice** Section, click the **Public Notices** icon on the Crook County website homepage.

To quickly find the **Calendar**, click the **Calendar** icon on the Crook County website homepage.

To quickly find the **Meeting Agendas & Packets** section, click the **Meeting Agendas & Packets** icon on the Crook County website homepage.



## Revise Meeting Documents (if needed)

To add revise or add meeting documents:

1. Sign in the County Website (refer to instructions [here](#) if needed)
2. On the dashboard page, under the My Recent Content section, you should see your meeting event in the list. Click on “Edit” beside the line of your meeting.

### Dashboard

The dashboard features a top navigation bar with buttons for 'Create Page', 'Create Meeting', 'Create Event', 'Create News', and '+ Create Other'. Below this is a section with buttons for 'User Account', 'Manage Content', 'Training Videos', 'Logout', 'Update Menu Links', 'User Guides', and a large '+ Administration' button. The 'My Recent Content' section displays a table with columns: Title, Microsite, Author, Last Editor, Type, Published status, View, Edit, and Last Update. A large green box highlights the main content area with the text 'This section will have your recent published webpages.' The 'Edit' link in the first row of the table is circled in red.

Title	Microsite	Author	Last Editor	Type	Published status	View	Edit	Last Update
This section will have your recent published webpages.						view	edit	1 week 3 days
						view	edit	1 week 3 days
						view	edit	1 week 3 days
						view	edit	1 week 6 days
						view	edit	3 weeks 2 days
						view	edit	1 month 3 days
						view	edit	1 month 1 week
						view	edit	1 month 1 week
						view	edit	1 month 2 weeks
						view	edit	3 months 5 days

3. When you click Edit, the meeting page will open to edit.
4. Click Event/Meeting on the left side section.



**Title and Body \***  
**Event/Meeting**  
Publishing options  
Not published

**Title \***  
Example Public Meeting

**Microsite \***  
-Information Technology

**Body (Edit summary)**  

Source | Format | ABC | I<sub>x</sub> | | | |

S | I | B | U | x<sub>e</sub> | x<sub>a</sub> | 1= | 2= | 3= | 4= | 5= | 6= | 7= | 8= | 9= | 0= |

This is an example public notice. There would be all the public noti

Zoom Information:

Phone: #####

Meeting ID: #####

Meeting Passcode: #####

5. Click the section of documents you need to change: Agendas, Agenda Packets, Minutes or other attachments.

**Title and Body \***  
**Event/Meeting**  
Publishing options  
Not published

▶ Event/Meeting Basics

▶ Agendas

▶ Agenda Packets

▶ Minutes

▶ Other Attachments

▶ Audio/Video

▶ Related Ordinances/Resolutions

▶ Related Projects

▶ External Meetings

6. Once you click on a section, click Remove beside the file that needs to be removed.

▼ Agenda Packets

▼ Packets

Show row weights

File information	Operations
<div> <div>+</div> <div>iru_agreement.exe_pdf (4.01 MB)</div> </div> <div> <div>Description</div> <div></div> </div> <div> <div>The description may be used as the label of the link to the file.</div> </div>	<div>Remove</div>

**Add a new file**

Upload | Advanced upload

Files must be less than 128 MB.

Allowed file types: txt pdf doc docx xls xlsx ppt pptx jpg jpeg gif log.

Show row weights

7. Repeat steps 4j-4l in section [Create Meeting Event on Crook County Website](#) to upload your new documents.
8. Click Save in the bottom left corner to re-publish your meeting page with updated documents.



## Email Public Notice to Distribution Groups

### Create email manually

Create a new email on your preferred email application with the following information:

TO:

CC:

BCC: [agenda\\_list@crookcountyor.gov](mailto:agenda_list@crookcountyor.gov), [media@crookcountyor.gov](mailto:media@crookcountyor.gov),  
[allsubscribers@crookcountyor.gov](mailto:allsubscribers@crookcountyor.gov), any other emails you normally send notices to

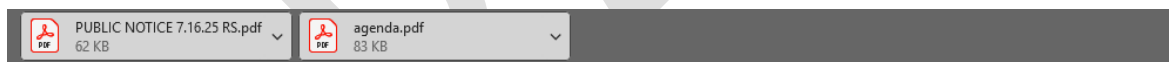
Subject: Public Notice - <meeting name and date>

Body: <Public Notice text here> <zoom information><insert email signature>

Attachments: Public Notice

Attach an agenda if available.

#### Example 1:



Attached please find the **public** notice and agenda for the Crook County Board of Commissioners Regular Session on Wednesday, July 16, 2025.

#### **Regular Session**

**Date:** Wednesday, July 16, 2025

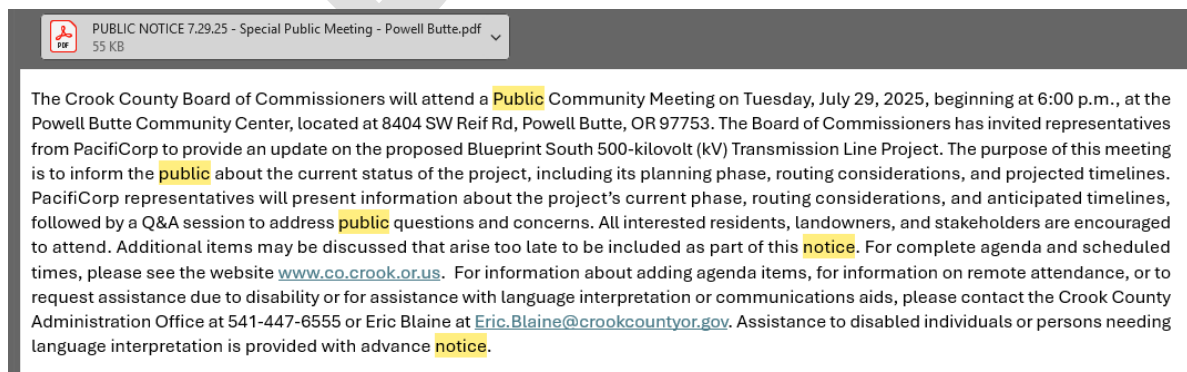
**Time:** 9:00 a.m.

**Location:** Annex Courtroom – 320 NE Court Street, Prineville, OR.

**Zoom:** 1-253-215-8782; **Meeting ID:** 981 7361 2010; **Meeting Passcode:** 033745

<https://zoom.us/j/98173612010?pwd=OHhtdTlzdIVXUEdMUFPdVd6eDBtdz09>

#### Example 2:



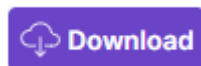
## Create an email using an email template

1. Email templates can be downloaded below. Choose the template that matches your Outlook client:

Example 1: [.msg template \(new Outlook\)](#) [.oft template \(Classic Outlook\)](#)

Example 2: [.msg template \(new Outlook\)](#) [.oft template \(Classic Outlook\)](#)

Templates are hosted online – find and click the download button to save the file.



<- This is not a link. This is an example of the download button on the webpage.

2. Open the email template with Outlook by double clicking the downloaded file.
3. If using the .msg templates, you will need to insert your email signature into the email body. If using the .oft template, you will not need to insert your email signature, it should automatically do it based on your signature settings.

**\*Caution: These templates are pre-filled with the BCC recipient lines. If you click Send prematurely, you will send the email to over 400 recipients.**

Be sure to add any other email lists or persons you send notices to, if not included in the email lists provided.

4. You should fill in the required information between the sets of <> including meeting name and date, meeting name, date, date, time, location, and Zoom information for example 1 and Public Notice section for example 2.

A screenshot of an email composition window. The "From" field is "Chelsea.Watson@crookcountyor.gov". The "To" field is empty. The "Cc" field is empty. The "Bcc" field contains three links: "Agenda List", "Media Contacts", and "All Subscribers". The "Subject" field is "Public Notice - Crook County <meeting name and date>". There is a "Send" button on the left.

Please find the attached public notice and agenda for the <meeting name and date>.

### <Meeting Name>

Date:

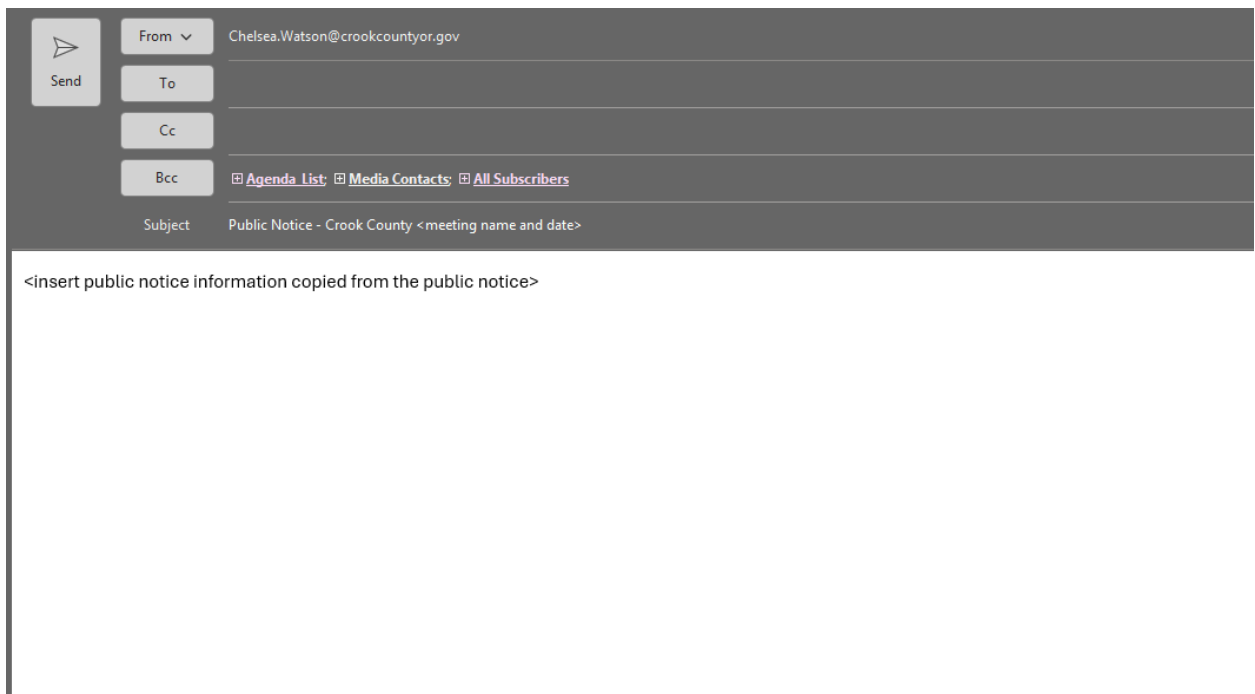
Time:

Location:

Zoom: <call in number here>; Meeting ID: <meeting ID number here>; Meeting Passcode: <passcode here>

<Zoom Link here>





Send

From ▾ Chelsea.Watson@crookcountyor.gov

To

Cc

Bcc [Agenda List](#) [Media Contacts](#) [All Subscribers](#)

Subject Public Notice - Crook County <meeting name and date>

<insert public notice information copied from the public notice>

5. Verify the email for correctness including information in the public notice– verify the email addresses in the BCC line – verify correct attachments have been added  
**\*Caution: These templates are pre-filled with the BCC recipient lines. If you click Send prematurely, you will send the email to over 400 recipients.**
6. When email is satisfactory, click Send.



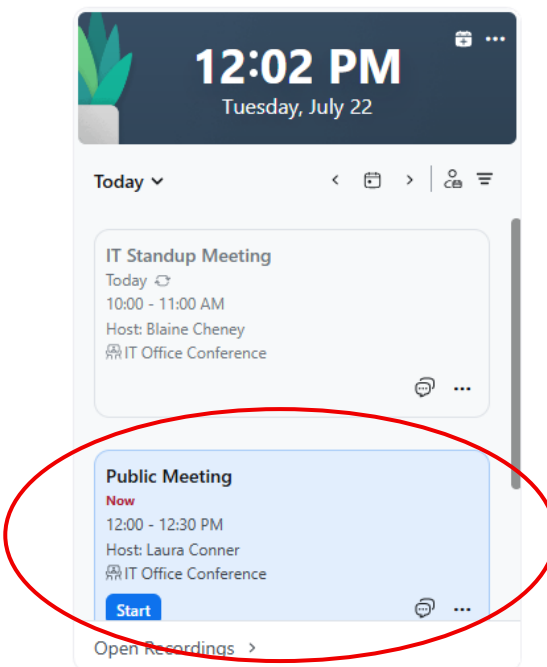
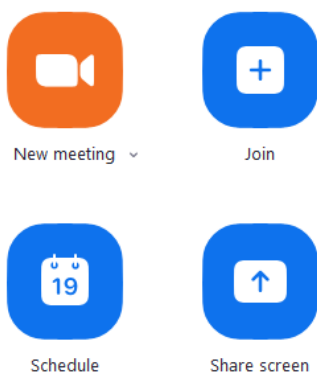
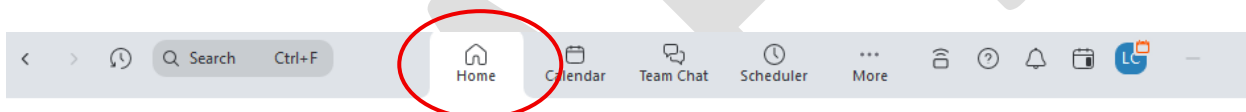
## Host Scheduled Zoom Meeting

On the day of your meeting, you will need to host the meeting via Zoom. This can be done on a computer with the Zoom Workplace application or in a conference room set up with Zoom Rooms. Both options are detailed below.

Please try to start your meeting 10-15 minutes before it is scheduled to start so if there are any problems there is time to fix them. **If you run into issues, please contact IT by calling 503-505-7878 and letting them know it is urgent.**

### Host Meeting with Zoom Workplace

1. Login to Zoom Workplace (instructions available [here](#))
2. Go to the Home tab, you should see the meeting on the list. Click on the meeting on the list. If your meeting is a recurring meeting, scroll down to the “Recurring” section to see the meeting.





New meeting ▾



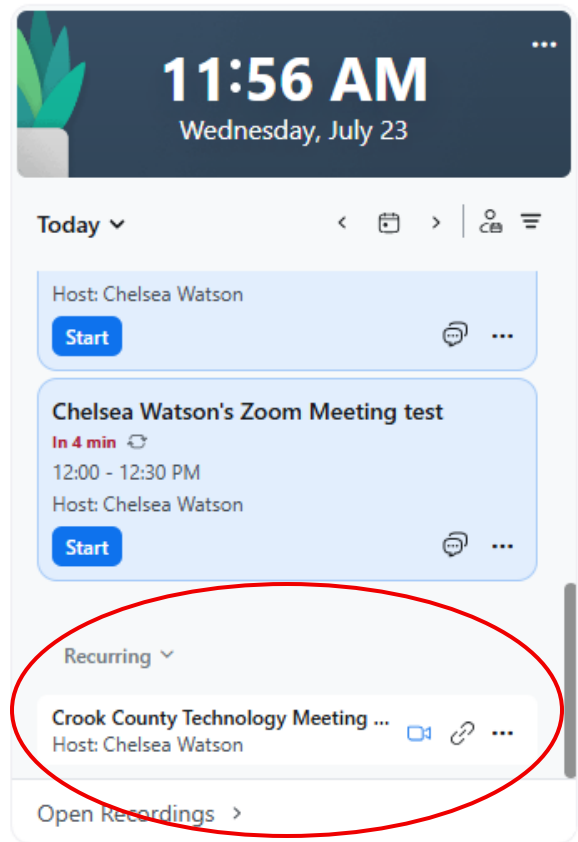
Join



Schedule



Share screen

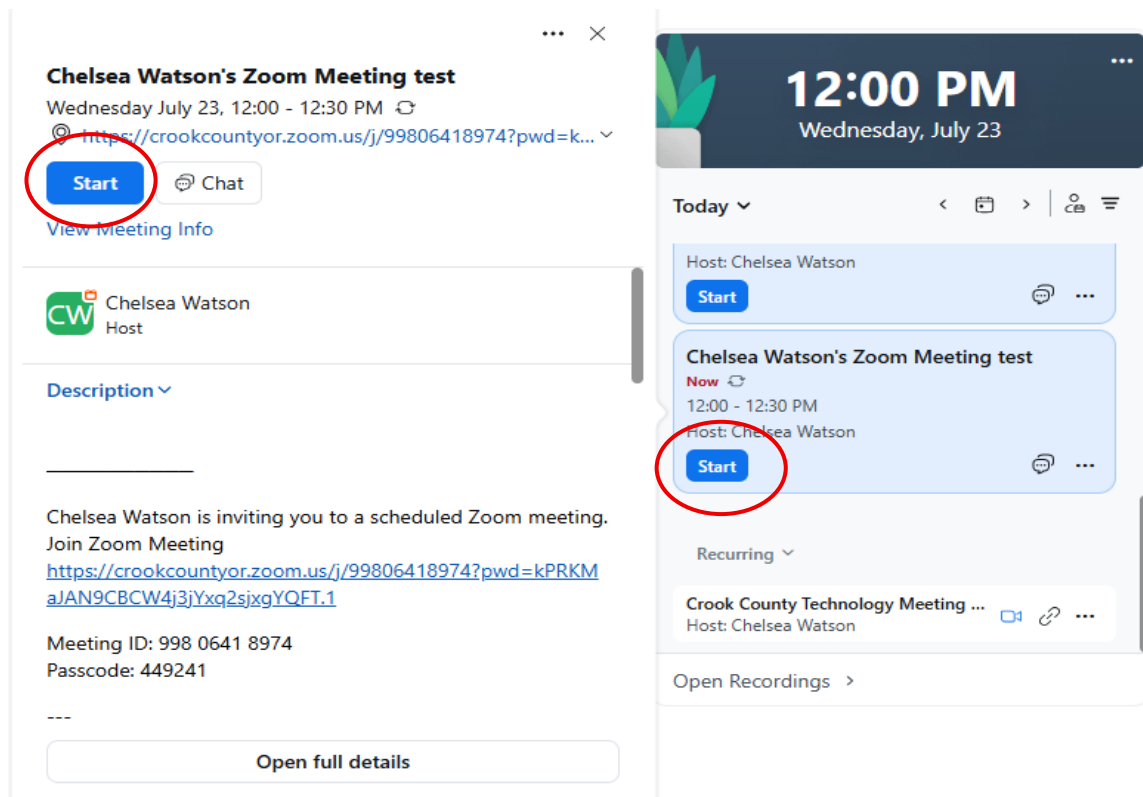


3. If your meeting is not listed, then click on the Calendar tab. You will see all your meetings listed. If your meeting is not listed, please reach out to IT before your meeting at 503-505-7878 or [itsupport@crookcountyor.gov](mailto:itsupport@crookcountyor.gov)

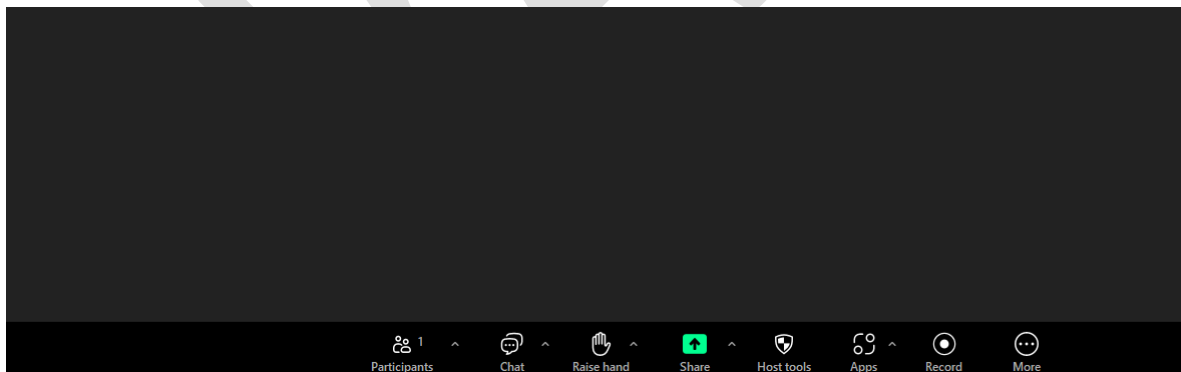
The screenshot displays a web-based calendar application. At the top, a navigation bar includes tabs for 'Home', 'Calendar', 'Team Chat', 'Scheduler', and 'More'. The 'Calendar' tab is selected and circled in red. Below the navigation bar, the user's name 'Laura Conner' is shown. The main calendar view is for July 2025, showing a grid for the week of Monday, July 21, to Friday, July 25. The 22nd is highlighted. Events are listed for Tuesday, July 22, including 'IT Standup Meeting 10 - 11am', 'Public Meeting, ...', and 'Gov AI tutorial, 1:30 - ...'. A sidebar on the left shows a monthly calendar view for July 2025, with the 22nd highlighted. The user's name 'Laura Conner' is visible in the top left corner.

4. Click on the meeting and click Start.

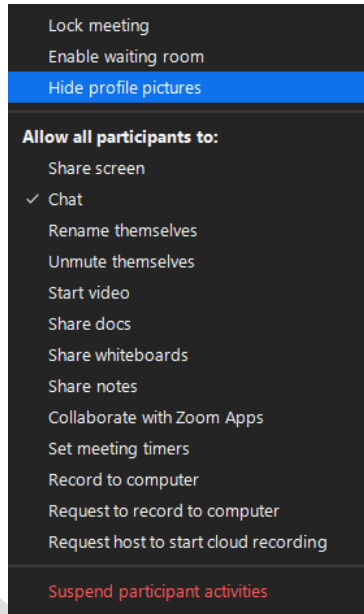




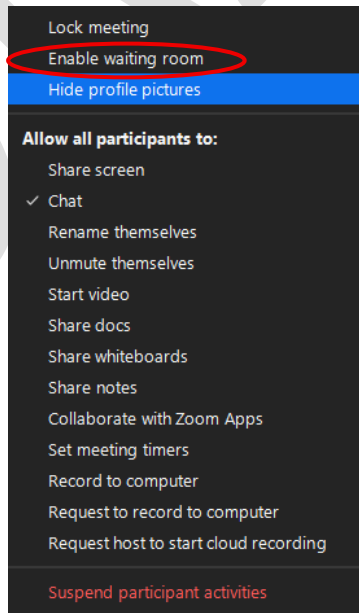
5. Once the meeting has started, there are several Host Tools available to you for security purposes.
6. In the Zoom Control Bar at the bottom of your Zoom Meeting, click Host Tools



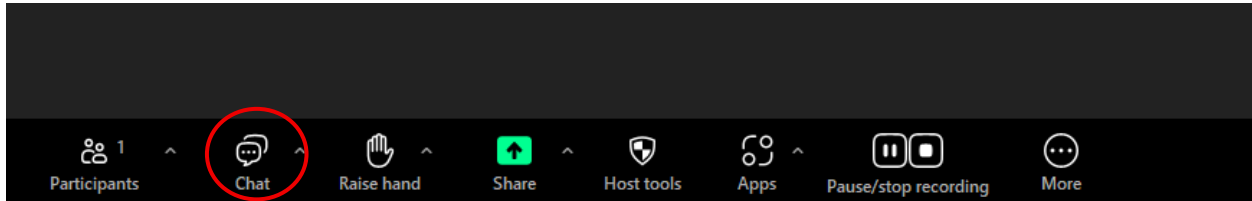
7. In the Host Tools Menu, uncheck all settings that you do not want to allow participants to do. For security and meeting safety, uncheck Share Screen, Rename Themselves, Unmute Themselves, Start Video, Share Docs, Share Whiteboards, Share notes, Collaborate with Zoom Apps, Set Meeting Timers, Record to Computer, Request to Record to computer, Request host to start cloud recording as seen in the image below.



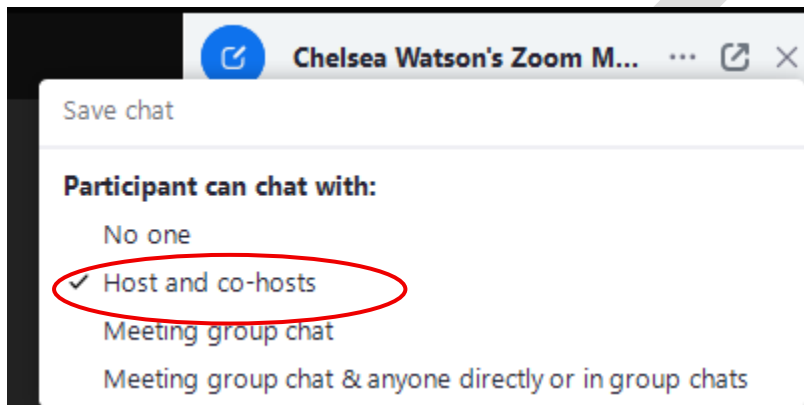
8. After the meeting has started, you may click Enable Waiting Room in the Host Tools Menu, if you would like new participants to be put in the waiting room. This helps to limit disruptions. **You must allow participants into the meeting from the waiting room when this is enabled for public meetings.**



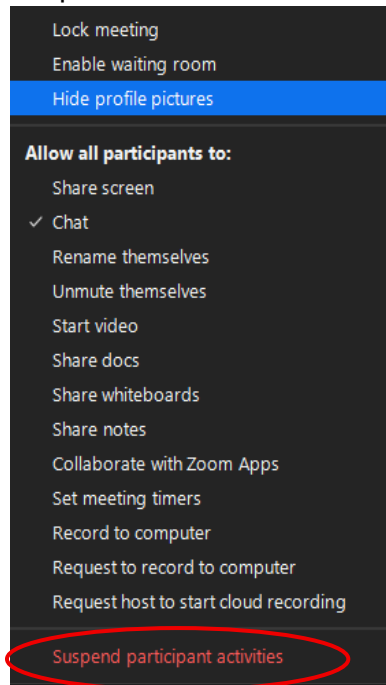
9. Chat options should be reduced to only to Hosts and Co-hosts.
10. Click the Chat button in the Zoom Control Bar. A panel appears on the right side of your screen.



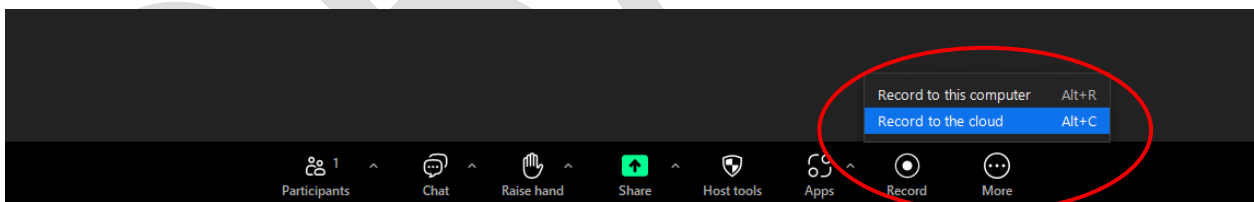
11. At the top, click the 3 dots. This will open the chat settings. Choose Hosts and Co-Hosts.



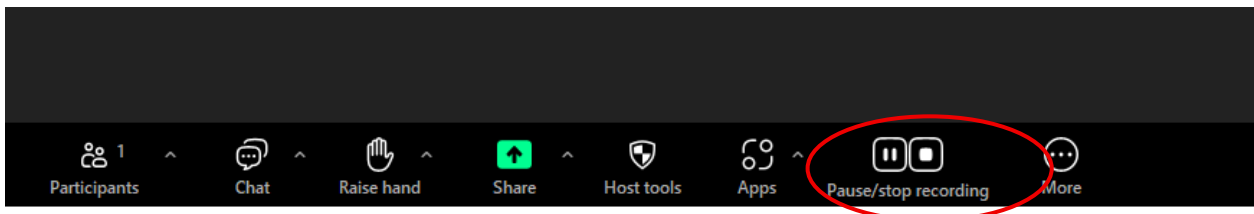
12. If there are any disruptions to your meeting, return to the Host Tools menu and click Suspend Participant Activities. This will stop all video, audio and screen sharing by participants.



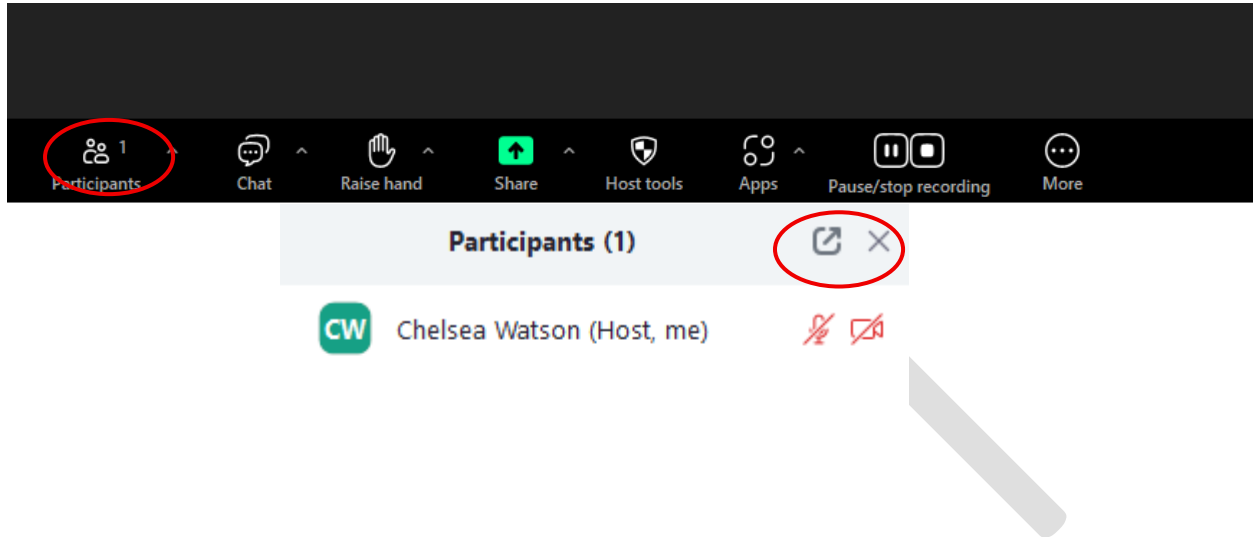
13. To Record the Meeting, click the Record button on the Zoom Control Bar. Choose record to the cloud.



14. If you need to stop recording for any reason, click Stop Recording. To pause the recording, click Pause. **Note: For meeting completeness, recording should not be stopped or paused unless necessary.**

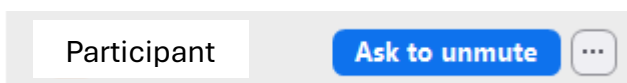


15. If you need to allow a participant to share their screen, audio or video, Click the Participants button on the Zoom Control Bar. A panel will appear on the right side of the screen. If your main screen is visible to others, you may choose to pop out the window and move it to a different screen using the pop-out button on the top right.

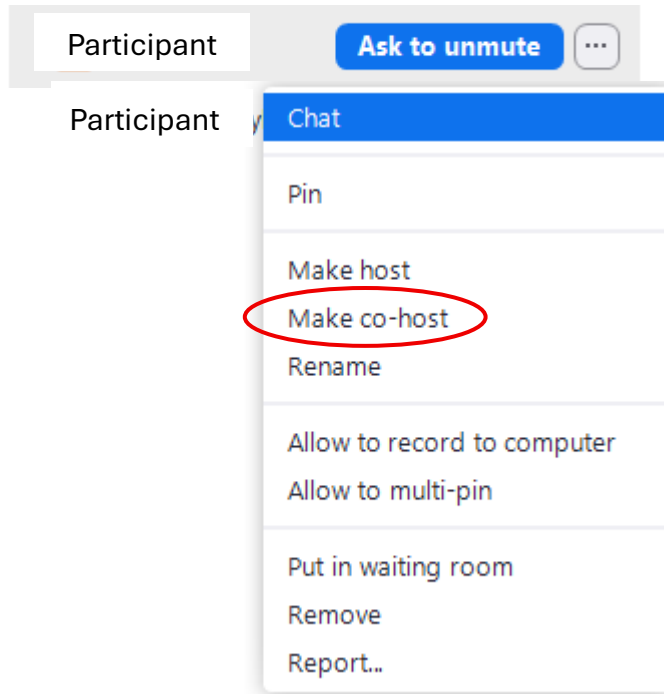


16. Click on the Participant you need to allow to share screen, audio or video. **Be sure to choose the correct participant. You will want to limit this ability to only participants you know to be real people (i.e. people that are known to be residents and often do remote public comment and County employees.) Refer to Zoom Best Practices.**

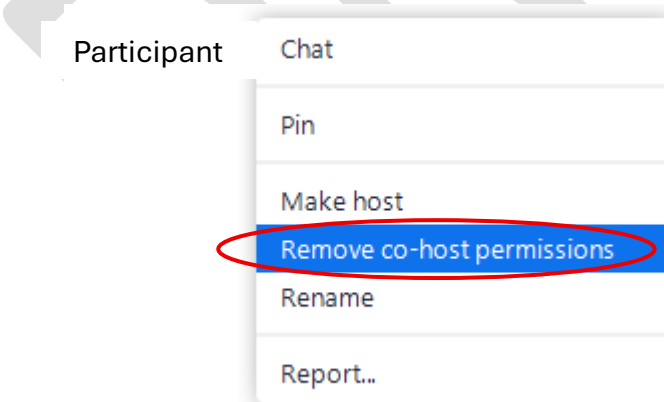
17. Click the “Ask to Unmute”. The participant will get a notification and will be able to unmute themselves.



18. If the participant needs to share their video or screen, click on the Participant's name. Click the 3 dots. Select make co-host. This will allow them to share their screen and video by giving them temporary host permissions. **\*WARNING\* Be sure to choose the correct participant. You will want to limit this ability to only participants you know to be real people (i.e. County employees). Refer to Zoom Best Practices.**



19. Once finished sharing, Click the Participant's name again, click the 3 dots, and choose Remove Co-host permissions.

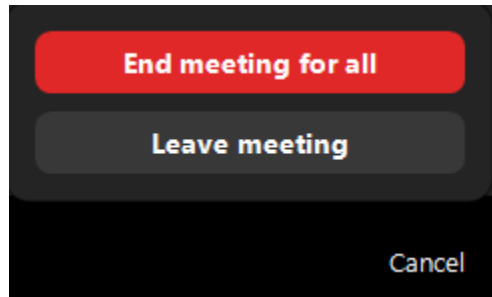


20. If you receive chat messages, click on Chat in the Zoom Control Bar. A panel will appear on the right side of the screen. If your main screen is visible to others, you may choose to pop out the window and move it to a different screen using the pop-

out button on the top right. Here you can chat with participants if necessary.



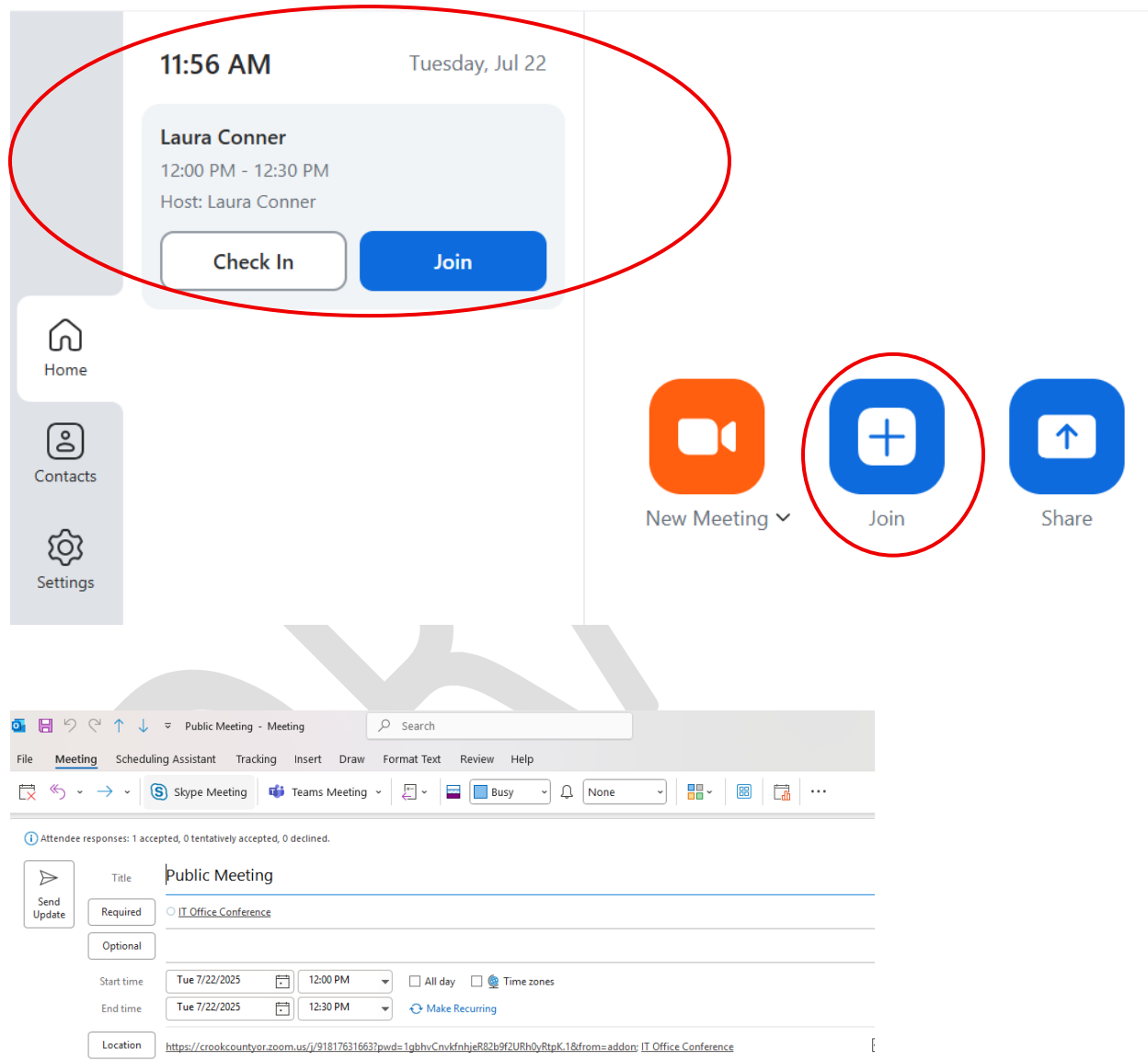
21. Once the meeting has concluded, click End on the bottom right of the Zoom Control Bar. As the host, you can end the meeting for everyone by clicking End Meeting for All.



## Host Meeting in a Zoom Room

Alternatively, if you are connecting to your meeting via a Zoom Room use the following instructions:

1. When you are in front of the iPad controller you will see your meeting listed in the left panel. If it is not listed you can click Join using your Meeting ID and Passcode.



Laura Conner is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://crookcounty.zoom.us/j/91817631663?pwd=1gbhvCnvkfnhjeR82b9f2URh0yRtpK.1&from=addon>

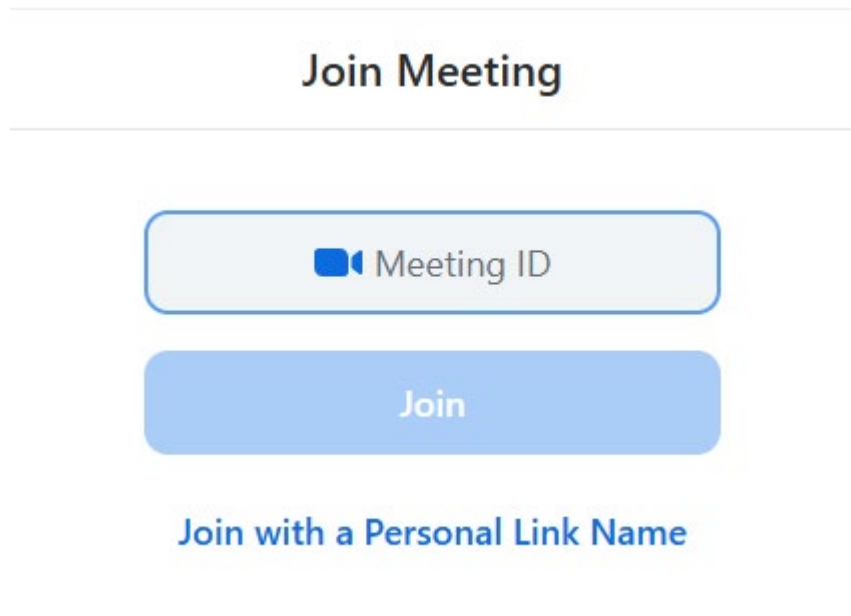
Meeting ID: 918 1763 1663  
Passcode: 205928

Your meeting ID and Passcode can be found in the original email invite and on your Public Notice.



Revised 8/13/2025

2. Once you tap Join on the screen, it will prompt you to put in the Meeting ID. Enter the Meeting ID and tap Join.



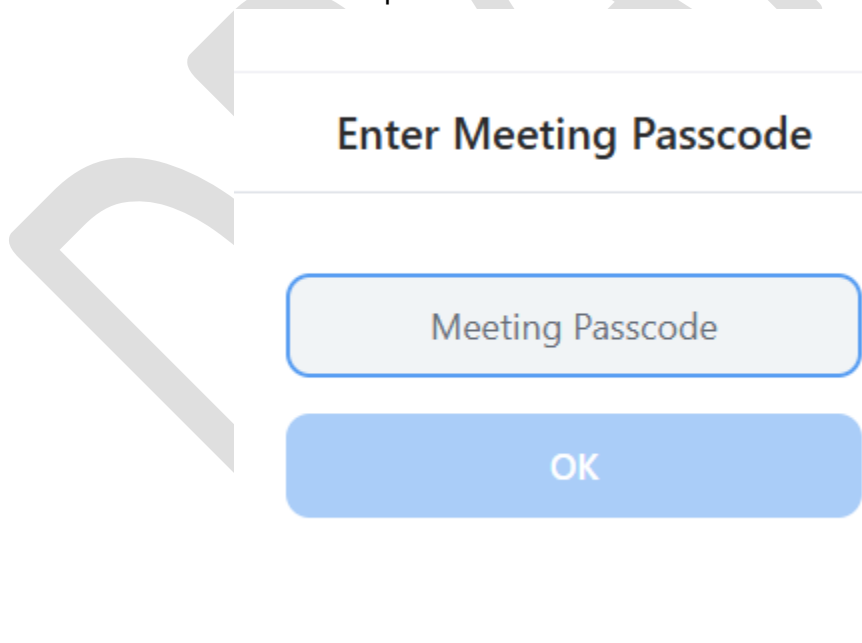
**Join Meeting**

Meeting ID

Join

Join with a Personal Link Name

3. If the meeting is secured with a passcode, it will prompt to put in the Passcode. Enter the Passcode and tap OK.

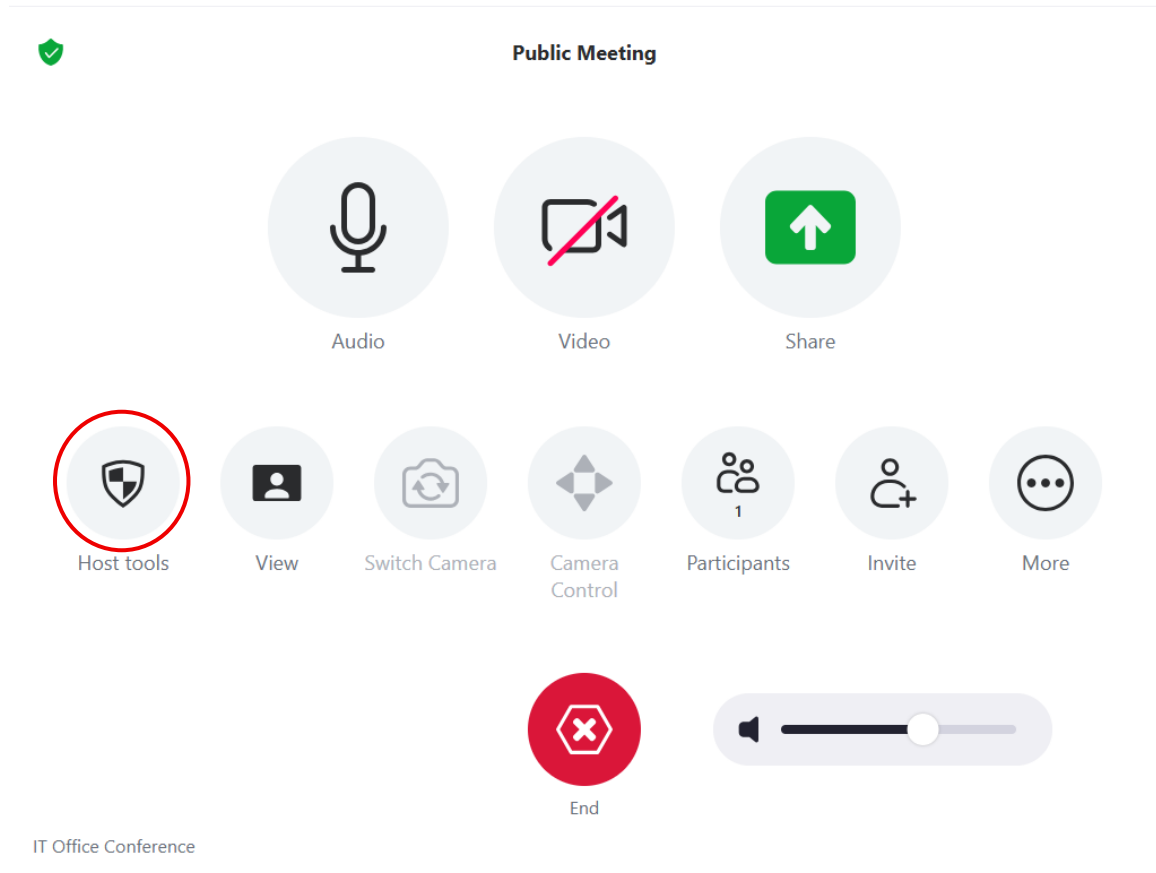


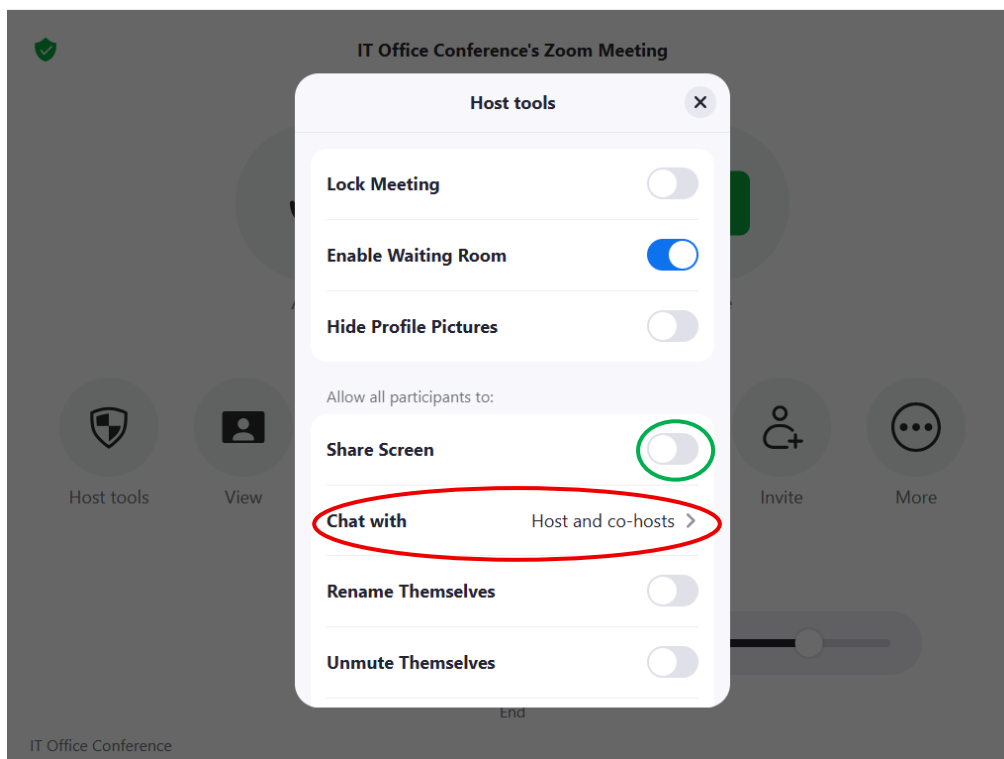
**Enter Meeting Passcode**

Meeting Passcode

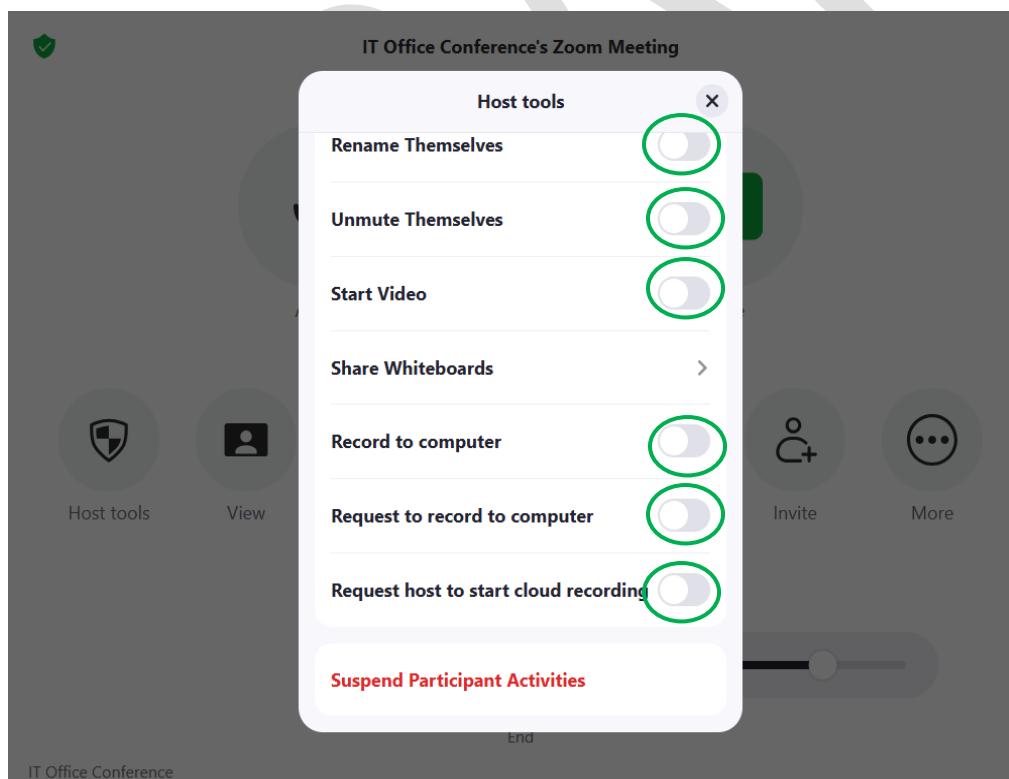
OK

- When you have started the meeting, you have several Host Tools available to you. Tap the Host tools button the screen.





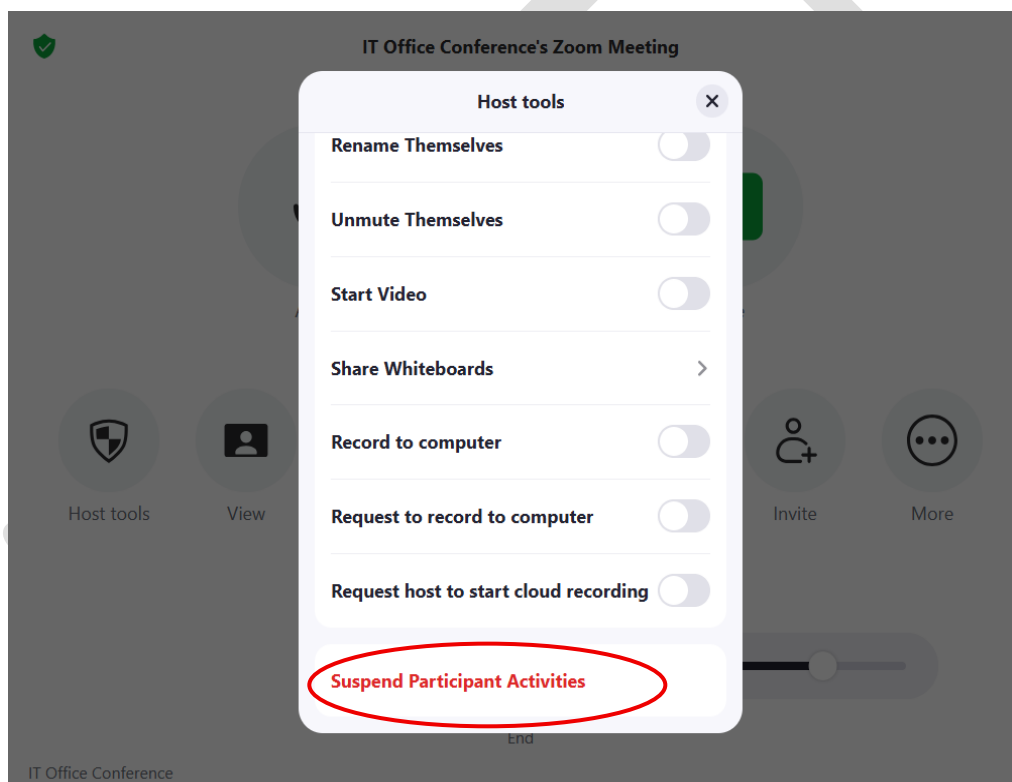
5. You need to click on Chat with and select Host and co-host.



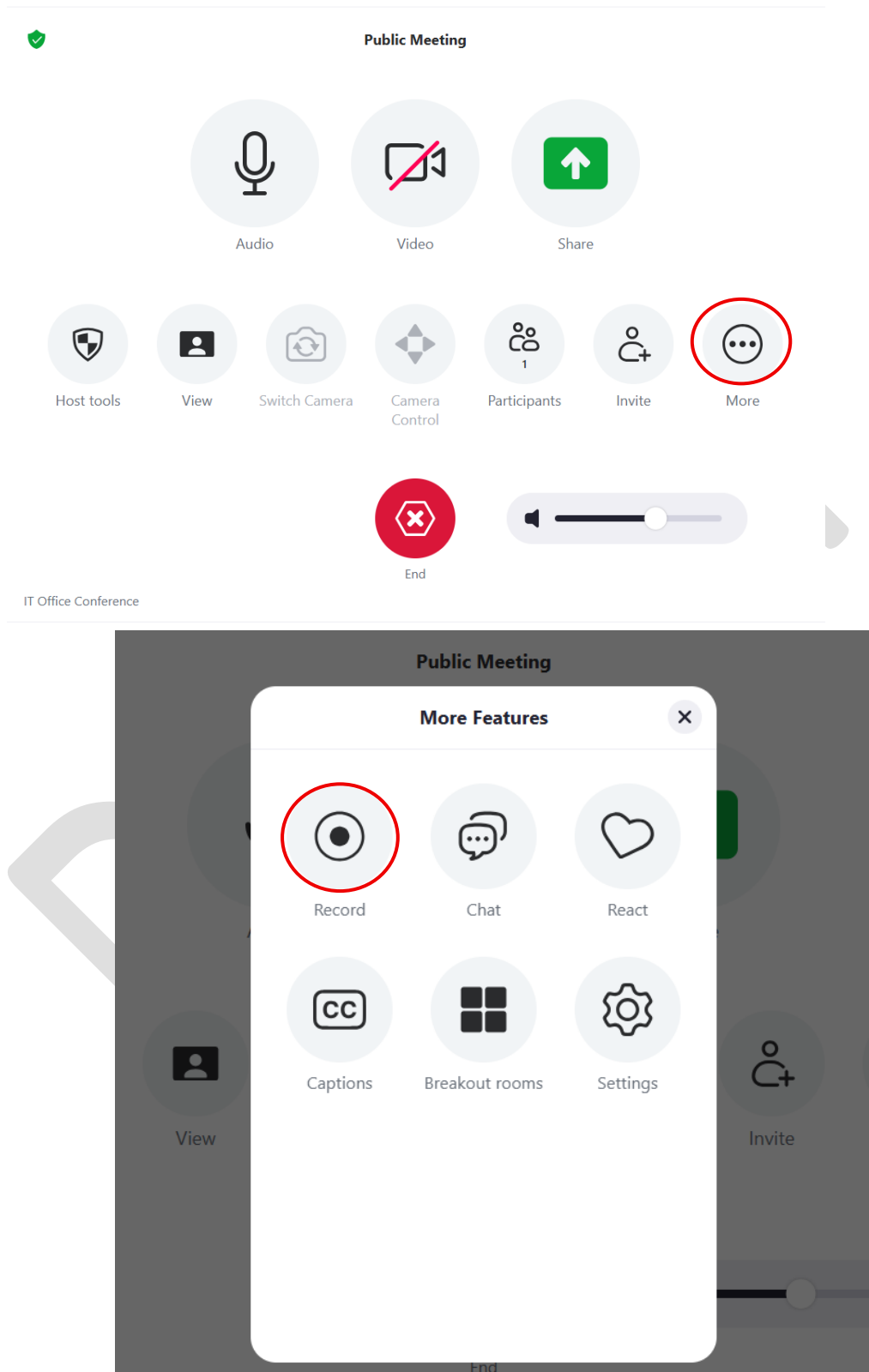
6. Uncheck the following: Rename Themselves, Unmute Themselves, Start Video, Record to computer, Request to record to computer, and Request host to start cloud recording. This ensures participants cannot disrupt the meeting.

(Note: You must scroll down to see all the options.)

7. After the meeting starts make sure that Enable Waiting Room is slid to the on position if you would like for new participants to be put in the waiting room. This helps to limit disruptions. **You must allow participants into the meeting from the waiting room when this is enabled for public meetings.**
8. If there are unintended disruptions from outside parties, return to the Host Tools options and tap Suspend Participant Activities. This will stop all video, audio and screen sharing from participants.

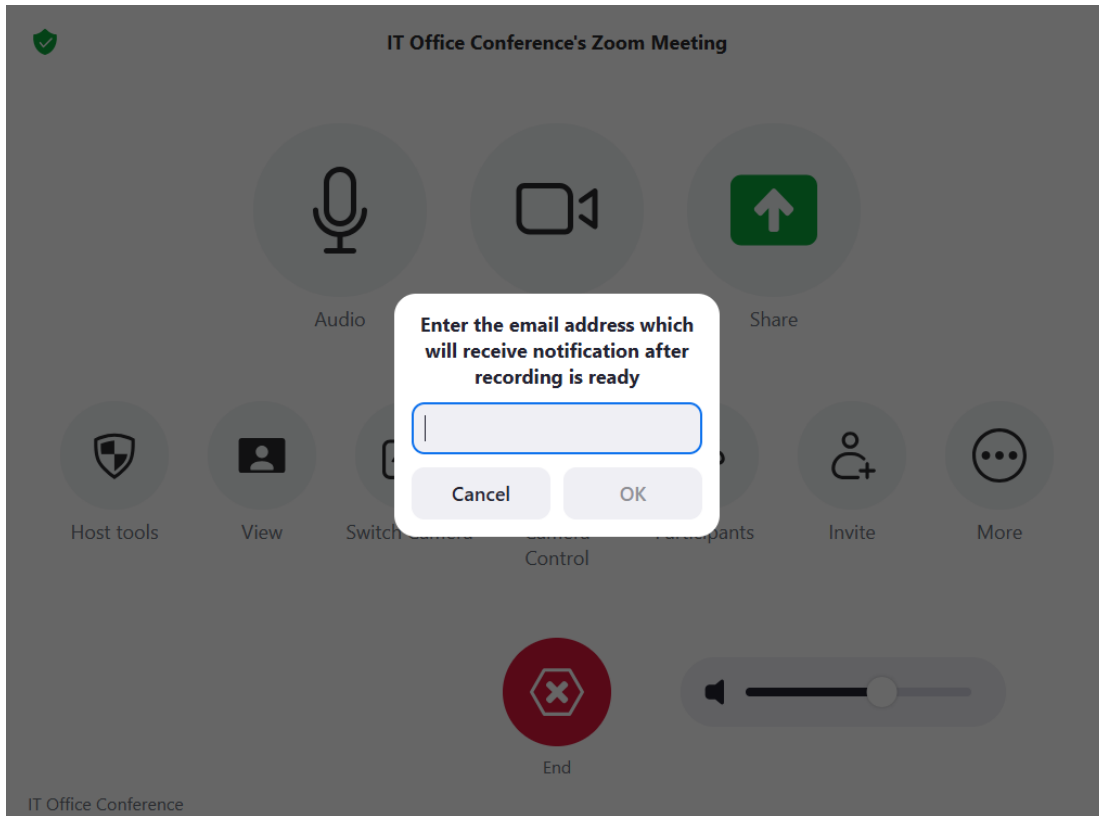


9. To record the Meeting click on the More button



10. To record tap on Record on the popup window.

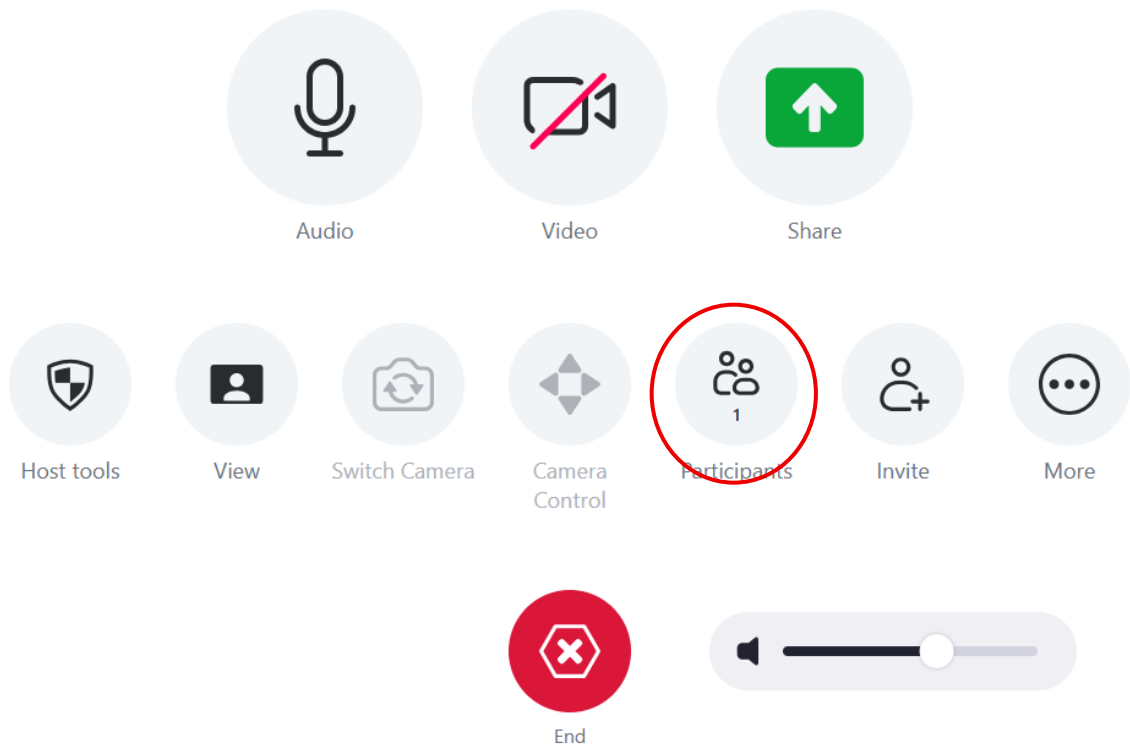
11. Enter the email address the recording should be sent to.



12. If you need to allow a participant to share their screen, audio or video, tap the Participants button.



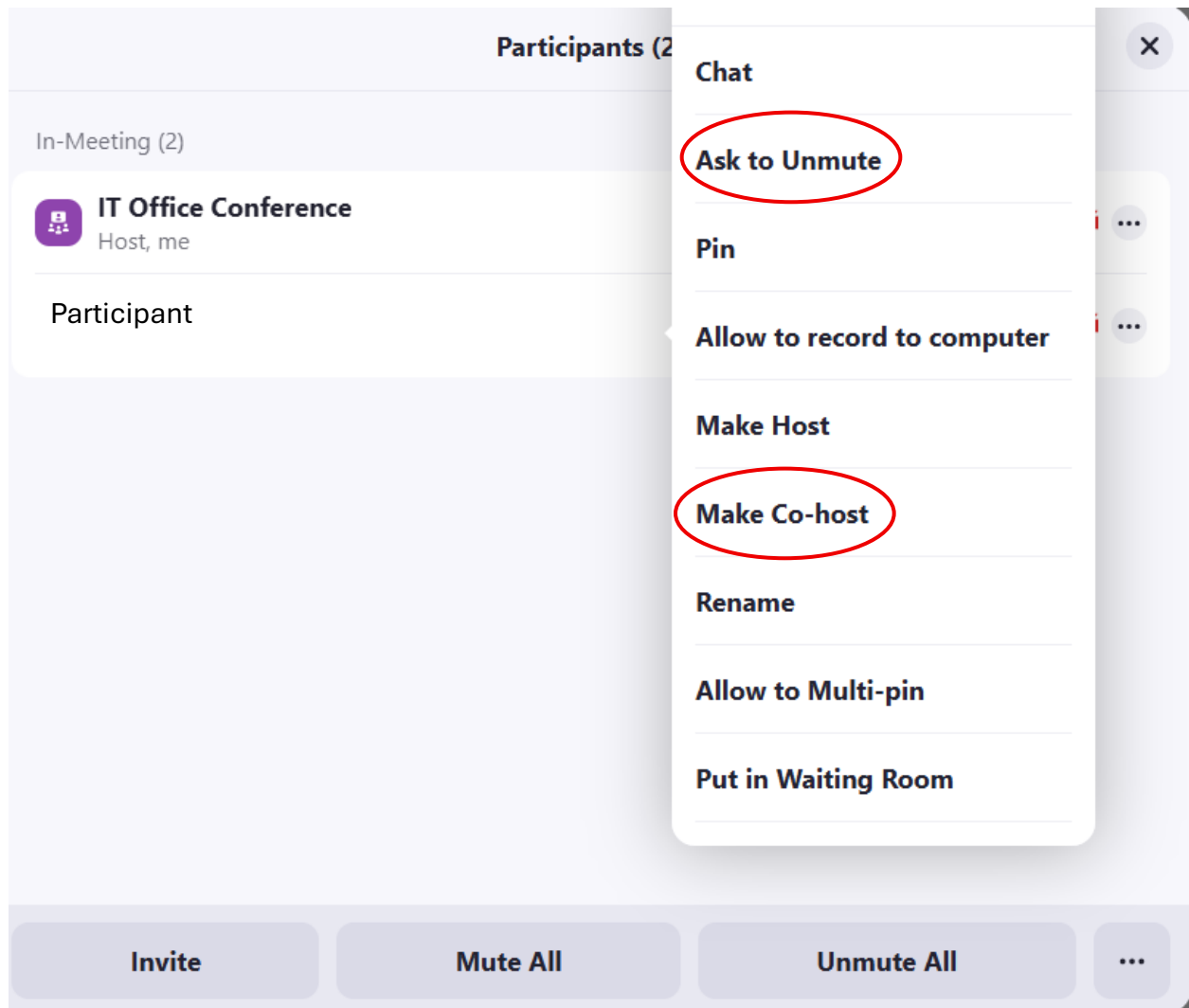
## IT Office Conference's Zoom Meeting



IT Office Conference

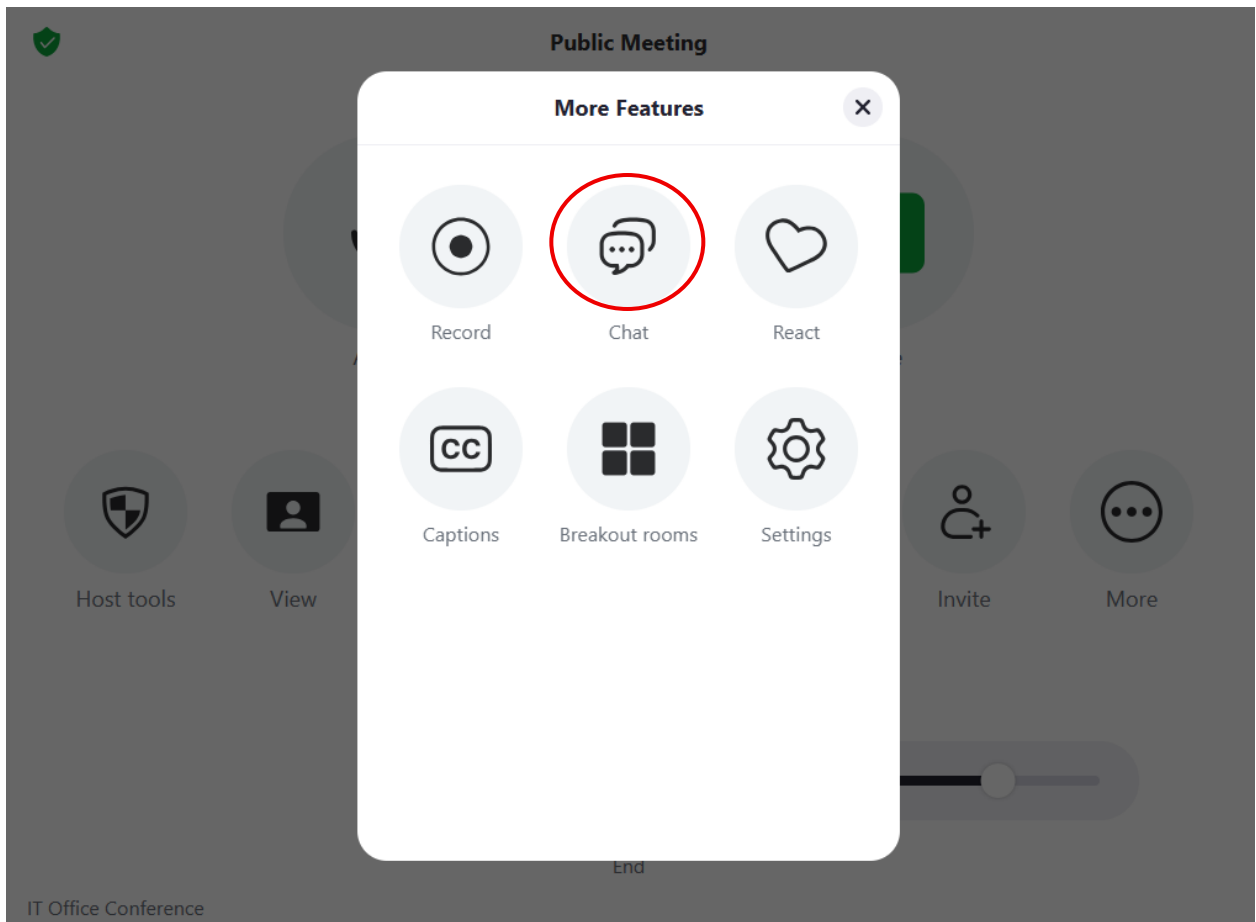
13. Tap on the Participant you need to allow to share screen, audio or video. **Be sure to choose the correct participant. You will want to limit this ability to only participants you know to be real people (i.e. people that are known to be residents and often do remote public comment and County employees.)**
14. Tap Ask to Unmute. The participant will get a notification and will be able to unmute themselves.
22. If the participant needs to share their video or screen, tap make co-host. This will allow them to share their screen and video by giving them temporary host permissions. **\*WARNING\* Be sure to choose the correct participant. You will want to limit this ability to only participants you know to be real people (i.e. County employees). Refer to Zoom Best Practices.**
15. **Once finished sharing, tap the Participant's name again and choose Remove Co-host.**



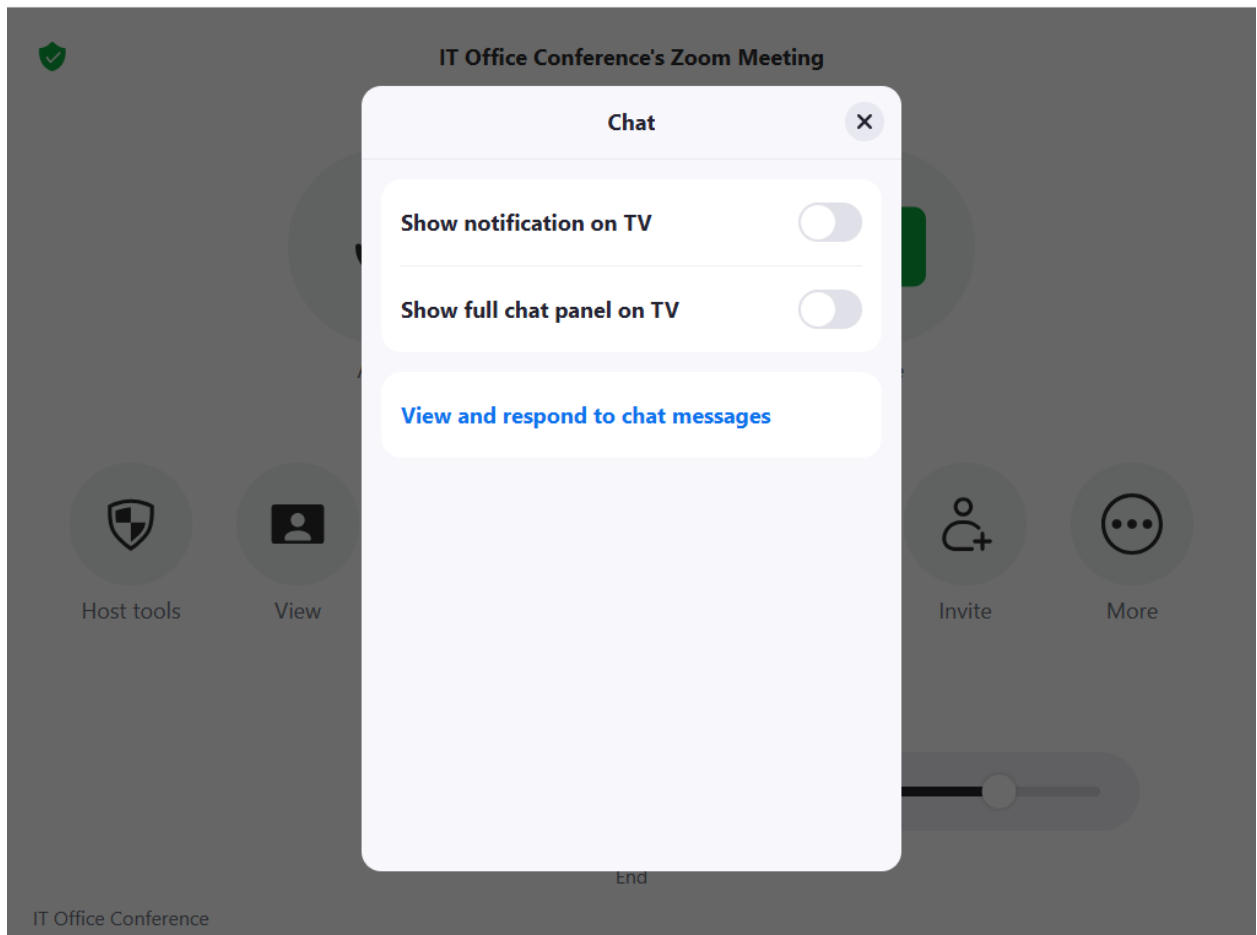


16. If you receive Chat messages, you may access them by tapping on the Chat icon under the More button. Choose view and respond to chat messages.



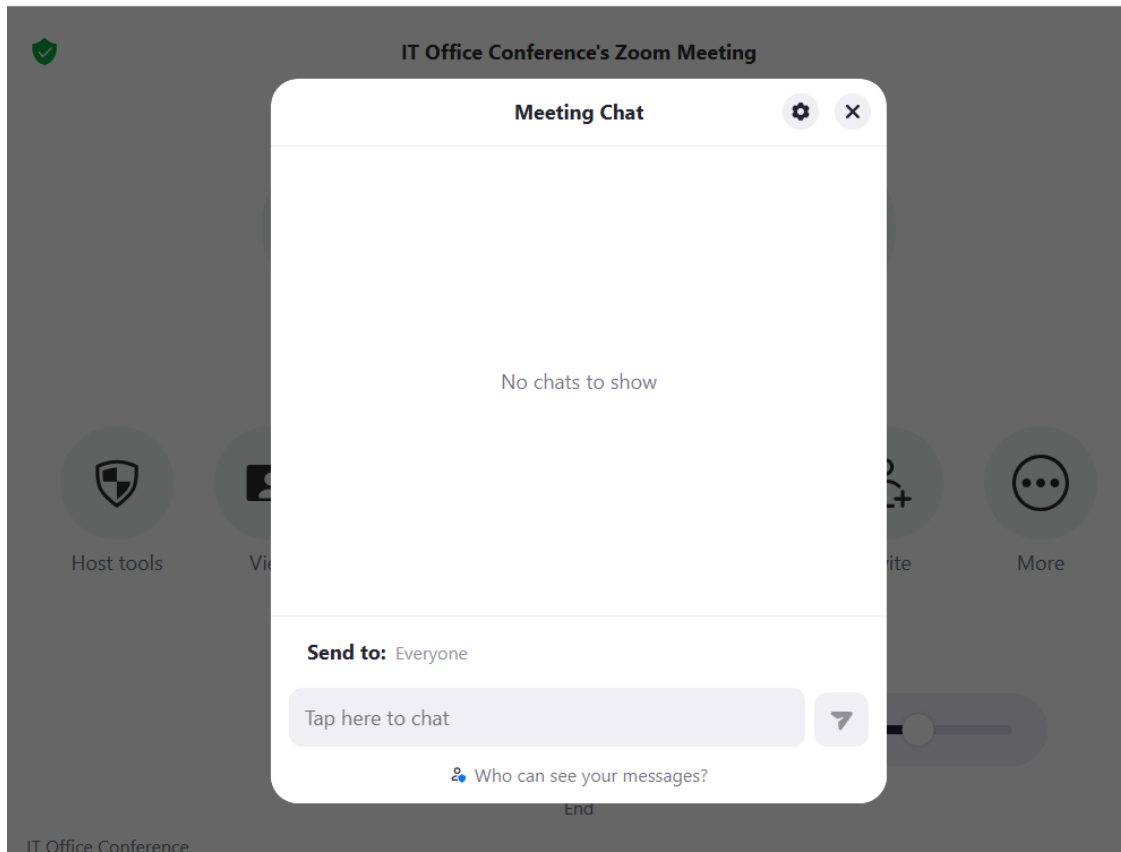


17. Make sure the bottom slide for Show Full chat panel on TV is in the off position. This is to make sure that any comments that are possibly nefarious in nature will not be automatically displayed.
18. To view chat messages, tap on View and respond to chat messages.

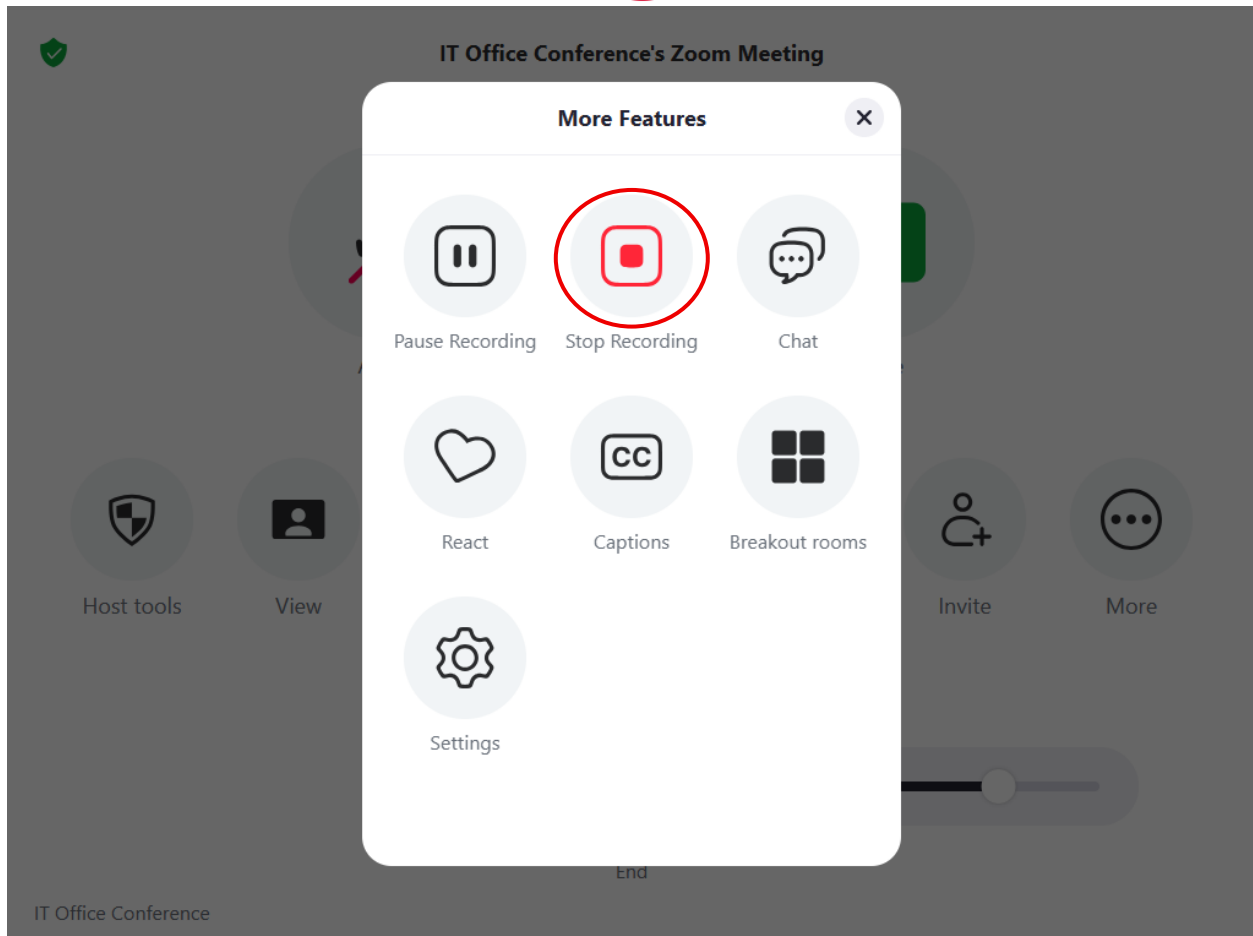
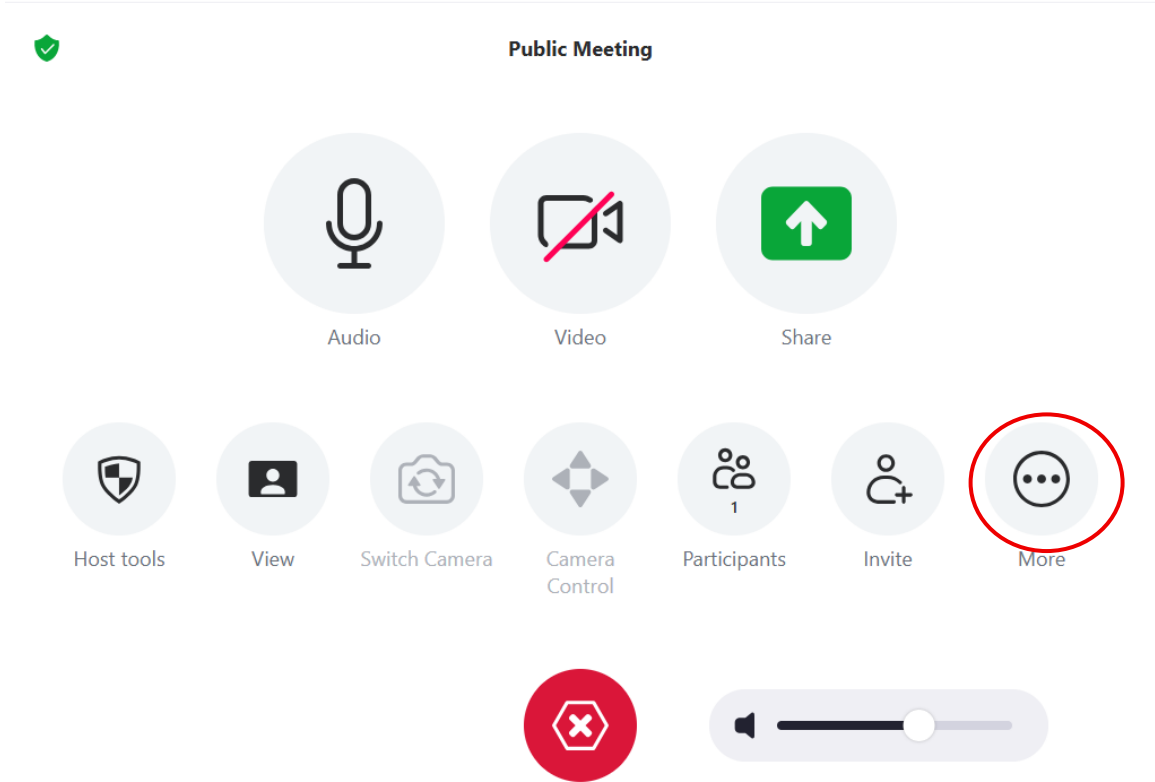


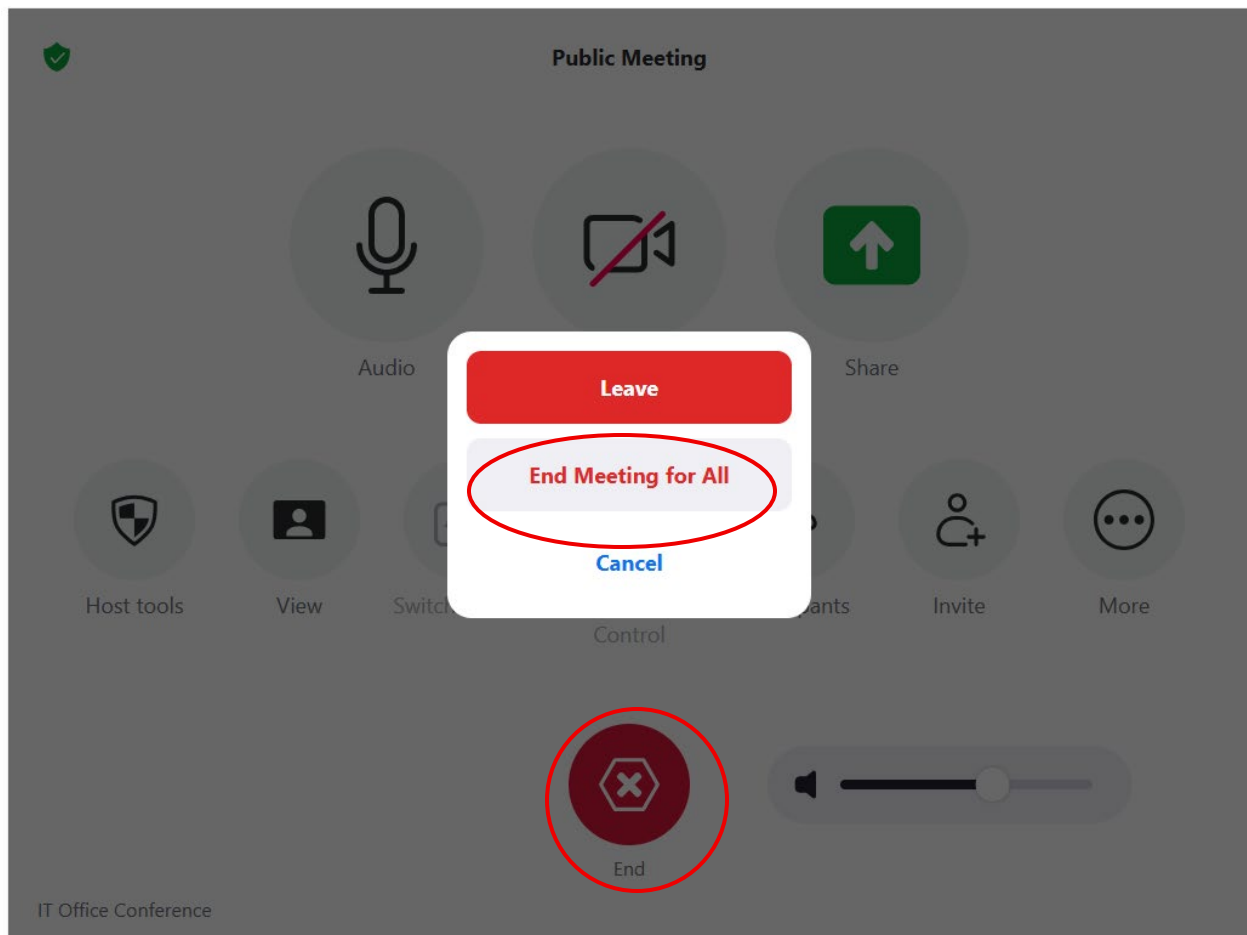
19. You can send and receive messages here.



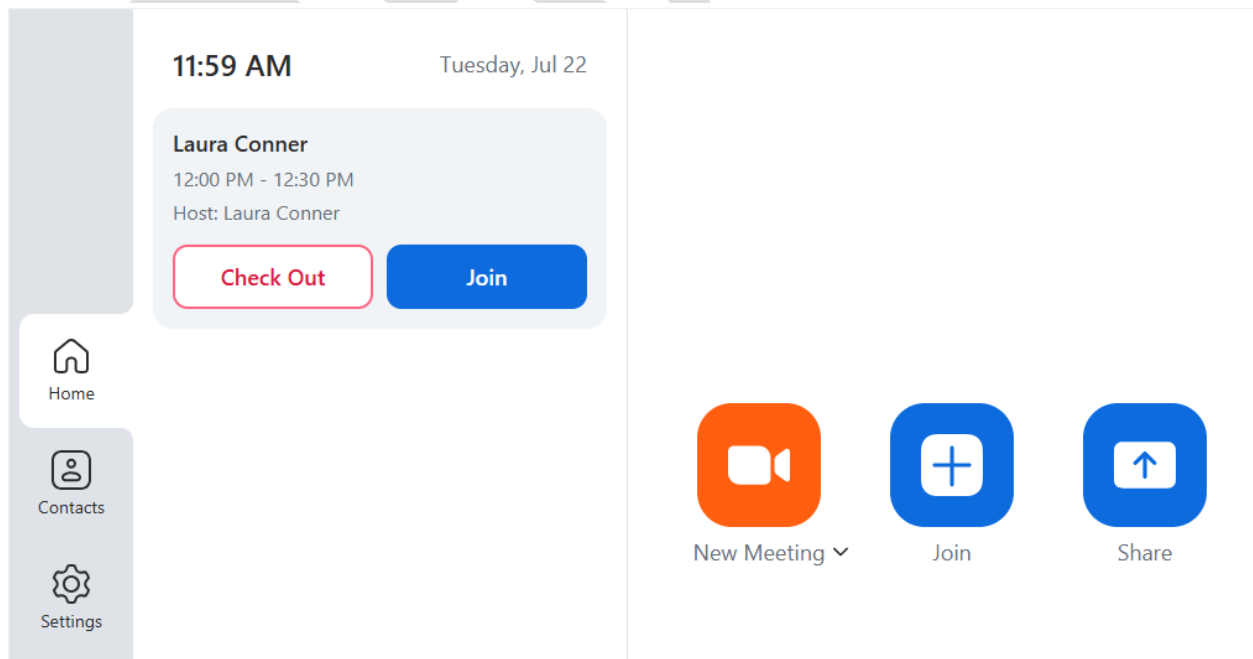


20. When you are ready to end the recording, tap on the More button. Tap Stop Recording. When the recording is ready it will be emailed to the email address entered when you started the recording. If you do not end the recording it will end when you end the meeting.

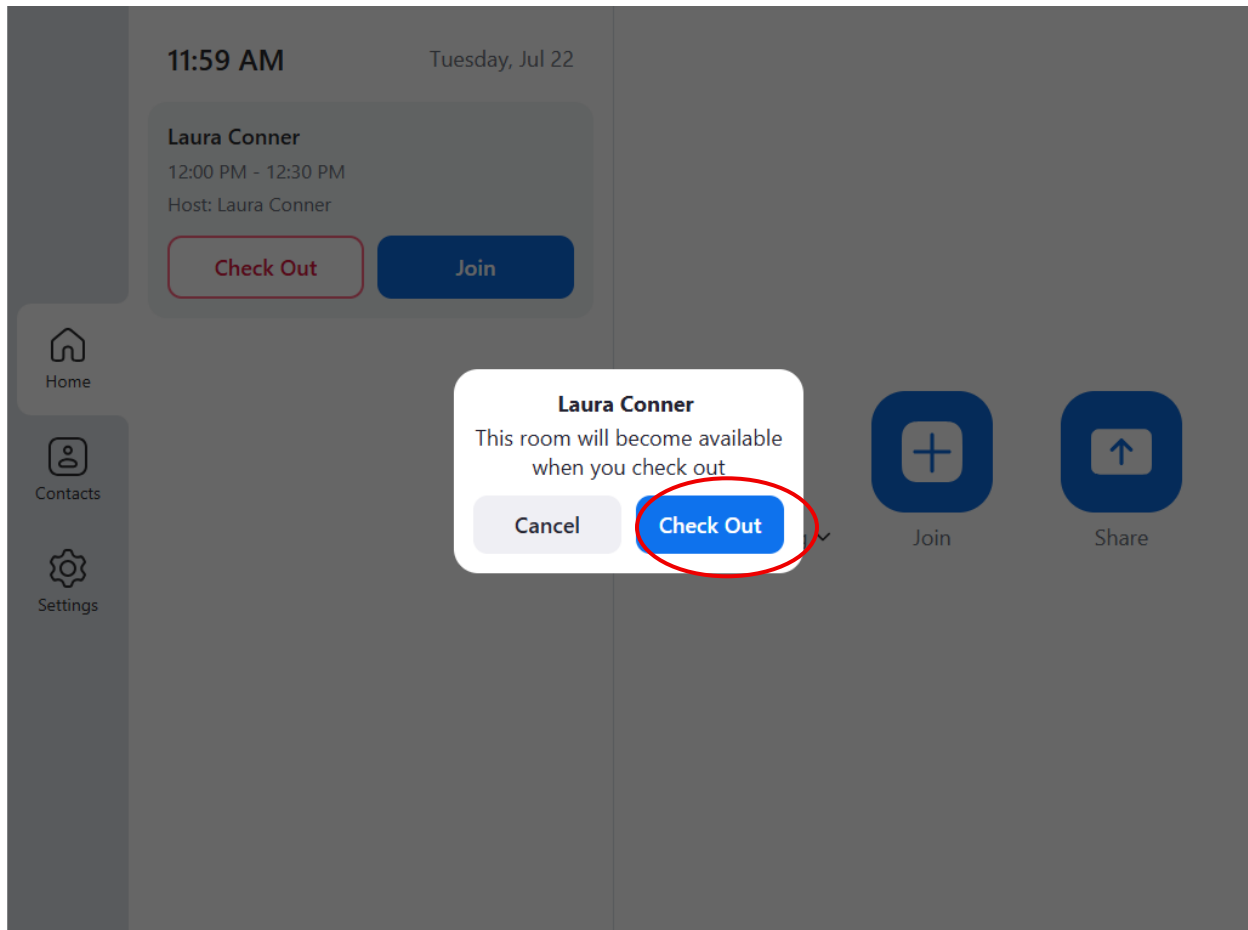




21. If you are the host, you may click End Meeting for All when ready to end the meeting.



22. As the host you must click Check Out as this allows the zoom room to be available for others.



23. Confirm that you are done with the Zoom Room by clicking on Check Out.

**More Zoom Room information is available here:**

**[https://support.zoom.com/hc/en/article?id=zm\\_kb&sysparm\\_article=KB0063391](https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0063391)**

**In-person Zoom Room training is available by scheduling time with IT – please submit a ticket to [ITSupport@crookcountyor.gov](mailto:ITSupport@crookcountyor.gov) to schedule a time.**



## Zoom Moderator Best Practices

Zoom Support Best Practices:

[https://support.zoom.com/hc/en/article?id=zm\\_kb&sysparm\\_article=KB0057887](https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0057887)

Zoom recommendation for securing your meetings:

<https://www.zoom.com/en/products/virtual-meetings/resources/securing-your-meetings/>

Zoom hosting can be tricky. There are bad actors who want to disrupt Zoom meetings with Zoom Bombs or Zoom Raiding. Ensuring that all security settings are in place before your meeting starts is important for a smooth meeting experience.

Host Tools are available within Zoom to help prevent unwanted disruptions. It is recommended that you use all available tools and lock the meeting down as much as possible. You should make sure that participants are not allowed to show their video, unmute themselves, share their screen or chat with other participants. Following the recommended options will ensure that your Zoom Public Meeting is as safe as it can be.

If you need to let a participant share their screen, video or audio, be sure to choose the correct participant. You will want to limit this ability to only participants you know to be real people (i.e. people that are known to be residents and often do remote public comment and County employees.)

What is a Zoom Bomb or Zoom Raid?

"Zoom bombing" refers to the unwanted and disruptive intrusion into a video conference, particularly on Zoom, by individuals who are not authorized participants. These intruders often share inappropriate content or engage in disruptive behavior, aiming to derail the meeting and harass attendees. This can include showing offensive images, using offensive language, or disrupting the flow of communication.

### **If a Disruption Occurs:**

**Suspend participant activities:** Hosts and co-hosts can pause the meeting to remove and report an offending party and prevent further disruption. Click the [Host Tools icon](#) and select "Suspend Participant Activities" to temporarily halt all video, audio, in-meeting chat, annotation, screen sharing, and recording, and end Breakout Rooms. You can resume the meeting by re-enabling the individual features.

**Remove unwanted or disruptive participants:** You can remove someone from your meeting by using the Security Icon or Participants menu. On the Participants menu, you can mouse over a participant's name and several options will appear, including Remove. Click that to kick someone out of the meeting. When you do remove someone, they can't rejoin the



meeting. But you can toggle your settings to [allow removed participants to rejoin](#) in case you boot the wrong person.

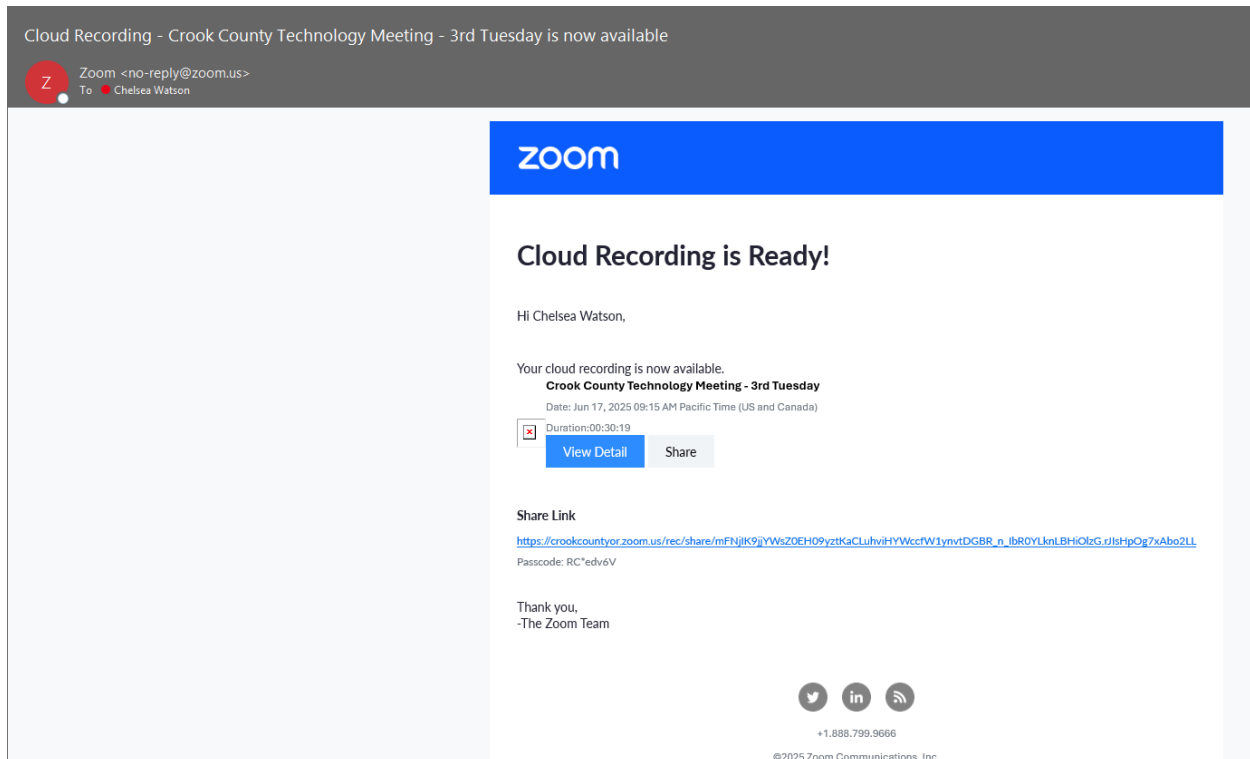
**Additional Zoom hosting training is available by scheduling time with IT – please submit a ticket to [ITSupport@crookcountyor.gov](mailto:ITSupport@crookcountyor.gov) to schedule a time.**

DRAFT



## Send Recording to County Communications Officer

When the recording has finished processing with Zoom, you will receive an email from [no-reply@zoom.us](mailto:no-reply@zoom.us) with a link to your meeting recording (see example below). Please **forward** this email to the County Communications Officer, [Sarah.Puerner@crookcountyor.gov](mailto:Sarah.Puerner@crookcountyor.gov). The County Communications Officer will download the recording and upload to YouTube.



When the YouTube upload has completed, the County Communications Officer will attach the video to your meeting event on the website and advise you when this process is complete.



## Update Meeting Event on County Website

### When Draft Meeting Minutes are Available (if required)

Draft meeting minutes should be attached to your Meeting event page created in earlier steps.

To add Draft Meeting Minutes:

9. Sign in the County Website (refer to instructions [here](#) if needed)
10. On the dashboard page, under the My Recent Content section, you should see your meeting event in the list. Click on “Edit” beside the line of your meeting.

#### Dashboard

Title	Microsite	Author	Last Editor	Type	Published status	View	Edit	Last Update
This section will have your recent published webpages.						view	edit	1 week 3 days
						view	edit	1 week 3 days
						view	edit	1 week 3 days
						view	edit	1 week 6 days
						view	edit	3 weeks 2 days
						view	edit	1 month 3 days
						view	edit	1 month 1 week
						view	edit	1 month 1 week
						view	edit	1 month 2 weeks
						view	edit	3 months 5 days

11. When you click Edit, the meeting page will open to edit.

12. Click Event/Meeting on the left side section.



**Title and Body \***  
**Event/Meeting**  
Publishing options  
Not published

**Title \***  
Example Public Meeting

**Microsite \***  
-Information Technology

**Body (Edit summary)**  

Source | Format | ABC | I<sub>x</sub> | | | |

S | I | B | U | x<sub>2</sub> | x<sup>2</sup> | 1= | 2= | | | | | |

This is an example public notice. There would be all the public noti

Zoom Information:

Phone: #####

Meeting ID: #####

Meeting Passcode: #####

### 13. Click the Minutes Section

**Title and Body \***  
**Event/Meeting**  
Publishing options  
Not published

▶ Event/Meeting Basics

▶ Agendas

▶ Agenda Packets

▶ Minutes

**Minutes**

To upload a minutes file: Click the Browse button to select a file on your computer. Once selected click the upload button to upload the image to the page. Once uploaded, add a description for the file. The description is what the user will see as a link to click on. If you do not add a description the file name will be used.

**Add a new file**  

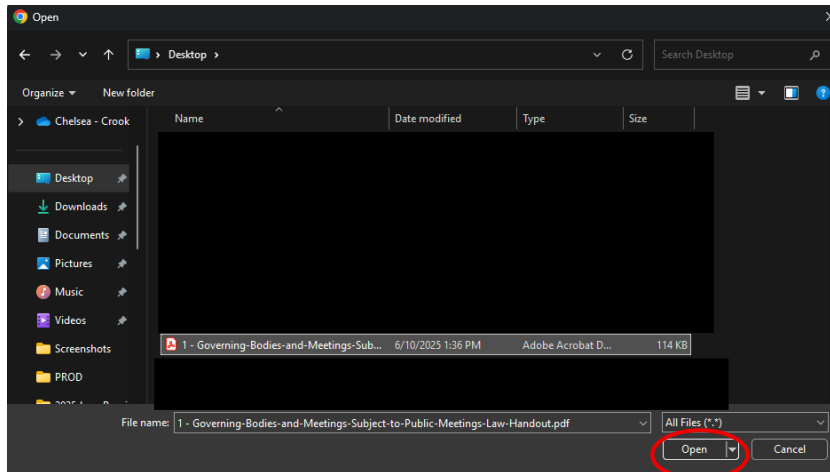
Choose File | No file chosen | Upload

File must be less than 128 MB.

Allowed file types: txt pdf doc docx xls xlsx ppt pptx.

14. Click Choose File under the “Add a New File” section.

15. Pick your Draft Minutes file from your computer when the pop up opens to select a file. Click Open once the file is found and shows up in the File Name box.

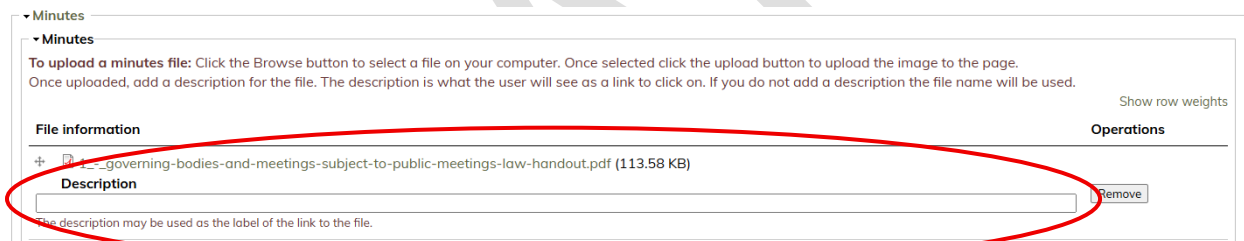


16. Click Upload

17. Once the file has uploaded, write the description of the file. The description will be the file name seen on the meeting event page.

Suggested description: "<meeting date> <meeting name> Draft Minutes"

You may add multiple documents by following the steps again.



18. Click Save in the bottom left corner to re-publish your meeting page with draft minutes.



## When Approved Meeting Minutes are Available

Approved Meeting minutes should be attached to your Meeting event page created in earlier steps.

To remove draft meeting minutes:

1. Sign in the County Website (refer to instructions [here](#) if needed)
2. On the dashboard page, under the My Recent Content section, you should see your meeting event in the list. Click on “Edit” beside the line of your meeting.

→ Customize your page

Title and Body *	→ Event/Meeting Basics
Event/Meeting	→ Agendas
Publishing options Not published	→ Agenda Packets
	→ Minutes
	→ Minutes

To upload a minutes file: Click the Browse button to select a file on your computer. Once selected click the upload button to upload the image to the page. Once uploaded, add a description for the file. The description is what the user will see as a link to click on. If you do not add a description the file name will be used.

Add a new file

No file chosen

Files must be less than 128 MB.

Allowed file types: txt pdf doc docx xls xlsx ppt pptx

3. When you click Edit, the meeting page will open to edit.

→ Customize Your Page

Title and Body *	Title *
Event/Meeting	Example Public Meeting
Publishing options Not published	Microsite *
	-Information Technology
	Body (Edit summary)
	<div>Source   Format   ABC   Ix   [Image]   [Table]   [Link]   [Globe]</div> <div>S   I   B   U   x<sub>2</sub>   x<sup>2</sup>   1=   2=   3=   4=   [Link]   [Link]   [Flag]   [List]   [List]   [List]</div>
	This is an example public notice. There would be all the public noti
	Zoom Information:
	Phone: #####
	Meeting ID: #####
	Meeting <u>Passcode</u> : #####



- Click Event/Meeting on the left side pane.
- Click the Minutes Section. You should see your draft minutes under “File Information”

**Event/Meeting**

Publishing options  
Not published

→ Agendas

→ Agenda Packets

→ Minutes

• Minutes

To upload a minutes file: Click the Browse button to select a file on your computer. Once selected click the upload button to upload the image to the page. Once uploaded, add a description for the file. The description is what the user will see as a link to click on. If you do not add a description the file name will be used.

Show row weights

File Information	Operations
<p>✚ 1_-_governing-bodies-and-meetings-subject-to-public-meetings-law-handout.pdf (113.58 KB)</p> <p>Description</p> <p>The description may be used as the label of the link to the file.</p>	<p>Remove</p>

Add a new file

Choose File | No file chosen

Files must be less than 128 MB.

Allowed file types: txt pdf doc docx xls xlsx ppt pptx

Upload

Show row weights

- Click the remove button to remove the draft minutes.

To add the approved meeting minutes:

- While still on the Minutes section, Click the Minutes Section

→ Customize your page

Title and Body \*

Event/Meeting

Publishing options  
Not published

→ Event/Meeting Basics

→ Agendas

→ Agenda Packets

→ Minutes

• Minutes

To upload a minutes file: Click the Browse button to select a file on your computer. Once selected click the upload button to upload the image to the page. Once uploaded, add a description for the file. The description is what the user will see as a link to click on. If you do not add a description the file name will be used.

Add a new file

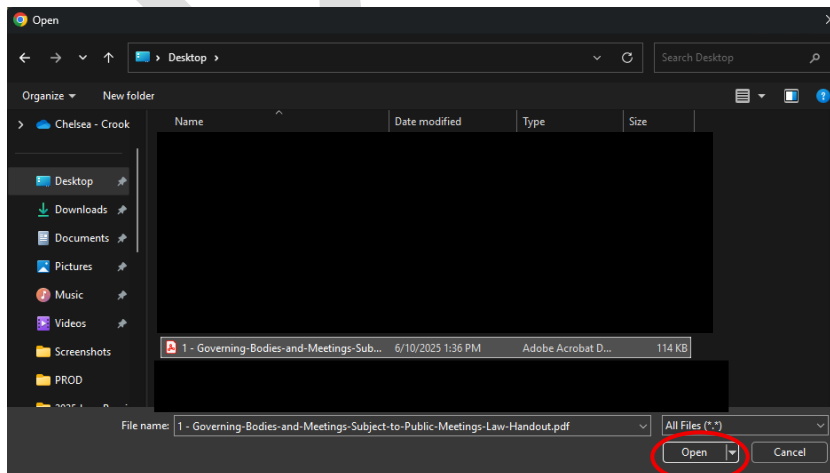
Choose File | No file chosen

Files must be less than 128 MB.

Allowed file types: txt pdf doc docx xls xlsx ppt pptx

Upload

- Click Choose File under the “Add a New File” section.
- Pick your Approved Minutes file from your computer when the pop up opens to select a file. Click Open once the file is found and shows up in the File Name box.



4. Click Upload
5. Once the file has uploaded, write the description of the file. The description will be the file name seen on the meeting event page.

Suggested description: "<meeting date> <meeting name> Approved Minutes"

You may add multiple documents by following the steps again.

Event/Meeting

Publishing options  
Not published

Agendas

Agenda Packets

Minutes

Minutes

To upload a minutes file: Click the Browse button to select a file on your computer. Once selected click the upload button to upload the image to the page. Once uploaded, add a description for the file. The description is what the user will see as a link to click on. If you do not add a description the file name will be used.

Show row weights

File information

governing-bodies-and-meetings-subject-to-public-meetings-law-handout.pdf (113.58 KB)

Description

The description may be used as the label of the link to the file.

Remove

Add a new file

Choose File No file chosen Upload

Files must be less than 128 MB.

Allowed file types: .txt .pdf .doc .docx .xls .xlsx .ppt .pptx.

Show row weights

6. Click Save in the bottom left corner to republish your Meeting page with Approved Meeting Minutes.



Page intentionally left blank



# Best Practices for Public Meeting Notices

## 1. Understanding Key Legal Requirements

### ORS Chapter 192 (Public Records and Meetings)

- All meetings of public bodies must be open to the public unless expressly exempted.
- Notice must be provided for all public meetings, including regular, special, and emergency meetings.

### OAR Chapter 199 (Public Meetings)

- Provides additional requirements on timing, content, and accessibility of public meeting notices. These often go beyond reciting what the statutes require and impose additional responsibilities.

## 2. Timing for Notices

- **Regular Meetings:** OAR 199-050-0040(4) requires notice be posted no less than 48 hours before any regular meeting.
  - To the extent practical, notice should be posted at least 7 days in advance to allow for adequate public awareness.
- **Special Meetings:** Notice should be posted at least 24 hours in advance.
- **Emergency Meetings:** Notice must be provided as much in advance as possible given the circumstances. The nature of the emergency must be stated in the minutes.

## 3. Content of the Notice

Each notice should include the following:

- Date, time, and location of the meeting.
- A description of the principal subjects (often labeled the meeting agenda) to be discussed.
  - Amended notices should be posted if new items are to be added or others removed.
  - Under ORS 192.640, additional items may be discussed at the meeting that are not listed on the agenda; but for the purpose of promoting public transparency, such



items should be infrequent, and the minutes should reflect why they were not included amongst the principal subjects.

- Instructions on how the public can access the meeting, including remote access options if reasonably possible.
- Contact information for the board or committee's administrator or designee for inquiries.
- The telephone number, email address, and name of a specific individual to attempt to assist with language translation and disability assistance.

#### 4. How Notices Must Be Distributed

OAR 199.050-0040 creates three different categories of person, with three different standards for how meeting notices need to be provided.

- (a) **Notice to the Public.** A governing body satisfies the public notice requirement by providing notice of its meetings to be displayed conspicuously on the public body's or governing body's website or on a publicly accessible website hosted by a third-party and linked to the public bodies or governing body's website...
- (b) **Notice to Interested Persons.** A governing body satisfies the interested person's notice requirement by providing notice through:
  - (A) Interested person lists, mailing lists, or other lists of persons or groups maintained by the governing body to provide notice or communications.
  - (B) Social media platforms normally utilized by the governing body for communications; or
  - (C) Any other means reasonably calculated to provide actual notice to interested people known to the governing body.
- (c) **Media Notice.** A governing body satisfies the media notice requirement by providing notice to those media representatives who have requested notice, either



in the method requested by the media representatives or by any other means reasonably calculated to provide actual notice to the media representatives.

(emphasis added).

## **5. Posting Locations**

To maximize public access, the notices should be:

- Posted prominently on the board or committee's website and on Crook County's "Meetings" webpage.
- Send to the media and interested parties who have requested notifications. It is a good idea to maintain an email listserv of media and interested persons.
- Physically posted in a public location, such as the noticeboard on the ground floor of old courthouse, or the bulletin board in the Admin office.
- Consider additional outreach, such as social media or newsletters, especially for meetings involving significant community interest.
  - Check with County legal counsel or County Administration before using social media platforms like Facebook. While they can be extremely useful tools, they can also create other traps for the unwary, particularly regarding comment posting features.

## **6. Accessibility and Inclusion**

- Ensure the meeting location complies with the Americans with Disabilities Act (ADA). This includes providing reasonable accommodation upon request (e.g., sign language interpreters, captioning for virtual meetings).
- Provide clear instructions for remote access tools (e.g., Zoom or other platforms), including technical support contacts if needed.
- Offer language assistance services for non-English-speaking attendees when necessary. There are a variety of language translation service providers who can be engaged. The costs for such translation cannot be passed on to the requester.
- As stated in Item # 3 above, the meeting notice must include telephone number, email address, and name of a specific individual to attempt to assist with language translation and disability assistance.

## **7. Documentation and Record-Keeping**

- Maintain a public record of all meeting notices and their distribution dates.



- Retain meeting notices in compliance with Oregon’s Public Records Retention Schedule (found at OAR Chapter 166-150).
- Prepare and approve meeting minutes promptly, including the topics discussed, actions taken, and the names of attendees. Where there is a vote, and the governing body has fewer than 25 members, the names of each voting member must be separately recorded (rather than simply saying “vote unanimous” or “Vote 3-0 in favor.”)

## **8. Best Practices for Emergency Meetings**

- What constitutes an emergency is open to interpretation but should not be abused.
- Keep emergency meetings to truly urgent matters that cannot wait for a special or regular meeting. They should never be used merely for the convenience of the governing body’s members.
- Make a good-faith effort to notify interested parties and the public as quickly as possible.
- Emergency meetings can be held with less than 24 hours’ public notice, but the meeting discussion and meeting minutes should disclose what constitutes the emergency.

## **9. Training for Volunteers**

- Provide training for board and committee members on public meeting laws and procedures, including ORS Chapter 192 and OAR Chapter 199.
- This includes overview of the rules for subcommittees, and when they must also comply with the public meetings laws.
- Create a compliance checklist to streamline the process of organizing and noticing meetings.
- Any governing body of a public body which has total expenditures of \$1 million per year (which will increase along with inflation) must undertake public meetings training provided or endorsed by the Oregon Government Ethics Commission, at least once during each term of office.
- The public official must also maintain a record of having completed the training, including the date of the training and the name of the provider of the training.

## **10. Consultation with Legal Counsel**



- Regularly consult legal counsel or a staff liaison familiar with public meeting requirements to ensure compliance.
- Review policies and procedures annually to address any changes in the law.

## **11. Transparency and Accountability**

- Foster public trust by exceeding the minimum requirements whenever possible.
- Encourage public participation by providing clear and easy-to-understand notices and agendas.
- Make recordings or transcripts of meetings available on request to further promote transparency.

## **12. Executive Sessions**

- There are administrative rules for executive sessions separate from the rules for public meetings. The executive session rules are found at OAR Chapter 199-040.
- Before scheduling an executive session, please confer with County legal counsel first. Executive session laws have many traps for the unwary.
- If an executive session will be a portion of the public meeting, the meeting notice should articulate the specific statutory citation for the executive session, and a brief but accurate description of what the session will involve.
  - Example: “The \_\_\_\_\_ Board will hold an executive session under ORS 192.660(2)(d), to conduct deliberations with persons designated by the governing body to carry on labor negotiations.”
- If the only subject of the meeting is an executive session, then the notice shall be given to the members of the governing body, to the general public, and to news media which have requested notice, stating the specific provision of law authorizing the executive session.
- Read an executive session meeting script while on the records in the public portion of the meeting and read it after leaving the executive session while back on the record for the public portion of the meeting.
- No decisions can be made in an executive session, though the board may come to an informal consensus while in executive session.
- Any motions following deliberations in executive sessions must be made in a public portion of the meeting.



- If anyone is going to attend an executive session remotely, then representatives of the news media must be afforded the same ability to attend the executive session remotely.

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## Public Meeting Law Guidelines and Checklists

DRAFT



Revised 8/13/2025

# Governing Bodies Subject to Public Meetings Law

## What governing bodies are subject to Public Meetings Law?

A governing body, per ORS 192.610(5), is:



**Two or more members of a public body**



**With authority to make decisions for or recommendations to a public body on policy or administration**

The governing bodies subject to Public Meetings Law, per OAR 199-050-0010(1), are:



### Decision-Making Bodies

- Make decisions on policy or administration
- Including exercising governmental power and acting on behalf of the public body



### Advisory Bodies

- Formed by public body
- To make recommendations to public body on policy or administration

## What bodies are NOT subject to Public Meetings Law?

The bodies NOT subject to Public Meetings Law, per OAR 199-050-0010(2), are:



### Fact Gathering Bodies

- Purpose is to gather and provide factual information
- Cannot make decisions or recommendations



### Bodies Advising Individual Public Officials

- Appointed by an individual public official
- Can only make recommendations to that public official



### Certain Multi-Jurisdiction Bodies

- Multi-jurisdictional bodies
- Oregon members do not make up a majority of the governing body's voting members

# Meetings Subject to Public Meetings Law

A meeting is “the convening of a governing body of a public body for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter” [ORS 192.610(7)(a)].



## CONVENING

When governing body members convene (in-person, virtually, or via other methods described in ORS 192.610(1)).



## QUORUM

A quorum, or the minimum number of members needed to conduct business, is present.



## DECISION / DELIBERATION

The group is talking about matters that could come before the governing body for deliberation or decision.



**A Meeting**  
(Public Meetings Law applies)

There are a few communications where **Public Meetings Law does not apply**:

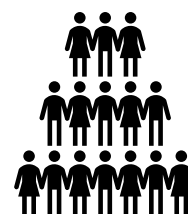
Purely informational & factual

Unrelated to governing body's deliberation or decisions

Non-substantive (scheduling, leave, etc.)



On-site  
inspections



Association  
gathering

Public Meetings Law does not apply so long as communications do not convey deliberations or decisions that might reasonably come before the governing body. See ORS 192.690(1)(m) and OAR 199-050-0015(3). Call OGECE at 503-378-5105 for more information.

## Basics

All meetings of the governing body of a public body shall be open to the public

“Meeting” = convening of a governing body of a public body for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter

“Meeting” does not mean on-site inspections of projects or programs, attendance at a regional association to which the members belong, or communications of a quorum of a governing body that are purely factual or educational or scheduling that involve no deliberations

“Convene” = can be gathering in a physical location, online, serial communications, or using an intermediary

“Deliberation” = communication or discussion that is part of decision-making process

Meetings must be held within geographic boundaries of County, at admin HQ, or the nearest practical location. Must be open to the public and can't be in a place that discriminates or is inaccessible to disabled.

Meetings must give public opportunity to attend by tele or online. If in-person oral testimony = allow online. If in-person written testy = can submit online (but can require received in advance enough to consider). But testy/public comment not required in a meeting. Board has authority to keep order and impose necessary restrictions on public comment.

Votes must be public and recorded

## Notice

Notice must be “reasonably calculated to give actual notice to interested persons including news media which have requested notice, of the time and place for holding regular meetings”

Must include list of principle subjects to be considered (but doesn't limit consideration of add'l topics). Must state time, date, location, link, agenda (specific enough to permit members of the public to recognize the matters in which they're interested + can be amended), name/contact of person to whom would request an interpreter. Exec notice must ID statutory citation + general description of authorization

Regular > 48 hours

Special meeting > 24 hrs notice;

Emergency = as much notice as is reasonably possible (on website), minutes from meeting have to describe why couldn't give 24 hrs notice

### Methods

Public: on website + newspaper or “any other means reasonably calculated to provide actual notice to general public”

Interested persons: lists (email/text); social media; any other means

Media: either the means requested by media “or by any other means reasonably calculated to provide actual notice to media representatives”

## Executive Sessions

Can only be closed/exec if authorized by statute

Must make public announcement of statutory authorization at meeting before entering (if meeting is only exec, must be in notice) to begin. Ends when open back up; must use reasonable means to give notice to public that is open again.

Can't take action in exec

2a	Employment of public officer, employee, staff member or agent (many pre-reqs; can't talk compensation)
2b	Employee dismissal/discipline (pre-req notice to employee)
2c	Medical staff of public hospital
2d	Labor negotiations (no press)
2e	Real property negotiations
2f	To consider information/records exempt from disclosure
2g	Prelim negotiations of trade or commerce where we compete with other states/nations
2h	Consult with legal counsel (counsel must be there) (no press if they're a party to suit)
2i	Evaluate employee performance if no open hearing requested
2j	Negotiation re public investment
2k	School safety
2n	Review/approval of safety programs for infrastructure
2o	Matters relating to safety of Board/staff and security of facilities/meeting space
2p	Cyber security

## Minutes

For all meetings, County shall provide for either written minutes or audio, video, or digital recordings

Minutes must give "a true reflection of the matters discussed at the meeting and the views of the participants" and shall be available to the public "after a reasonable time after the meeting" (AG says 3 weeks). Must include:

Members of Board present

All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition

The substance of any discussion on any matter and

Reference to any document discussed

## Location & Accessibility Requirements – ORS 192.630 & OAR 199-050-0050



### **Meet in a location that is accessible.**

Your meeting must be held in a location that is accessible to disabled individuals.



### **Meet in a location that does not discriminate.**

Your meeting must be held in a location that does not discriminate based on race, color, creed, sex, sexual orientation, gender identity, national origin, age, or disability.



### **Meet in a location within your jurisdiction's boundaries.**

Your meeting must be held in a location that is within your jurisdiction's geographical boundaries, at its main office, or the nearest practical location (unless one of the exceptions apply).



### **Provide an interpreter for the deaf and hard of hearing.**

Your governing body must make a good faith effort to provide an interpreter for persons who are deaf or hard of hearing when they are requested at least 48 hours before a regularly scheduled meeting.

## Electronic Meeting Requirements – ORS 192.670 & OAR 199-050-0050



### **Provide electronic access to meetings for the public.**

All meetings of a governing body must provide the public, to the extent reasonably possible, an opportunity to attend the meeting electronically. This could be a number to call in, a link to the online meeting, or a link to a video stream.



### **Provide a place for the public to view electronic only meetings.**

This can be a physical place for the public to watch the meeting or a place of electronic means, such as a number to call in, a link to the online meeting, or a link to the video stream.



### **Provide virtual testimony when in-person testimony is allowed.**

If in-person oral or written testimony is allowed, then the public must be allowed to submit oral or written testimony electronically as well.



### **Provide media the same attendance option for executive session.**

If any person, including a member of the governing body, is attending an executive session by telephone, video, or electronic means, the media must be provided the same attendance option.

☐ **Provide all required content in your meeting notices.**

Your meeting notices must include:

- the date & time of the meeting,
- the location of the meeting,
- the subjects of discussion,
- the contact information to request an interpreter, and
- the citations for executive sessions when relevant.

☐ **Post your meeting notices in the required locations.**

Your meeting notices should be posted on:

- your public body or governing body's website (required for all governing bodies),
- the Oregon Transparency Website (required for education service districts and state agency board and commissions; optional for other governing bodies), or
- through the newspaper, bulletin boards, social media, or email.

The last bullet point includes optional locations for governing bodies to post their notices in addition to their website or for governing/public bodies who do not have a website.

☐ **Post your meeting notices to the required people.**

For regular or special meetings, meeting notices need to be issued to:

- the governing body,
- the general public,
- interested persons, and
- the media.

For emergency meetings, meeting notices need to be issued to:

- the media,
- interested persons, and
- the general public to the extent possible.

☐ **Post your meeting notices to the public within the required timeframe.**

Meeting notices need to be posted:

- at least 48 hours in advance for regular meetings,
- at least 24 hours in advance for special meetings, and
- as soon as possible for emergency meetings.

### ☐ **Keep recordings or minutes of all your meetings.**

Your governing body is required to provide documentation of all meetings, including executive sessions, in one of the following forms:

- a sound,
- video,
- digital recording, or
- written minutes.

### ☐ **Provide all required content in your minutes or recordings.**

Minutes or recordings need to include:

- names of governing body members present,
- any motions, proposals, resolutions, orders, ordinances, measures, and their results,
- the results of all votes,
- the vote of each member by name (unless your body has more than 25 members),
- the substance of any discussion, and
- reference to any document discussed.

Full transcripts are not required, but written minutes should give a true reflection of the matters discussed and the views of the participants.

### ☐ **Record all voting within meetings.**

All voting must be done by public vote, no secret ballots are allowed.

The results of all votes need to be recorded, including the vote of each individual governing body member *by name*.

When written ballots are used, the ballot needs to identify the name of the governing body member. The vote, including the member's name, needs to be announced during the meeting where the voting happened.

### ☐ **Make minutes/recordings available to the public within a reasonable time.**

All minutes or recordings shall be available to the public within a reasonable time after the meeting.

Many school boards are required to make video recordings of all their meetings, excluding executive sessions, and post to their social media or website within 7 days. See Senate Bill 1502 (2024) for more information.

Some state agency boards and commissions are required to record all electronic meetings, excluding executive sessions, and post them on their website. Those recordings must be posted for at least 30 days.

# Executive Session Checklist

## BEFORE THE MEETING

### ☐ Provide notice.

Provide notice of an executive session in the same way you would a public meeting. This applies to standalone executive sessions, executive sessions held prior to a public session, and executive sessions held after a public session of a public meeting. This checklist applies to executive sessions held as part of a public meeting.

The meeting notice must include the specific statutory provision(s) authorizing the executive session for this specific meeting.

## DURING AN OPEN MEETING

The presiding officer must:

### ☐ Announce the reason(s).

Announce that you're going into executive session pursuant to ORS 192.660 and cite the specific reason(s) and statute(s) that authorize the executive session for each discussion.

### ☐ Announce if/when you'll return to open session.

If you intend to come out of executive session to take final action, announce when the open session will begin.

### ☐ Announce if any individuals besides media may attend the executive session.

### ☐ Announce what the media may *not* report.

If this is not specified, the media MAY report everything. If you happen to discuss matters other than what you have cited, the media may report those additional items.

## DURING AN EXECUTIVE SESSION

### ☐ Discuss only provisions cited.

Only discuss the specific and limited topics allowed under the provisions cited. You may not discuss topics unless they are expressly permitted under the statutes.

### ☐ Take no final actions or decisions during the executive session.

### ☐ Return to open session for final action.

If you did not specify a time when you would reconvene open session, you may open the door and announce you are back in open session.

If you did specify a time, you must wait until that time to allow the public/interested parties to attend. If coming back into open session unexpectedly, you may be required to postpone final action until another meeting.



## AFTER THE MEETING



### Keep records.

Keep minutes or a sound, video or digital recording of all executive sessions. After the meeting, draft minutes or recordings of all meetings, **other than executive sessions**, need to be made available to the public in accordance with Public Records Law and the public body's policies. OAR 199-050-0060.

## FREQUENTLY ASKED QUESTIONS

### What executive session provisions do I need to list in my notice and before entering executive session?

You need to list the executive session provisions that you will be discussing during the specific meeting you are holding. For example, if you are discussing a legal memo from your legal counsel, you would cite that you are discussing information or records exempt by law from public inspection under ORS 192.660(2)(f).

The provisions cited should be relevant to the meeting you are holding. You should not list ORS 192.660(2) as a blanket provision or list every provision within ORS 192.660(2) either.

### Is media allowed to stay for all executive sessions?

Media is typically allowed to stay for executive sessions. There are four reasons/provisions when media may be excluded from an executive session. When the executive session:

1. Is for the governing body to conduct deliberations with persons designated to carry on labor negotiations [ORS 192.660(2)(d)].
2. Involves expulsion of an elementary or secondary school student [ORS 192.660(4)].
3. Is in regards to the confidential records of a student [ORS 192.660(4)].
4. Is to discuss litigation and the member of the news media is party to the litigation or an employee, agent, or contractor of the news media organization that is party to the litigation being discussed [ORS 192.660(2)(h)].

### What happens if the executive session discussion goes off topic?

You are only allowed to discuss topics expressly permitted in the executive session provisions you have cited [OAR 199-040-0020]. It is a violation of Public Meetings Law to discuss things outside of those topics. If your governing body begins to discuss off-topic issues in executive session, you should:

1. State that the discussion is off-topic and needs to stop.
2. If the discussion continues, state for the record that you are leaving the meeting.
3. Leave the meeting.

If you have questions about Public Meetings Law, call 503-378-5105 or email [mail@ogec.oregon.gov](mailto:mail@ogec.oregon.gov).



## Agenda Item Request

**Date:**

*August 19, 2025*

**Meeting date desired:**

*August 27, 2025 and September 3rd, 2025 (Public Hearing)*

**Subject:**

*Public Hearing – Resolution 2025-32 Amending the fees to be collected by Crook County for fiscal year 2025-2026 for GIS Soil Surveys, Library nonresident cards and Landfill Asbestos.*

**Background and policy implications:**

*Amendment to update fees that have not been updated within the last six months. Attached Exhibit A is fee schedule to be adopted in order; Exhibit B is informational and included to show mark ups and changes to fees over the prior fee schedule*

**Budget/fiscal impacts:**

*Fee changes will allow the County to be consistent across departments, account for increased costs and remove outdated language.*

**Requested by:**

*Christina Haron, CPA      Finance Director*

**Presenters:**

*Christina Haron, CPA      Finance Director*

**Legal review (only if requested):**

*NA*

**Elected official sponsor (if applicable):**

*NA*

Department	Fee Description	FY 25-26 Fee		Comments
		( \$)	Effective	
		10/1/2025		
<b>All Departments*</b>	Photocopies, printing, scanning (made by staff)			
All Departments*	8½ x 11, black & white, per page, per side	0.25		
All Departments*	8½ x 11, color, per page, per side	0.75		
All Departments*	11 x 17, black & white, per page, per side	0.50		
All Departments*	11 x 17, color, per page, per side	1.50		
All Departments*	Fax transmittals (made by staff), up to 10 pages	2.50		Does not include microfilm fees, search fees, etc.
All Departments*	Research and collation fee, per hour	65.00		
All Departments	Returned Check fees/charges (Insufficient funds -- NSF)	35.00		ORS 30.701 (5)
All Departments	Mailing materials	Actual cost		Cost of materials, plus actual cost of postage
All Departments*	Media fee, per disk or storage device	10.00		
All Departments*	Digital (electronically distributed) media fee, per item requested	10.00		
All Departments	Electric vehicle charging, per kWh	0.40		per kWh
<i>*Unless otherwise specified in department sections</i>				
<b>Administration</b>				
Administration	County Liquor License Application			ORS 417.166(8)
Administration	New	50.00		
Administration	Renewal	25.00		
<b>County Clerk</b>				
County Clerk	<b>Location and Copy Fees</b>			
County Clerk	Location fee	3.75		
County Clerk	Copies/Computer Prints	0.25		per page, per side
County Clerk	Certification Fee	3.75		
County Clerk	Copy of PVAB (Property Value Appeals Board) Audio File, 1st record	10.00		
County Clerk	Copy of PVAB Audio File, each additional file	1.00		
County Clerk	Research/Collation Services: Amounts of less than one hour shall be charged in 1/2 hour increments.	40.00		per hour
County Clerk	FTP Fee - Daily Images - subscription	0.25		per image
County Clerk	Digital Research Room (Index & Images) Monthly Subscription	425.00		
County Clerk	<b>Other Fees</b>			
County Clerk	Notary (per signature)	10.00		
County Clerk	Passport Processing Fee	35.00		each
County Clerk	Voter list on USB	35.00		
County Clerk	Voter's Pamphlet measure argument filing fee	300.00		Or a petition containing signatures per County Code 2.32.040
County Clerk	<b>Recording Fees</b>			
County Clerk	One page instruments - minimum fee	5.00		per instrument
County Clerk	Additional pages	5.00		per page
County Clerk	Mining Records	5.00		1st page (\$5.00/ea add. claim)
County Clerk	<b>Land Corner Preservation fund (CPF)</b>			

Department	Fee Description	FY 25-26 Fee (\$) Effective	Comments
		10/1/2025	
County Clerk	Applies to all instruments except for liens, Military Discharge (DD 214), Satisfaction of Judgments, Federal documents, Mining Records, County internal documents not usually charged a recording fee.	10.00	per instrument (note exceptions)
County Clerk	<b>Assessment and Taxation (A&amp;T) Fee</b>		
County Clerk	Applies to all instruments except for Military Discharge (DD 214), Satisfaction of Judgments, Federal documents, County internal documents not usually charged a recording fee.	10.00	per instrument (note exceptions)
County Clerk	<b>Oregon Land Information System (OLIS) Fee</b>		
County Clerk	Applies to all instruments except for Military Discharge (DD 214), Satisfaction of Judgments, Federal documents, County internal documents not usually charged a recording fee.	1.00	per instrument (note exceptions)
County Clerk	<b>Affordable Housing (HOUSING) Fee</b>		
County Clerk	Applies to all instruments except for Military Discharges (DD 214), Federal documents, County internal document not usually charged a recording fee, documents required under ORS 517.210 to maintain mining claims, warrants issued by Employment Department pursuant to ORS 657.396, 657.642 and 657.646, a certified copy of a judgment, a lien record abstract as described in ORS 18.170, a satisfaction of a judgment, including a judgment noticed by recordation of a lien record abstract, Department of Revenue documents and tax collectors.	60.00	per instrument (note exceptions)
County Clerk	Affordable Housing Collection (HOUSING) Fee	1.00	per instrument assessed HOUSING fee
County Clerk	<b>Technology (TECH) Fee</b>		
County Clerk	Applies to all instruments except for Military Discharge (DD214), Federal documents, County internal documents not usually charged a recording fee.	5.00	per instrument (note exceptions)
County Clerk	<b>Clerks Archive (ARCHIVE) Fee</b>		
County Clerk	Applies to all instruments except Military Discharge (DD 214), Federal documents, County internal documents not usually charged a recording fee.	2.00	per instrument (note exceptions)
County Clerk	<b>Multiple Transaction Fee</b>		
County Clerk	When recording instruments that describe two or more transactions, each additional transaction will be charged when involving the same property.	5.00	each additional transaction
County Clerk	<b>Additional References</b>		
County Clerk	In addition to and not in lieu of the fees charged for recording the assignment, release or satisfaction of any recorded instrument, \$5 for each additional instrument being assigned, released or satisfied.	5.00	each additional reference
County Clerk	<b>Non-Standard Fee</b>		
County Clerk	Additional fee for non-standard documents.	20.00	per instrument
County Clerk	<b>Other Recording</b>		
County Clerk	Military Discharge (DD214)	-	No charge for recording
County Clerk	<b>Subdivision Plats - By Lot / Tracts Size - Price Varies</b>		

		FY 25-26 Fee (\$) Effective 10/1/2025	Comments
<b>Department</b>	<b>Fee Description</b>		
County Clerk	20 lots / tracts or less	115.00	Plus fees CPF, A&T, OLIS, HOUSING, TECH, ARCHIVE (listed above)
County Clerk	each additional lot / tract	5.00	
County Clerk	Partition Plats	50.00	Plus fees CPF, A&T, OLIS, HOUSING, TECH, ARCHIVE (listed above)
County Clerk	<b>Marriage License</b>		
County Clerk	Base Fee	25.00	
County Clerk	- Conciliation Fee	10.00	
County Clerk	- Domestic Violence Fund	25.00	
County Clerk	Replacement marriage license packet (prior to ceremony)	10.00	
County Clerk	Replacement of memento marriage certificate	3.50	
County Clerk	Amend marriage record	45.00	each marriage record
County Clerk	Request for waiver of three day waiting period for marriage license.	10.00	per waiver
County Clerk	<b>Domestic Partnership</b>		
County Clerk	Declaration of Domestic Partnership registration fee	60.00	
County Clerk	Domestic Partnerships conciliation fee	10.00	
<b>Assessor</b>			
Assessor	Farm disqualification estimates, each	175.00	
Assessor	Print enlargements, each	1.50	
Assessor	Research Fee, per hour – 1 hour minimum	120.00	
Assessor	Map/Account change processing fee, per lot	25.00	
Assessor	Manufactured Structure processing fees:		
Assessor	Trip Permit, per section	25.00	
Assessor	Ownership/Situs change, each	80.00	
<b>Community Corrections</b>			
Community Corrections	DNA Collection Fee	10.00	
Community Corrections	Dirty Urinalysis Fee	20.00	
Community Corrections	Interstate Compact Fee	150.00	
Community Corrections	Work Crew Orientation Fee	40.00	
Community Corrections	Work crew hourly rate	Rural min. wage	Rural minimum wage is \$14.05 as of 7/1/2025.
<b>Community Development (CD)</b>			
CD - Building Services	When applicable, structural permits use valuation as determined by ICC Valuation Table current as of April 1 of each year, as per OAR 918-050-0100. When a structural permit is required by the state building code for retaining walls, decks, fences, accessory structures, etc - see Structural Permit fees by valuation. The current valuation table is as follows:		
CD - Building Services	<b>Structural Permits:</b>	Plus applicable State Surcharge	
CD - Building Services	\$1 to \$5,000	120.00	Minimum Structural Permit Fee is \$120.00

Department	Fee Description	FY 25-26 Fee (\$) Effective		Comments
		10/1/2025		
CD - Building Services	\$5,001 to \$25,000	10.00		\$120.00 for the first \$5,000 plus \$10.00 for each additional \$1,000 or fraction thereof, to and including \$25,000
CD - Building Services	\$25,001 to \$50,000	7.50		\$320 for the first \$25,000 plus \$7.50 for each additional \$1,000 or fraction thereof, to and including \$50,000
CD - Building Services	\$50,001 to \$100,000	5.00		\$507.50 for the first \$50,000 plus \$5.00 for each additional \$1,000 or fraction thereof, to and including \$100,000
CD - Building Services	\$100,001 and greater	4.25		\$757.50 for the first \$100,000 plus \$4.25 for each additional \$1,000 or fraction thereof
CD - Building Services	12% State Surcharge	12%		Required to be added to Building Permit Fees as per the State of Oregon, ORS 455.210(4) & (5) and 455.220(1)
CD - Building Services	Structural Plan Review – % of Structural Permit Fee	75%		
CD - Building Services	Code Compliance Fee for New Residential, Single Family Dwelling, and Manufactured Dwellings valuations will be 0.18% of building valuation	0.18%		Maximum fee of \$400.00; Supports code enforcement program
CD - Building Services	Code Compliance Fee for New Accessory and Residential Addition Building valuations 0.18% of building valuation (Maximum fee of \$270.00)	0.18%		Maximum fee of \$285.00; Supports code enforcement program
CD - Building Services	Compliance Fee for Commercial Structures Valuations 0.18% of building valuations (Maximum fee of \$525.00)	0.18%		Maximum fee of \$600.00; Supports code enforcement program
CD - Building Services	Advanced Planning Fee – Calculated on the valuation of the building project to support long range planning projects that are not fee supported in the amount of 0.30% of the building valuation	0.30%		Maximum fee of \$105,000; Fee waived on projects with valuation under \$300,000; supports long range planning projects that are not fee supported
CD - Building Services	Agricultural Building Exemption Review	72.00		
CD - Building Services	Residential Demolition Permit Fee - complete demolition, not subject to State Surcharge	105.00		
CD - Building Services	Commercial Demolition Permit Fee - complete demolition, not subject to State Surcharge	265.00		
CD - Building Services	Structural Alteration (not demo) - partial, soft, interior	Based on		See Structural Permit fee table by valuation, incurs State Surcharge value
CD - Building Services	Additional Plan Review - When applicable, per hour – 1/2 hour minimum	126.00		per hour
CD - Building Services	Change of occupancy/use - tenant improvement, other - administrative, no structural work indicated	187.50		
CD - Building Services	Pre-Application - Complex/large project consultation or review fee, per hour – 2 hour minimum	187.50		per hour; may include charges for review from technical experts as ACS
CD - Building Services	Re-Roofing, Residential (when required)	179.45		
CD - Building Services	Re-Roofing, Commercial Only (when required)	346.50		
CD - Building Services	Fire Life Safety Plan Review – % of Structural Permit Fee	40%		Required on all structures over 4000 sq. ft. and/or any project deemed necessary by the Building Official
CD - Building Services	Reinspection Fee, per each	126.00		
CD - Building Services	Investigation fee, per hour (may include supervision, overhead, equipment, and/or/wage of the employee(s) involved. Applicable to all disciplines and is surchargeable as inspection)	126.00		per hour

Department	Fee Description	FY 25-26 Fee (\$) Effective	Comments
		10/1/2025	
CD - Building Services	Each additional inspection, above allowable - per each	126.00	
CD - Building Services	Inspection outside normal business hours, per hour – 2 hour minimum	126.00	per hour
CD - Building Services	Inspection for which no fee is indicated, per hour	126.00	per hour
CD - Building Services	Special inspection or consult - structural, per each	126.00	per each
CD - Building Services	Phased Plan Review Fee - in addition to project plan review fees	\$315	Not to exceed \$1,500.00 for each phase minimum phasing (application) fee+ 10% of total project building permit fee
CD - Building Services	Deferred Submittal Plan Review in addition to project plan review fees – 65% of permit fee on deferred portion calculated using the value of the deferred portion with a \$300.00 minimum fee.	65%	\$300.00 minimum fee
CD - Building Services	Temporary Certificate of Occupancy – Commercial	450.00	
CD - Building Services	Temporary Certificate of Occupancy – Residential	270.00	
CD - Building Services	Temporary Gold Seal Job Trailer Placement Inspection		
CD - Building Services	a.) Single-wide unit	551.25	
CD - Building Services	b.) Double-wide unit	661.50	
CD - Building Services	c.) Triple-wide unit	783.00	
CD - Building Services	Residential Fire Suppression - Standalone System, fee includes plan review. (See		
CD - Building Services	0 to 2,000 sq. ft.	173.25	
CD - Building Services	2,001 to 3,600 sq. ft.	183.75	
CD - Building Services	3,601 to 7,200 sq. ft.	231.00	
CD - Building Services	7,201 sq. ft. and greater	283.50	
CD - Building Services	Commercial Fire Suppression - Alarms/Sprinklers - separate electrical permit applications may also be required.	See Structural Permit Fee table by valuation	
CD - Building Services	<b>Manufactured Dwelling Placement Permit Fees:</b>		
CD - Building Services	State (Cabana) Fee	30.00	State Administration Fee

Department	Fee Description	FY 25-26 Fee	
		( \$)	Effective
		10/1/2025	Comments
CD - Building Services	Manufactured Dwelling Placement Permit Fee - Includes the concrete slab, runners or foundations that are prescriptive, electrical feeder and plumbing connections and all cross-over connections and up to 30 lineal feet of site utilities. Decks, other accessory structures, and foundations that are not prescriptive, utility connections beyond 30 lineal feet, new electrical services or additional branch circuits, and new plumbing - may require separate permits. All decks 30" above ground, carports, garages, porches, and patios are based on valuation and may also require separate permits.	670.00	
CD - Building Services	* See Structural schedule by valuation for non-dwelling modular placements		
CD - Building Services	Manufactured Dwelling – Inspections outside normal business hours, per hour – 2 hour minimum	126.00	
CD - Building Services	Manufactured Dwelling – Inspections for which no fee is specifically indicated, per hour	126.00	
CD - Building Services	Manufactured Dwelling – Investigation fee, per hour	126.00	
CD - Building Services	Reinspection fee, per inspection	126.00	
CD - Building Services	Each additional inspection, above allowable - per each	126.00	
CD - Building Services	<b>Manufactured Dwelling &amp; RV Parks - Area Development Permit</b>		
	The Area Development Permit (ADP) Fee to be calculated based on the valuations shown in Table 2 of OAR 918-600-0030 for Manufactured Dwelling/Mobile Home Parks and Table 2 of OAR 918-650-0030 for Recreational Park & Organizational Camp - and applying the valuation amount to Table 1 as referenced for each.		
CD - Building Services	Plan check fee for Recreation Park - % of valuation	65%	% of Table 1 Valuation
CD - Building Services	<b>Solar Structural Installation Permits - separate Electrical Permit application may also be required</b>		
CD - Building Services	1.) Solar Permit (when required) - Prescriptive Path System, fee includes plan review.	187.50	
CD - Building Services	2.) Solar Permit - Non-Prescriptive Path System	based on the valuation	Fee as per Structural Permit Fee table by valuation to include the solar panels, racking, mounting elements, rails and the cost of labor to install. Solar electrical equipment including collector panels and inverters shall be excluded from the Structural Permit valuation.
CD - Building Services	<b>Mechanical Permits:</b>		
CD - Building Services	All Mechanical Permits are subject to a state Surcharge of 12% of the total Permit fee.		
CD - Building Services	Minimum mechanical permit application fee is \$120.00.	120.00	
CD - Building Services	<b>Commercial Mechanical Fees</b>		
	\$1 to \$5,000	120.00	Minimum Mechanical Permit Fee is \$120.00
	\$5,001 to \$25,000	10.00	\$120 for the first \$5,000 plus \$10.00 for each additional \$1,000 or fraction thereof, to and including \$25,000
	\$25,001 to \$50,000	8.00	\$320 for the first \$25,000 plus \$8.00 for each additional \$1,000 or

Department	Fee Description	FY 25-26 Fee (\$) Effective		Comments
		10/1/2025		
	\$50,001 to \$100,000	6.00		\$520 for the first \$50,000 plus \$6.00 for each additional \$1,000 or fraction thereof, to and including \$100,000
	\$100,001 and greater	4.25		\$820 for the first \$100,000 plus \$4.25 for each additional \$1,000 or fraction thereof
CD - Building Services	<b>Residential Mechanical Fees</b>			
CD - Building Services	Air Conditioner	16.30		
CD - Building Services	Air handling unit up to 10,000 cfm	16.30		
CD - Building Services	Air handling unit 10,001 cfm and over	21.50		
CD - Building Services	Appliance or piece of equipment regulated by code but not classified in other appliance categories.	13.50		
CD - Building Services	Attic/crawl space fans	9.40		
CD - Building Services	Chimney /liner/flue/vent	13.50		
CD - Building Services	Clothes dryer exhaust	13.50		
CD - Building Services	Decorative gas fireplace	13.50		
CD - Building Services	Ductwork - no appliance/apprutenance	13.50		
CD - Building Services	Evaporative cooler other than portable	9.40		
CD - Building Services	Floor furnace, including vent	13.50		
CD - Building Services	Flue Vent for water heater or gas fireplace	11.30		
CD - Building Services	Furnace - greater than 100,000 BTU	21.50		
CD - Building Services	Furnace - up to 100,000 BTU	20.00		
CD - Building Services	Furnace/burner including duct work/vent/liner	21.50		
CD - Building Services	Gas or wood fireplace/insert	21.50		
CD - Building Services	Gas Fuel piping outlets	13.50		
CD - Building Services	Heat pump	20.00		
CD - Building Services	Hood served by mechanical exhaust, including ducts for hood	9.40		
CD - Building Services	Hydronic hot water system	86.00		
CD - Building Services	Mini spit system	20.00		
CD - Building Services	Installation or relocation of domestic type incinerator	-		
CD - Building Services	Oil tank/gas/diesel generators	20.00		
CD - Building Services	Pool or spa heater, kiln	13.50		
CD - Building Services	Repair, alteration, or addition to mechanical appliance including the installation of controls	21.50		
CD - Building Services	Range hood/other kitchen equipment	13.00		
CD - Building Services	Suspended heater, recessed wall heater, or floor mounted floor heater	13.50		
CD - Building Services	Ventilation fan connected to single duct	9.40		
CD - Building Services	Ventilation system not a portion of heating or air-conditioning system authorized by this permit	9.40		
CD - Building Services	Water heater	54.00		

Department	Fee Description	FY 25-26 Fee (\$) Effective		Comments
		10/1/2025		
CD - Building Services	Wood/pellet stove	21.50		
CD - Building Services	Other heating/cooling	13.50		
CD - Building Services	Other fuel appliance	13.50		
CD - Building Services	Other environment exhaust/ventilation	9.40		
CD - Building Services	The Mechanical Plan Review Fee is based on valuation of 75% of the determined Permit Fee, where applicable.			
CD - Building Services	Mechanical – Additional plan review (when applicable), per hour – 1/2 hour minimum	126.00		Per hour
CD - Building Services	Mechanical – Reinspection fee, per each	126.00		
CD - Building Services	Mechanical - Each additional inspection, above allowable - per each	126.00		
CD - Building Services	Mechanical – Inspections outside normal business hours, per hour – 2 hour minimum	126.00		Per hour
CD - Building Services	Mechanical – Inspections for which no fee is specifically indicated, per each, one hour minimum	126.00		Per each, one hour minimum
CD - Building Services	Mechanical – Investigation fee, per hour	126.00		Per hour
CD - Building Services	<b>Plumbing Permits:</b>			
CD - Building Services	All Plumbing Permits are subject to a State Surcharge of 12% of the total Permit fee			
CD - Building Services	The minimum Plumbing Permit Application Fee is \$120.00			
CD - Building Services	<b>Commercial and Non-New Residential - Site Utilities</b>			
CD - Building Services	Sanitary Sewer – first 100 feet	90.15		Permit fee, where applicable
CD - Building Services	Storm Sewer – first 100 feet	90.15		
CD - Building Services	Water Service – first 100 feet	90.15		
CD - Building Services	Each additional 100 feet or fraction thereof water, sanitary sewer, or storm sewer	74.15		
CD - Building Services	Mfd Park -site utility connections, per space	178.50		
CD - Building Services	Reinspection fee, per each	126.00		
CD - Building Services	Plumbing – Each additional inspection, above allowable - per each	126.00		
CD - Building Services	Plumbing – Inspections for which no fee is specifically indicated, per hour, minimum one hour	126.00		
CD - Building Services	Plumbing – Inspections outside normal business hours, per hour – 2 hour minimum	126.00		
CD - Building Services	Plumbing – Investigation fee, per hour	126.00		
CD - Building Services	The Plumbing Plan Review Fee is 30% of the Permit fee.			
CD - Building Services	Plumbing - Additional Plan Review - When applicable, per hour – 1/2 hour minimum	126.00		
CD - Building Services	New 1&2 Family Dwelling - includes one kitchen, first 100 feet each of site utilities, hose bibbs, icemakers, underfloor low-point drains, and rain drain packages that include the piping, gutters, downspouts, and perimeter system. Half bath counted as whole.			
CD - Building Services	First Kitchen & Bathroom	347.00		Includes 100 feet of water, sewer, and storm lines
CD - Building Services	First Kitchen & 2 Bathrooms	463.00		Includes 100 feet of water, sewer, and storm lines
CD - Building Services	First Kitchen & 3 Bathrooms	580.00		Includes 100 feet of water, sewer, and storm lines
CD - Building Services	Additional bath/kitchen	230.00		

Department	Fee Description	FY 25-26 Fee (\$) Effective	Comments
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CD - Building Services	Each additional 100 feet or fraction thereof of site utilities - water, sewer, storm (which includes rain, footing, trench, and leach drains) - first 100 feet included in bathroom/kitchen fee	74.00	
CD - Building Services	Plumbing fixture as marked on application	30.00	
CD - Building Services	Re-piping/retrofit water supply, per fixture	30.00	
CD - Building Services	Backflow preventer	30.00	
CD - Building Services	Water heater	54.00	
CD - Building Services	<b>Residential Fire Suppression - Multipurpose/Continuous Loop System, plan review included (See Structural Fee section for Standalone System)</b>		
CD - Building Services	0 to 2,000 sq. ft.	173.25	
CD - Building Services	2,001 to 3,600 sq. ft.	183.75	
CD - Building Services	3,601 to 7,200 sq. ft.	231.00	
CD - Building Services	7,201 sq. ft. and greater	283.50	
CD - Building Services	<b>Medical Gas Permits:</b>		
CD - Building Services	\$1 to \$5,000	122.25	Minimum Medical Gas Fee is \$122.25
CD - Building Services	\$5,001 to \$10,000	2.00	\$122.25 for the first \$5,000 plus \$2.00 for each additional \$100 or fraction thereof, to and including \$10,000
CD - Building Services	\$10,001 to \$100,000	7.00	\$222.25 for the first \$10,000 plus \$7.00 for each additional \$1,000 or fraction thereof, to and including \$100,000
CD - Building Services	\$100,001 and greater	5.00	\$852.25 for the first \$100,000 plus \$5.00 for each additional \$1,000 or fraction thereof
CD - Building Services	<b>Electrical Permits:</b>		
CD - Building Services	1.) All electrical Permits are subject to a State Surcharge of 12% of the total permit fee	12%	
CD - Building Services	The minimum Electrical Permit Application Fee is \$120.00	120.00	
CD - Building Services	<b>New Construction</b>		
CD - Building Services	<b>Residential</b>		
CD - Building Services	1,000 sq. ft. or less	202.00	
CD - Building Services	Each additional 500 sq. ft. or portion thereof	33.65	
CD - Building Services	Limited energy - new residential construction	47.15	
CD - Building Services	<b>Multifamily</b>		
CD - Building Services	New Multifamily Construction		Multi-family is based on largest unit using residential square footage with each additional unit at 50%
CD - Building Services	Multifamily, new construction - limited energy by floor	90.00	
CD - Building Services	Multifamily, new construction - protective signaling by floor	90.00	
CD - Building Services	Each manufactured home or modular dwelling service	121.50	
CD - Building Services	Service or feeders:		installation, alteration, relocation

Department	Fee Description	FY 25-26 Fee (\$) Effective	Comments
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CD - Building Services	200 amps or less	130.10	
CD - Building Services	201 to 400 amps	153.50	
CD - Building Services	401 to 600 amps	258.00	
CD - Building Services	601 to 1,000 amps	338.20	
CD - Building Services	Over 1,000 amps or volts	770.00	
CD - Building Services	Reconnect only	121.50	
CD - Building Services	Temporary service or feeders:		installation, alteration, relocation
CD - Building Services	200 amps or less	121.50	
CD - Building Services	201 to 400 amps	141.50	
CD - Building Services	401 to 600 amps	204.00	
CD - Building Services	601 to 1,000 amps	338.50	See services or feeders section above
CD - Building Services	Over 1,000 amps or volts	770.00	See services or feeders section above
CD - Building Services	Branch circuits:		New, alteration, extension per panel
CD - Building Services	Fee for branch circuits with purchase of a service or feeder fee	9.70	
CD - Building Services	Fee for branch circuits without purchase of a service or feeder fee		
CD - Building Services	First branch circuit	90.00	
CD - Building Services	Each additional branch circuit	9.70	
CD - Building Services	Each add'l branch circuit - per each	9.70	
CD - Building Services	Miscellaneous (service or feeder not included):		service or feeder not included
CD - Building Services	Pump or irrigation circle - per each	90.00	
CD - Building Services	Sign or outline lighting - per each	90.00	
CD - Building Services	Signal circuit(s) or a limited-energy panel, alteration or extension, each system - non-new residential and all commercial (new residential and multifamily construction - see above)	90.00	
CD - Building Services	Swimming Pool (incl panel, circuits and bonding)	178.60	
CD - Building Services	Commercial Electrical Multi-Family		
CD - Building Services	Multi-family limited energy by floor	90.14	
CD - Building Services	Multi-family protective signaling by floor	90.14	
CD - Building Services	Renewable Energy		
CD - Building Services	Renewable energy for electrical systems - 5KVA or Less	121.50	
CD - Building Services	Renewable energy for electrical systems - 5KVA to 15KVA	153.00	
CD - Building Services	Renewable energy for electrical systems - 15.01KVA to 25KVA	204.00	
CD - Building Services	Renewable energy - solar generation over 25KVA	7.00	\$204.00 for the first 25KVA plus \$7.00 for each additional KVA; *maximum permit charge at calculation of 100KVA (\$729)
CD - Building Services	Wind Energized Systems		
CD - Building Services	Renewable energy for wind systems 25.01 KVA through 50 KVA	262.75	
CD - Building Services	Renewable energy for wind systems 50.01 KVA through 100 KVA	631.00	

Department	Fee Description	FY 25-26 Fee (\$) Effective	Comments
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CD - Building Services	Master Electrical Application Permit fee - one time at initial application; renews annually as applicable	100.00	
CD - Building Services	Master Electrical inspection fee, per hour - includes travel time, inspection, and report writing	126.00	per hour
CD - Building Services	Electrical Plan Review – % of Electrical Permit Fee when required	25%	
CD - Building Services	Electrical - Additional plan review (when applicable), per hour - 1/2 hr minimum	126.00	
CD - Building Services	Reinspection Fee, per each, minimum one hour	126.00	
CD - Building Services	Inspection outside normal business hours, per hour – 2 hour minimum	126.00	
CD - Building Services	Inspection for which no fee is specifically indicated, per hour – one hour minimum	126.00	
CD - Building Services	Each additional inspection, above allowable - per each	126.00	
CD - Building Services	Investigation fee, per hour	126.00	
CD - Building Services	<b>Miscellaneous Fees:</b>		
CD - Building Services	Refund processing fee	82.00	refunds must be requested within 180 days of application; refunds are not available for any work that has been performed
CD - Building Services	Permit Reinstatement due to expired permit (within a 6-month window)	50% of current fee for new permit	New Permit Fee thereafter
CD - Building Services	Permit Extension	50.00	
CD - Building Services	Permit History Research Fee, per hour	84.00	
CD - Building Services	Copies, per page	0.25	
CD - Building Services	Oversize copies, per page	5.00	
CD - Building Services	Permit Shipping	10.00	
CD - Building Services	Administrative/Clerical Fee	86.50	
CD - Code Enforcement	<b>Code Enforcement:</b>		
CD - Code Enforcement	Code Enforcement Hourly Rate, per hour	134.00	As Permitted by Crook County Code Title 1, cost recovery
CD - Code Enforcement	Site investigation, per hour – 2 hour minimum	134.00	
CD - Code Enforcement	Code compliance letter, research and investigation, per hour – 2 hour minimum	134.00	
CD - Code Enforcement	Code compliance hearing fee	500.00	
CD - On-Site	<b>On-Site (Septic Systems) Permits:</b>		<b>On-Site may charge twice the established fee for a septic permit or approval if work is commenced before the required Permits have been issued.</b>
CD - On-Site	State surcharge		<b><u>A DEQ surcharge will be added to site evaluations, permits, and other activity</u></b> where required: all state fee schedules are subject to change based on legislative action and may be revised throughout the year.

Department	Fee Description	FY 25-26 Fee (\$) Effective	Comments
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CD - On-Site	Code Compliance Fee	63.00	Added to all new construction permits, authorizations, and alterations
CD - On-Site	Site Evaluation Fee	808.00	
CD - On-Site	Septic Systems		
CD - On-Site	Standard system, first 1,000 gallons	998.00	
CD - On-Site	Capping fill, first 1,000 gallons	1,244.00	
CD - On-Site	Grey water sump, first 1,000 gallons	452.00	
CD - On-Site	Pressure distribution, first 1,000 gallons	1,496.00	
CD - On-Site	Redundant, first 1,000 gallons	740.00	
CD - On-Site	Sand filter, first 1,000 gallons	1,880.00	
CD - On-Site	Saprolite system, first 1,000 gallons	914.00	
CD - On-Site	Seepage trench, first 1,000 gallons	1,239.00	
CD - On-Site	Steep slope, first 1,000 gallons	1,239.00	
CD - On-Site	Tile dewatering, first 1,000 gallons	2,678.00	
CD - On-Site	Each additional 500 gallons above 1,000 gallons or part thereof ("commercial" septic systems)	200.00	\$200 for each additional 500 gallons or part thereof
CD - On-Site	Plan Review		
CD - On-Site	Commercial facility system, 0 to 600 gallons		Covered under the permit fee
CD - On-Site	Commercial facility system, 601 to 1,000 gallons	310.00	
CD - On-Site	Each additional 500 gallons or part thereof above 1,000 to 2,500 gallons	95.00	\$280 for the first 1,000 gallons plus \$85 for each additional 500 gallons or part thereof
CD - On-Site	Renewal/reinstatement/transfer permit	368.00	Within 1 year of expiration of original permit
CD - On-Site	Major septic system repair, single family dwelling	572.00	
CD - On-Site	Minor septic system repair, single family dwelling	315.00	
CD - On-Site	Major commercial septic system repair	546.00	
CD - On-Site	Minor commercial septic system repair	320.00	
CD - On-Site	Major septic system alteration/relocation (drain field)	866.00	
CD - On-Site	Minor septic system alteration/relocation (tank)	483.00	
CD - On-Site	ATT Annual Report Review – in-house	60.00	
CD - On-Site	ATT Systems Permit – with/without pressure distribution	1,565.00	
CD - On-Site	ATT Systems – O&M Inspection	462.00	
CD - On-Site	Holding tank Permit	930.00	
CD - On-Site	Holding tank inspection report – in-house	60.00	
CD - On-Site	Holding tank inspection annual – field	290.00	
CD - On-Site	Authorization, field visit required	685.00	Permit issued under the authorization will be without the repair fee
CD - On-Site	Authorization, no field visit required	252.00	
CD - On-Site	Evaluation/renewal of temporary/hardship authorization	263.00	
CD - On-Site	Existing system evaluation – field	630.00	

Department	Fee Description	FY 25-26 Fee (\$) Effective	Comments
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CD - On-Site	Sewage disposal service, pumper truck inspection, first truck	173.00	
CD - On-Site	Sewage disposal service, each additional truck	74.00	
CD - On-Site	Accela yearly O&M entry fee, each	10.00	
CD - On-Site	Re-inspection fee	158.00	When a pre-covered inspection correction requires a subsequent reinspection due to the previous corrections not being made. No further inspections until the reinspection fee is paid.
CD - On-Site	Pump evaluation Fee	53.00	For all permits that specify the use of a pump or dosing system except for Sand Filter, ATT, Recirculating gravel filter and pressurized distribution systems
CD - On-Site	On-site specialist consultation fee, in-house, per hour – 1-hour minimum	110.00	
CD - On-Site	On-site specialist consultation fee, field, per hour – 1-hour minimum	220.00	
CD - On-Site	Refund/Administrative fee	53.00	
CD - On-Site	<b>On-Site may charge twice the established fee for a septic permit or approval if work is commenced before the required Permits have been issued.</b>		
CD - On-Site	Notice: A surcharge to offset DEQ administrative and oversight costs and are assessed by DEQ for each site evaluation, construction, repair, renewal authorization, and all other activities for which an application is submitted. There is no surcharge for pumper truck inspections. The proceeds are forwarded to DEQ on a quarterly basis. The surcharge is set by the State of Oregon and will be adjusted to reflect State-imposed changes.		
CD - Planning	<b>Planning Fees:</b>		
CD - Planning	Unless otherwise stated in "Comments", all Planning fees will also have an additional		Note: Code Compliance fees may double for violation cases
CD - Planning	1). Code Compliance Fees for planning applications:		
CD - Planning	Planning Fees totaling \$0-200		
CD - Planning	Planning Fees totaling \$201-500	63.00	
CD - Planning	Planning Fees totaling \$501-1,000	116.00	
CD - Planning	Planning Fees totaling \$1,001-5,000	180.00	
CD - Planning	Planning Fees totaling \$5,001-10,000	578.00	
CD - Planning	10,001	840.00	
CD - Planning	2.) Appeals - Remands		
CD - Planning	Appeal to Planning Commission	250.00	*\$250 or as set by statute
CD - Planning	Appeal to County Court	\$3,500 + 20%	Appellant must also provide transcripts of relevant meeting tapes at of original appellant's expense
CD - Planning	Remand from LUBA	\$2,000	Actual costs with deposit required at time of appeal submission - deposit + Covers costs for notices mailed, copy charges, staff time and other actual cost costs.
CD - Planning	CD/USB records, each	10.00	
CD - Planning	3.) Documents Purchased		
CD - Planning			No Code Compliance Fee

Department	Fee Description	FY 25-26 Fee (\$) Effective	Comments
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CD - Planning	Duplication fees, per page	0.25	
CD - Planning	Duplication of oversize exhibits, per page	5.00	
CD - Planning	Local Appeal Record on CD/USB, per CD/USB	10.00	
CD - Planning	4.) Land Partitions		Code Compliance Fee to be added
CD - Planning	Land partitions, 2 to 3 lots	1,985.00	
CD - Planning	Measure 49 Land Partition	2,305.00	
CD - Planning	Farm partition/forest partition, 2 to 3 lots	1,985.00	
CD - Planning	Non-farm partition, 2 to 3 lots, including Site Plan Reviews	3,895.00	
CD - Planning	Property Line Adjustment	1,070.00	
CD - Planning	Property Line Adjustment with notice	1,345.00	
CD - Planning	Lot Combining/Uncombining	750.00	
CD - Planning	Final Plat Review	200.00	
CD - Planning	Replat	1,985.00	
CD - Planning	Validation of a unit of land	1,985.00	
CD - Planning	5.) Conditional Use Permits		Code Compliance Fee to be added
CD - Planning	Administrative	1,985.00	e.g. dog kennels, home occupations
CD - Planning	With hearing	4,365.00	e.g. bed & breakfast; golf course, multi-family residential
CD - Planning	Modification of conditions, administrative	1,345.00	
CD - Planning	Modification of conditions, with hearing	3,730.00	
CD - Planning	Mineral aggregate	11,650.00	
CD - Planning	Commercial energy	12,670.00	Additional fee will apply if a goal exception is required
CD - Planning	Forest dwelling	3,100.00	
CD - Planning	Annual Report Review	200.00	
CD - Planning	6.) Amendments		Code Compliance Fee to be added
CD - Planning	Comprehensive plan amendment	5,765.00	
CD - Planning	Comprehensive plan amendment, required goal exception	7,365.00	
CD - Planning	Zone map change, Measure 56 notice required	5,765.00	
CD - Planning	Zone map change, if no Measure 56 notice required	4,670.00	
CD - Planning	Zone text change, Measure 56 notice required	5,765.00	
CD - Planning	Zone text change, if no Measure 56 notice required	4,670.00	
CD - Planning	7.) Site Plan Reviews		Code Compliance Fee to be added
CD - Planning	Residential	1,070.00	
CD - Planning	Accessory Structure	290.00	
CD - Planning	Accessory Structure – with verification of existing dwelling	365.00	
CD - Planning	Accessory Structure – under 200 sq. ft. with no plumbing, electrical or mechanical	95.00	
CD - Planning	Accessory Dwelling Unit	1,225.00	
CD - Planning	Accessory Farm Help Dwelling	1,665.00	

Department	Fee Description	FY 25-26 Fee (\$) Effective	Comments
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CD - Planning	Accessory Farm Family Dwelling	1,665.00	
CD - Planning	Administrative	1,665.00	
CD - Planning	Farm Dwelling	1,665.00	
CD - Planning	Replacement Farm or Forest Dwelling	1,225.00	
CD - Planning	Non-Farm Dwelling on existing parcel	3,100.00	
CD - Planning	Accessory Forest-Family Dwelling	1,665.00	
CD - Planning	Lot of Record	1,665.00	ORS 215.705
CD - Planning	Commercial, Industrial	1,665.00	
CD - Planning	Utility Facilities, Cell Towers	3,895.00	
CD - Planning	Site Plan Modification	750.00	
CD - Planning	Renewal of expired site plan review (residential zone dwellings)	50%	50% of original fee
CD - Planning	8.) Subdivisions / Planned Unit Developments		Code Compliance Fee to be added
CD - Planning	Outline development / master plan	\$3,830 + \$240	Base fee of \$3,830, plus \$240 per lot per lot
CD - Planning	Subdivision name changes, per change	905.00	
CD - Planning	Final plat review	2,230.00	
CD - Planning	Subdivision modification request by applicant with hearing	5,490.00	
CD - Planning	Public hearing extension request	905.00	
CD - Planning	Replat	1,985.00	
CD - Planning	9.) Destination Resort		Code Compliance Fee to be added
CD - Planning	Conditional Use Permit, Modification	19,715.00	
CD - Planning	Subdivision Phase	\$4,375 + \$240	Base fee of \$4,375, plus \$240 per lot per lot
CD - Planning	Site plan review – Residential	1,385.00	
CD - Planning	Site plan review – Commercial	1,545.00	
CD - Planning	Final development review	4,090.00	
CD - Planning	Final plat review	2,230.00	
CD - Planning	Replat	1,985.00	
CD - Planning	10.) Other Permit Fees		Code Compliance Fee to be added
CD - Planning	Legal parcel/lot determination		
CD - Planning	First legal lot	750.00	
CD - Planning	Each additional lot	\$200 + hourly	\$200 per lot for the first two hours of review. \$94 per hour after two rate after 2 hours. hours
CD - Planning	Complex project fee	Actual costs, \$1,100 deposit req'd	Actual costs will be charged; \$1,100 deposit required
CD - Planning	Variance		

Department	Fee Description	FY 25-26 Fee (\$) Effective	Comments
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CD - Planning	Without public hearing	1,070.00	
CD - Planning	With public hearing	3,730.00	
CD - Planning	Declaratory ruling	1,665.00	
CD - Planning	Declaratory ruling - Measure 49	Actual costs, Actual cost will be charged; \$7,500 deposit required \$7,500 deposit req'd	
CD - Planning	Nonconforming Use Alteration	Actual costs, Actual costs will be charged; \$1,500 deposit required \$1,500 deposit req'd	
CD - Planning	Sign Permit	580.00	
CD - Planning	Temporary Hardship		
CD - Planning	Dwelling	450.00	
CD - Planning	Renewal, every 2 years	100.00	
CD - Planning	Temporary Use Permit		
CD - Planning	Property owner RV on lot for up to 6 months	295.00	
CD - Planning	Property owner RV on lot renewal for next 6 months	45.00	
CD - Planning	Land Use Compatibility Statement	95.00	
CD - Planning	Land Use Compatibility Statement - Onsite Sign-Off	75.00	
CD - Planning	Building Permit Review	100.00	
CD - Planning	Floodplain Review	200.00	
CD - Planning	Planning Director Determination (Interpretation-Advisory Only)	1,380.00	
CD - Planning	Staff Research/Consultation, per hour – 1-hour minimum	92.00	
CD - Planning	All land use extension requests	300.00	
CD - Planning	Amendments to applications after completeness has been determined	Actual costs, Actual costs will be charged; \$315 deposit required \$315 deposit req'd	
CD - Planning	Refund Requests		
CD - Planning	Before completeness is determined	75%	
CD - Planning	After Pre-Notice is mailed or 30 day completeness is determined.	50%	
CD - Planning	After Notice of Decision is mailed there will be no refund.	no refund	
CD - Planning	Farm stand reviews	298.70	
CD - Planning	One mile study with analysis	770.00	
CD - Planning	One mile study - data only	270.00	
CD - Planning	Soils report	95.00	
CD - Planning	Wildlife density analysis	95.00	
CD - Planning	Consultant fee*	Actual costs, Actual costs will be charged; \$5,000 deposit required \$5,000 deposit req'd	

Department	Fee Description	FY 25-26 Fee (\$) Effective	Comments
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CD - Planning	*Consultant fees are charged when in the judgment of the Planning Director, Planning Commission, or County Counsel, expertise or resources are required outside the scope of the County's ability to evaluate an application accurately or timely and additional assistance is needed. In some cases, consultation is required by County ordinance. Examples include but are not limited to evaluation of a proposed energy-related facility and related impacts, evaluation of environmental impact of certain industries, evaluation of the impact of certain applications on airport operations or a traffic-impact study.		
CD - Planning	11.) Events		Code Compliance Fee to be added
CD - Planning	Agritourism in County Exclusive Farm Use Zones		
CD - Planning	Expedited one time single event	175.00	
CD - Planning	Single Event	Actual costs, Actual costs will be charged; \$580 deposit required	
		\$580 deposit req'd	
CD - Planning	2 to 6 Events without Public Hearing	actual costs, Actual costs will be charged; \$790 deposit required	
		\$790 deposit req'd	
CD - Planning	2 to 6 Events with Public Hearing	actual costs, Actual costs will be charged; \$1,215 deposit required	
		\$1,215 deposit req'd	
CD - Planning	7 to 18 Events	actual costs, Actual costs will be charged; \$2,865 deposit required	
		\$2,865 deposit req'd	
CD - Planning	Agritourism renewal	275.00	
CD - Planning	Social Gatherings		As identified in Crook County Code 5.04 Article II
CD - Planning	101 to 250 participants	240.00	
CD - Planning	251 to 500	605.00	
CD - Planning	501 to 1,000	1,215.00	
CD - Planning	1,001 to 3,000	1,820.00	
CD - Planning	Mass Gatherings (As identified in Crook County Code 5.04 Article I)	6,075.00	As identified in Crook County Code 5.04 Article I
CD - Planning	12.) Road Approach		Code Compliance Fee to be added
CD - Planning	Road Approach Permits		Collected fees shared between CD-Planning and Road Department or CD-Planning and CD-Code Compliance
CD - Planning	Residential, new	315.00	For County-maintained roads or roads approaching County-maintained roads, \$157.50 to CD-Planning and \$157.50 to Road Department. For public roads that do not approach state, County, or City roads, \$157.50 to CD-Planning and \$157.50 to CD-Code Compliance.

Department	Fee Description	FY 25-26 Fee		Comments
		( \$)	Effective	
		10/1/2025		
CD - Planning	Residential, grandfathered	165.00		No fee for accesses created prior to 2000. Grandfathered Access permits are for existing single homes only. For County-maintained roads or roads approaching County-maintained roads, \$49.50 to CD-Planning and \$115.50 to Road Department. For public roads that do not approach state, County, or City roads, \$49.50 to CD-Planning and \$115.50 to CD-Code Compliance.
CD - Planning	Subdivision / PUD / Destination Resort	1,215.00		For County-maintained roads or roads approaching County-maintained roads, \$486 to CD-Planning and \$729 to Road Department. For public and private roads that do not approach state, County, or City roads, \$486 to CD-Planning and \$729 to CD-Code Compliance.
CD - Planning	Commercial/ industrial or institutional	615.00		For County-maintained roads or roads approaching County-maintained roads, \$307.50 to CD-Planning and \$307.50 to Road Department. For public roads that do not approach state, County, or City roads, \$307.50 to CD-Planning and \$307.50 to CD-Code Compliance.
CD - Planning	13.) Addressing/Roads			
CD - Planning	Addressing			
CD - Planning	County (excluding inside city limits)	158.00		Includes Address and Fire Marker
CD - Planning	Inside City limits	126.00		
CD - Planning	Utility Address	126.00		(may be required for a permit where a utility is requested)
CD - Planning	Fire Marker Fee for Existing, Verified Address	35.00		
CD - Planning	Road Naming	2,155.00		Code Compliance Fee to be added
CD - Planning	New or replacement road name sign/stop/post	825.00		Installed by County Road Dept; within the County right of way on a private or public road and/or intersecting County-maintained road
CD - Planning	Road Vacation	1,655.00		Collected fees shared \$1,160 to County Counsel, \$495 to Road Department
CD - Planning	Road Development Inspection Fees			For Public and Private Roads; Road Inspection costs are paid to a third-party engineering firm. The fees listed reflect the actual costs.
CD - Planning	Traffic Review			
CD - Planning	0 to 20 potential average daily trips	1,781.90		
CD - Planning	21 to 99 potential average daily trips	1,781.90		
CD - Planning	100 to 200 potential average daily trips	5,407.50		
CD - Planning	Resorts	16,222.50		
CD - Planning	Plan Review			
CD - Planning	0 to 20 potential average daily trips	3,244.50		
CD - Planning	21 to 99 potential average daily trips	4,326.00		
CD - Planning	100 to 200 potential average daily trips	5,407.50		
CD - Planning	Resorts	16,222.50		
CD - Planning	Site Observations			Includes cost of storm water plan review
CD - Planning	0 to 20 potential average daily trips	2,662.55		

		FY 25-26 Fee (\$) Effective 10/1/2025	Comments
Department	Fee Description		
CD - Planning	21 to 99 potential average daily trips	2,662.55	
CD - Planning	100 to 200 potential average daily trips	2,662.55	
CD - Planning	Resorts	5,407.50	
CD - Planning	Note 1: Fees assume 3 reviews will be adequate. For projects requiring additional visits, additional fees will apply.		
CD - Planning	Note 2: Fees assume 4 site visits will be adequate. For projects requiring additional visits, additional fees will apply.		
CD - Planning	Note 3: Assumes 4 site visits (sub-base, ¾", ½" and paving). For projects requiring additional visits, additional fees will apply.		
CD - Planning	Note 4: Fees shown above are for subdivisions up to 200 potential average daily trips. For subdivisions in excess of 200 potential average daily trips, additional fees will apply.		
<b>District Attorney</b>			
District Attorney	Traffic violations	25.00	
District Attorney	Diversion revocations	25.00	
District Attorney	Probation violations (misdemeanor and felony)	25.00	
District Attorney	Non-traffic violations and misdemeanor crimes		
District Attorney	First 30 pages	25.00	
District Attorney	per page after 30 pages	0.25	
District Attorney	Felony crimes		
District Attorney	First 30 pages	25.00	
District Attorney	per page after 30 pages	0.25	
District Attorney	Homicides		
District Attorney	First 30 pages	200.00	
District Attorney	per page after 30 pages	0.25	
District Attorney	Physical media storage device (CD, tape, zip drive, etc.)	25.00	
District Attorney	Digital media/digital evidence, per item	10.00	Video or other non-document items
District Attorney	Legal Counsel or District Attorney review, per hour	165.00	Rates are based on actual costs of personnel, services and supplies, and overhead.
District Attorney	Paralegal/Legal Assistant staff time, per hour	115.00	Rates are based on actual costs of personnel, services and supplies, and overhead.
District Attorney	Complex Project Fee	Actual costs, \$1,000 deposit req'd	Actual costs will be charged; \$1,000 deposit required
<b>Facilities</b>	<i>Fees not applicable for Crook County or City of Prineville Government</i>		
<b>Finance</b>			

Department	Fee Description	FY 25-26 Fee		Comments
		(\$)	Effective	
		10/1/2025		
Finance	Monthly delinquent file listing for property taxes, per month	100.00		
Finance	Returned Check fees/charges (Insufficient funds -- NSF)	35.00		Covered in County-wide section
Finance	Research Fee, per hour - 1 hr minimum	120.00		Rates are based on actual costs of personnel, services and supplies, and overhead.
Finance	Special Check Run (outside regular schedule)	25.00		
<b>Fairgrounds</b>				
Fairgrounds	<b>Refundable Deposit Rates</b>			Refunded in 2-10 business days depending upon payment method
Fairgrounds	Damage & Cleaning (alcohol present)*	700.00		Events with less than 50 people
Fairgrounds	Damage & Cleaning (alcohol present)*	1,800.00		Events with more than 50 people
Fairgrounds	*Security is required for events where alcohol is served, and must be coordinated and paid for by the renter. Security must be present for the duration of the event. Private events			
Fairgrounds	Damage & Cleaning (no alcohol present)	600.00		
Fairgrounds	Kitchen Use Per Rental	132.00		
Fairgrounds	PA System Deposit	66.00		
Fairgrounds	<b>Rental Rates</b>			All renters are required to provide proof of Special Events Liability Insurance with a \$1M minimum aggregate, naming Crook County and the Crook County Fair Board as additional insureds.
Fairgrounds	<i>Carey Foster Hall</i>			
Fairgrounds	All Event Types per day (8:00am to 11:30pm)	588.00		
Fairgrounds	All Event Types per day (8:00am to 11:30pm) Set-up & Tear-Down Rate	294.00		
Fairgrounds	All Event Types hourly rate	66.00		
Fairgrounds	Kitchen Use per rental period	132.00		
Fairgrounds	PA System Use per rental period	66.00		
Fairgrounds	<i>Grizzly Mountain Pavilion</i>			
Fairgrounds	All Event Types per day (8:00am to 11:30pm)	424.00		Building expansion, 2,000 sf added in 2024
Fairgrounds	All Event Types per day (8:00am to 11:30pm) Set-up & Tear-Down Rate	212.00		
Fairgrounds	All Event Types hourly rate	66.00		
Fairgrounds	<i>Indoor Arena</i>			
Fairgrounds	Non-Ticketed Event per day (8:00am to 11:30pm)	588.00		
Fairgrounds	Non-Ticketed Event per day (8:00am to 11:30pm) Set-up & Tear-Down Rate	294.00		
Fairgrounds	Ticketed Event per session (8:00am to 11:30pm)	1,944.00		
Fairgrounds	Ticketed Event per day (8:00am to 11:30pm) Set-up & Tear-Down Rate	294.00		
Fairgrounds	All Event Types hourly rate	66.00		
Fairgrounds	Bereavement per event	150.00		
Fairgrounds	Lights per hour	8.00		
Fairgrounds	Pens (each pen per rental period)	11.00		

Department	Fee Description	FY 25-26 Fee (\$) Effective	Comments
		10/1/2025	
Fairgrounds	PA System Use per rental period	66.00	
Fairgrounds	Heating Fees (5 banks available) per hour per bank	16.00	
Fairgrounds	Tractor or Water Truck Usage each per rental period	85.00	
Fairgrounds	Fee to roll arena flat	120.00	
Fairgrounds	<i>Pavilion Tent &amp; Stage</i>		
Fairgrounds	Pavilion Tent & Stage only per day	324.00	
Fairgrounds	Pavilion Tent, Stage & Grass Area per day (RV Hookups included)	588.00	
Fairgrounds	Pavilion Tent & Stage hourly rate	66.00	
Fairgrounds	<i>Outdoor Arena</i>		
Fairgrounds	Non-Ticketed Event per day (8:00am to 11:30pm)	714.00	
Fairgrounds	Non-Ticketed Event per day (8:00am to 11:30pm) Set-up & Tear-Down Rate	357.00	
Fairgrounds	Ticketed Event per session (8:00am to 11:30pm)	1,944.00	
Fairgrounds	Ticketed Event per day (8:00am to 11:30pm) Set-up & Tear-Down Rate	357.00	
Fairgrounds	All Event Types hourly rate	66.00	
Fairgrounds	Bereavement per event	150.00	
Fairgrounds	Lights per hour	27.00	
Fairgrounds	PA System Use per rental period	66.00	
Fairgrounds	Tractor or Water Truck Usage each per rental period	85.00	
Fairgrounds	Event Setup & Take Down Fee per hour	132.00	
Fairgrounds	<i>Lookout Mountain Building</i>		
Fairgrounds	All Event Types per day (8:00am to 11:30pm)	200.00	
Fairgrounds	All Event Types hourly rate	66.00	
Fairgrounds	Bereavement per event	150.00	
Fairgrounds	<i>Open Riding</i>		
Fairgrounds	Per rider, per day	11.00	
Fairgrounds	Per rider, 30-day permit	46.00	
Fairgrounds	Per family, 30-day permit (immediate family members only)	90.00	
Fairgrounds	<i>Stalls</i>		
Fairgrounds	Horse stalls (per night, shavings not included)	\$20/night + \$25 fee for each stall not mucked out upon leaving \$25 fee per stall not mucked	
Fairgrounds	<i>Camping</i>		
Fairgrounds	Dry Camping (per night)	20.00	
Fairgrounds	RV Hook Ups (per night)	30.00	
<b>Legal Counsel</b>			
Legal Counsel	Legal Counsel review, per hour	143.00	Rates are consistent with the posted rates for the Oregon Department of Justice.

Department	Fee Description	FY 25-26 Fee		Comments
		( \$)	Effective	
		10/1/2025		
Legal Counsel	Paralegal staff time, per hour	79.00		Rates are consistent with the posted rates for the Oregon Department of Justice.
Legal Counsel	Complex Project Fee	Actual cost, \$1,000 deposit req'd		Actual cost will be charged; \$1,000 deposit required
<b>GIS</b>				
GIS	<b>Professional Services</b>			
GIS	Standard labor rate, per hour – 1-hour minimum	120.00		Rates are based on actual costs of personnel, services and supplies, and overhead.
GIS	Quick Maps – Small Format	10.00 + print costs		Basic layers with or w/o imagery
GIS	Quick Maps – Large Format	15.00 + print costs		Basic layers with or w/o imagery
GIS	Custom Mapping, per hour – 1-hour minimum	120.00		Rates are based on actual costs of personnel, services and supplies, and overhead.
GIS	GIS Database Analysis, per hour – 1-hour minimum	120.00		Rates are based on actual costs of personnel, services and supplies, and overhead.
GIS	<b>Printing &amp; Scanning (Small format) Cost Per sheet</b>			
GIS	8.5 X 11 (B&W)	0.25		
GIS	8.5 X 11 (Color)	0.75		
GIS	11 X 17 (B&W)	0.50		
GIS	11 X 17 (Color)	1.50		
GIS	<b>Printing (Large format)</b>			
GIS	Plat Copy (B&W), Per sheet	5.00		
GIS	Maps/other (B&W), per sq. ft. – \$10 minimum	1.50		\$10 minimum
GIS	Maps/other (Color), per sq. ft. – \$10 minimum	2.00		\$10 minimum
GIS	<b>Scanning (Large Format)</b>			
GIS	Large Format (larger than 11 X 17), per sq. ft. – \$15 minimum	1.50		\$15 minimum
GIS	<b>Custom services</b>			
GIS	1- mile study and report	170.00		
GIS	Soil survey	95.00		
GIS	<b>GIS Data</b>			
GIS	Custom Data Request, per hour - 1 hour minimum	120.00		Rates are based on actual costs of personnel, services and supplies, and overhead.
GIS	Media fee, per disk or storage device	10.00		
GIS	<b>GIS Mapping fee (included in planning fees)</b>			
GIS	Conditional use Permit, non-farm partitioning/vacant/herbaceous forest, per lot	60.00		

Department	Fee Description	FY 25-26 Fee (\$) Effective	Comments
		10/1/2025	
GIS	Conditional use Permit, non-farm partitioning w/existing residence, per lot	60.00	
GIS	Conditional use Permit, non-farm dwelling on existing parcel	60.00	
GIS	Conditional use Permit, farm partitioning	60.00	
GIS	Conditional use Permit, non-residential	60.00	
GIS	Site plan review, residential or commercial	60.00	
GIS	Subdivision, PUD, condo, per unit, per lot	60.00	
GIS	Final plat review, subdivision, Per lot	60.00	
GIS	Road Vacation	60.00	
<b>Health Services</b>			
<b>Health Services</b>	In most cases, the increases in immunizations are based on changes in the cost of supplies. The allowable Medicaid immunization reimbursement is \$21.96.		
Health Services	Certain fees shown are subject to adjustment on a sliding scale basis for qualifying individuals as determined by Federal guidelines.		
Health Services	<b><u>Worksite &amp; Community Wellness:</u></b>		
Health Services	Health Education/Training/Promotion/Consultation (Non County Businesses)	75.00	
Health Services	Blood Borne Pathogen Training	50.00	
Health Services	Mental Health First Aid	545.00	
Health Services	QPR	80.00	
Health Services	Living Well with Chronic Conditions	600.00	
Health Services	Other Training (Businesses), hourly rate	75.00	
Health Services	<b><u>Clinical Services</u></b>		
	Fees for clinical services are dependent on the costs of supplies, lab used, insurance reimbursement rates, and state established fees. Crook County adheres to the No		
Health Services	<b><u>Vital Statistics and Medical Records:</u></b>		
Health Services	Birth and Death Certificates (First)	25.00	
Health Services	Additional Birth and Death Certificates, each	25.00	
Health Services	Replacement Fee (Birth and Death), each	5.00	
Health Services	Record page copies – client chart (after ten pages), per page	0.25	
Health Services	Expedited Order Fee	7.00	
Health Services	<b><u>Miscellaneous:</u></b>		
Health Services	Immunization Record Replacement	1.00	
Health Services	Head Lice Check	10.00	
Health Services	Lead Screening	300.00	
Health Services	<b><u>Food Service Inspection</u></b>		
Health Services	Food service inspection fees are those authorized by the Oregon DHS. In addition, the following fees and surcharges are authorized:		
Health Services	Full service restaurant/caterer fees based on seating criteria		
Health Services	0-15 seats	525.00	
Health Services	16-50 seats	590.00	
Health Services	51-150 seats	660.00	

Department	Fee Description	FY 25-26 Fee (\$) Effective	Comments
		10/1/2025	
Health Services	150+ seats	710.00	
Health Services	Bed and breakfast	210.00	
Health Services	Limited service restaurant	310.00	
Health Services	Commissary	405.00	
Health Services	Warehouse	215.00	
Health Services	Mobile unit, licensed in-County		
Health Services	Class I	295.00	
Health Services	Class II	305.00	
Health Services	Class III	330.00	
Health Services	Class IV	345.00	
Health Services	Mobile unit, licensed out of County, inspected in Crook County, per event	25.00	
Health Services	Temporary restaurant license, one day event	80.00	
Health Services	Temporary restaurant license, two or more days	80.00	
Health Services	Intermittent temporary restaurant license no more than 30 days same food/location, more than one oversight organization	100.00	
Health Services	Seasonal temporary restaurant license no more than 90 days same location/food and under one oversight organization	100.00	
Health Services	Temporary benevolent-license (good for up to 13 one to three day events)		- Must show valid IRS tax-exempt I.D. number to qualify
Health Services	(Intermittent and Seasonal for benevolent will require an Operational Review)	45.00	
Health Services	** Intermittent or seasonal temporaries requiring an additional inspection due to a complaint or infraction will be charged at the daily rate	40.00	
Health Services	Penalty fee for late renewal of restaurant license, per month	100.00	"Late" means after the 31st or last day of the month during which license was required
Health Services	Vending machines inspection per company		
Health Services	1-10 machines	75.00	
Health Services	11-20 machines	75.00	
Health Services	21-30 machines	100.00	
Health Services	31-40 machines	105.00	
Health Services	Tourist Facility inspection fees		
Health Services	Bed and breakfast (non-kitchen inspection)	100.00	
Health Services	Travelers accommodations	120.00	
Health Services	Recreation park, plus per space charge as follows:	120.00	
Health Services	1 to 50 RV spaces, per space	2.50	
Health Services	51 to 100 RV spaces, per space	1.50	
Health Services	101+ RV spaces, per space	1.00	
Health Services	Organizational camps	170.00	

Department	Fee Description	FY 25-26 Fee		Comments
		( \$)	Effective	
		10/1/2025		
Health Services	Destination resort overnight lodging unit cluster license	400.00		includes hot tub maintenance permit
Health Services	Note: Any person licensed under ORS 446.310 to 446.350 to engage in the recreation park or traveler's accommodations business who fails to renew a license on or before the			
Health Services	<u>Food Service Plan Review Fees/Initial/New Construction</u>			
Health Services	Full service restaurant	355.00		
Health Services	Bed and breakfast and restaurant (if required)	355.00		
Health Services	Commissary	255.00		
Health Services	Warehouse	105.00		
Health Services	Tourist Facility Plan Review (RV, Hotel)	355.00		
Health Services	Limited service	205.00		
Health Services	<u>Mobile units:</u>			
Health Services	Class I	205.00		
Health Services	Class II	230.00		
Health Services	Class III	280.00		
Health Services	Class IV	305.00		
Health Services	Mobile Unit w/previous plan review	-		
Health Services	Organizational Camp - w/o food kitchen building	205.00		
Health Services	Organizational Camp w/ food kitchen facility	280.00		
Health Services	<u>Remodeling</u>			
Health Services	Full service restaurant	255.00		
Health Services	All Others (turn-key/no construction)	205.00		
Health Services	<u>Other:</u>			
Health Services	Daycare inspection	105.00		
Health Services	School inspection	130.00		
Health Services	Public swimming pool and spa inspection fee, first pool/spa	400.00		
Health Services	Additional (year round) pools and spas each	300.00		
Health Services	Seasonal pool	300.00		
Health Services	Additional seasonal pool/spa	300.00		
Health Services	Loan inspections water	145.00		
Health Services	Food handler certificate	10.00		
Health Services	Food handler replacement certificate	5.00		
Health Services	Environmental health specialist consultation fee, in-house, per hour -- 1 hour minimum	100.00		
Health Services	Environmental health specialist consultation fee, fieldper hour -- 1 hour minimum	150.00		
Health Services	Refund processing fee	25.00		
Health Services	Plan Review Packet	5.00		
Health Services	Note: A supplementary inspection charge equal to 50% of the annual license fee shall be assessed for each complete inspection required because of failure to meet applicable			
Health Services	New licensees will not be assessed any surcharges accrued by the previous license holder. Any facility opened in Oct/Nov/Dec will be charged 50% of the required fees.			

Department	Fee Description	FY 25-26 Fee		Comments
		( \$)	Effective	
		10/1/2025		
Info Technology	IT – Professional Services			Fees not charged to other units of County government
Info Technology	Server and Desktop Labor, per hour (billed in ¼ hour increments)	85.00		Rates are based on actual costs of personnel, services and supplies, and overhead.
Info Technology	Network and Wireless Labor, per hour (billed in ¼ hour increments)	125.00		Rates are based on actual costs of personnel, services and supplies, and overhead.
Info Technology	Consulting and Training Labor, per hour (billed in ¼ hour increments)	150.00		Rates are based on actual costs of personnel, services and supplies, and overhead.
<b>Landfill</b>				
Landfill	All weight-based charges are subject to a minimum charge based on 20 lbs. Weights above 20 lbs. will be rounded up to the next 20 lbs. increment due to scale calibration.			
Landfill	“In-county” refers to debris which is being hauled by a resident of Crook County bearing a driver’s license showing a Crook County address or a Crook County landfill-issued resident I.D. card.			
Landfill	<b>General services</b>			
Landfill	Loading Fee	25.00 per hour, per person		
Landfill	Minimum disposal rate, any transaction, in-county residents with resident’s I.D. card	12.00		
Landfill	Minimum disposal rate, any transaction, out-of-county residents	14.00		
Landfill	Disposal rate, in-county residents with resident’s I.D. card, per ton	69.00		
Landfill	Disposal rate, out-of-county residents and residents without I.D. card, per ton	79.00		
Landfill	Mixed load disposal rate, in-county residents and commercial, per ton -- \$25 minimum	25.00 minimum, 84.00 / ton		
Landfill	Mixed load disposal rate, out-of-county residents and commercial, per ton -- \$35 minimum	35.00 minimum, 94.00 / ton		
Landfill	All other commercial haulers, per ton in-county	69.00		
Landfill	All other commercial haulers, per ton out-of-county	79.00		
Landfill	Fee for unsecured/untarped loads	10.00		
Landfill	Septage waste disposal, per gallon	0.165		Last changed on 2/1/2025 - no change since
Landfill	Contaminated soil originating in-county, per ton + surcharge	\$39.00/ton + \$50 surcharge, plus additional charge per ton. Minimum weight fee \$50 surcharge		applies. Approved Special Waste Disposal Application needed.

Department	Fee Description	FY 25-26 Fee (\$) Effective		Comments
		10/1/2025		
Landfill	Contaminated soil originating out-of-county, per ton + surcharge	\$49.00/ton + \$50 surcharge, plus additional charge per ton. Minimum weight fee \$50 surcharge		applies. Appvoed Special Waste Disposal Application needed.
Landfill	Contaminated material originating in county, per ton + surcharge	\$69.00/ton + \$50 surcharge, plus additional charge per ton. Minimum weight fee \$50.00		applies. Approved Special Waste Disposal Application needed. surcahrge
Landfill	Contaminated material originating out-of-county, per ton + surcharge	\$79.00/ton + \$50 surcharge, plus additional charge per ton. Minimum weight fee \$50 surcharge		applies. Approved Special Waste Disposal Application needed.
Landfill	Carrot Seed - Landfill Cover	70.00		Central Oregon Seed Co. - clean loads only used for landfill cover
Landfill	Weight Ticket Only	5.00		
Landfill	<b>Inert material/Construction debris</b>			
Landfill	Concrete/cement, per ton	12.00		
Landfill	Dirt (clean) or Sod, per ton	12.00		
Landfill	Rocks or bricks, per ton	12.00		
Landfill	Asphalt, Rock per ton	12.00		
Landfill	<b>Waste Recovery Fees</b>			
Landfill	Wood chips per yard if purchased on site	5.00		
Landfill	Juniper chips per yard if purchased on site	7.00		
Landfill	Burning barrel purchase, per barrel	15.00		
Landfill	Sweeper brush roller purchase, per sweeper	25.00		
Landfill	Landscaping Boulders, per ton if purchased on site	250.00		
Landfill	<b>Appliance Disposal Fee</b>			
Landfill	Stoves, washers, dryers, dishwashers	9.00		
Landfill	Water heater	5.00		
Landfill	Refrigerators / air conditioners / freezers / water coolers	15.00		
Landfill	Refrigerators / freezers - Commerical	25.00		Grocery/Deli/Convenient Store Fridge and Freezers, Ice Cream Freezers, etc.
Landfill	Microwaves	3.00		
Landfill	Propane tanks	5.00		
Landfill	<b>Tires</b>			
Landfill	Tire fee, pick-up, up to 20 lbs. without rim - Limit of 12 tires total	5.00		
Landfill	Tire fee, pick- up, to 40 lbs. with rim - Limit of 12 tires total	8.00		
Landfill	Tire fee, semi-truck, up to 100 lbs. without rim - Limit of 12 tires total	10.00		
Landfill	Tire fee, semi-truck, up to 160 lbs. with rim - Limit of 12 tires total	15.00		
Landfill	No Giant Tires or Tractor Tires Accepted			- Giant and tractor tires not accepted
Landfill	<b>Mobile Home Disposal Fees</b>			<b>No mobile homes or travel trailers accepted.</b>
Landfill	<b>No mobile homes or travel trailers accepted.</b>			

Department	Fee Description	FY 25-26 Fee	
		(\$)	Effective
		10/1/2025	Comments
Landfill	Campers		
Landfill	In-county	69.00/ton + \$25 surcharge, plus additional charge per ton	
		25.00	
		surcharge	
Landfill	Out-of-county	79.00/ton + \$25 surcharge, plus additional charge per ton	
		25.00	
		surcharge	
Landfill	<b>Dead Animals</b>		
Landfill	Off-Load fee for dead animals	10.00	
Landfill	In-county, per ton	69.00	
Landfill	Out-of-county, per ton	79.00	
Landfill	<b>Butcher Waste</b>		
Landfill	In-county, per ton	69.00	
Landfill	Out-of-county, per ton	79.00	
Landfill	<b>Hazardous Waste</b>		Hazardous Waste not accepted
Landfill	<b>Paint</b>		Latex and Oil based paint only; all other paints are not accepted. NOTE: Liquid latex or oil based paint is free for recycle.
Landfill	In-county, per ton	69.00	Solidified or frozen latex or oil based paint only; must be in original container.
Landfill	Out-of-county, per ton	79.00	
Landfill	<b>Fluorescent Light Tubes</b> , per foot rounded up to nearest dollar	0.35	
Landfill	<b>Compact Fluorescent Bulbs</b> , each, rounded up to nearest dollar	1.25	
	<b>Shatterproof Fluorscent Tubes</b> , per foot rounded up to nearest dollar	0.55	
	<b>U-Tube and Circular Fluorsecent Bulbs</b>	2.00	
Landfill	<b>UV Lamps</b> , per foot	2.00	
Landfill	<b>HID Lamps</b> , each	3.00	
	<b>Non-PCB Ballasts</b> , each	2.00	
Landfill	<b>Electronics</b>		
Landfill	<b>Undamaged</b>		
Landfill	Computers (Monitors and Towers)	No Charge	
Landfill	Keyboard and Mouse	No Charge	
Landfill	Printers	No Charge	
Landfill	Televisions	No Charge	
Landfill	Console televisions	No Charge	
Landfill	VCRs/DVDs	No Charge	
Landfill	Copy machines--large	25.00	
Landfill	Copy machines--small	No Charge	
Landfill	Fax machines	No Charge	
Landfill	<b>Damaged</b>		

Department	Fee Description	FY 25-26 Fee (\$) Effective	Comments
		10/1/2025	
Landfill	Computers (Monitors and Towers)	No Charge	
Landfill	Keyboard and Mouse	No Charge	
Landfill	Printers	3.00	
Landfill	Televisions	5.00	
Landfill	Console televisions	5.00	
Landfill	VCRs/DVDs	3.00	
Landfill	Copy machines--large	25.00	
Landfill	Copy machines--small	3.00	
Landfill	Fax machines	3.00	
Landfill	<b>Asbestos</b>		*ASN4 form must be attached with at least one copy for the Landfill to keep
Landfill	0 to 2,000 lbs, plus \$150 per additional ton	150.00	Minimum charge is \$150, \$150 per ton after minimum charge
Landfill	<b>Recyclable items</b>		
Landfill	Latex, liquid paint (original container)	No Charge	
Landfill	Oil based liquid paint/stain (original container)	No Charge	
Landfill	RMA Commingled Recycling	No Charge	Commingled recyclables accepted under RMA regulations
Landfill	Newspaper	No Charge	
Landfill	Corrugated cardboard	No Charge	
Landfill	Glass	No Charge	
Landfill	Magazines	No Charge	
Landfill	Tin cans	No Charge	
Landfill	Household Batteries	No Charge	
Landfill	Car/truck batteries	No Charge	Lead Acid Batteries Only
Landfill	Used automobile oil, 5 gallon limit, no barrels, no commercial customers	No Charge	
Landfill	Antifreeze – Residential Customers	No Charge	
Landfill	Antifreeze – Commercial Customers (per gallon)	1.00	
Landfill	<b>Other Landfill fees</b>		
Landfill	Yard debris, per ton		
Landfill	In-county, per ton (minimum applies)	69.00	
Landfill	Out-of-county, per ton (minimum applies)	79.00	
Landfill	Wood Pallet Loads - Commercial Only, Clean	37.00	no other wood, no metal except nails, no pressure treated, no plastic wrapping material, and no railroad ties
Landfill	Scrap metal (no wire)-Metal Load only (minimum applies)	25.00	
Landfill	Charge Account Landfill Card - Additional or Replacement Cards	10.00	Up to four cards will be provided for free to new accounts. Additional cards needed or replacement for lost cards
Landfill	Off-Load Fee	10.00	Boats, Trusses, etc. with signed waiver form
Landfill	Sign Space Rental - per year	150.00	

Department	Fee Description	FY 25-26 Fee (\$) Effective	Comments
		10/1/2025	
Library	Nonresident card fee		
Library	1 month	15.00	
Library	3 months	40.00	
Library	12 months	150.00	
Library	Interlibrary loan no-pickup fee	5.00	
Library	Collection fee, per account sent	10.00	
Library	Use of Library Meeting Rooms		Broughton Room and Juniper Room
Library	Non-Profit Organization, per hour	No Charge	Any damages will be billed to user
Library	Commercial (For-Profit) Organization, per hour	20.00	Any damages will be billed to user
<b>Museum</b>			
Museum	Use of Museum Community Room		
Museum	Non-Profit Organization, per hour	No Charge	Any damages will be billed to user
Museum	Commercial (For-Profit) Organization, per hour	No Charge	Any damages will be billed to user
<b>OSU Extension</b>			
OSU Extension	<b>4-H Clover Club Building Rental Rates</b>		
OSU Extension	Griffin Classroom		
OSU Extension	Non-Profit Organization, per hour	30.00	
OSU Extension	Non-Profit Organization, entire day	150.00	
OSU Extension	Commercial (For-Profit) Organization, per hour	45.00	
OSU Extension	Commercial (For-Profit) Organization, entire day	200.00	
OSU Extension	Assembly Room		
OSU Extension	Non-Profit Organization, per hour	40.00	
OSU Extension	Non-Profit Organization, entire day	200.00	
OSU Extension	Commercial (For-Profit) Organization, per hour	55.00	
OSU Extension	Commercial (For-Profit) Organization, entire day	250.00	
OSU Extension	Entire Building		
OSU Extension	Non-Profit Organization, per hour	50.00	
OSU Extension	Non-Profit Organization, entire day	250.00	
OSU Extension	Commercial (For-Profit) Organization, per hour	75.00	
OSU Extension	Commercial (For-Profit) Organization, entire day	350.00	
OSU Extension	Cleaning/Damage Deposit	300.00	
OSU Extension	Key Deposit	10.00	
OSU Extension	Copies/Prints		
OSU Extension	B/W 8½x11 Copy Paper	0.10	
OSU Extension	Color 8½x11 Copy Paper	0.50	
OSU Extension	Double-sided copies	Price is Doubled	
OSU Extension	Faxes		

Department	Fee Description	FY 25-26 Fee		Comments
		( \$)	Effective	
		10/1/2025		
OSU Extension	Local - Up to 10 pages	1.50		
OSU Extension	Long Distance - Up to 10 pages	2.50		
OSU Extension	Additional pages over 10, cost Per page	0.50		
<b>Sheriff's Office</b>				
Sheriff's Office	Administrative Research Fee, per hour	65.00		Includes video/audio redactions
Sheriff's Office	Electronic media (Includes copies of photos printed for criminal reports) per disk	Replaced by Media Fee		
Sheriff's Office	Criminal reports, printed, up to 10 pages	10.00		
Sheriff's Office	over 10 pages, per page	0.25		
Sheriff's Office	Mailing materials	Cost of materials plus actual postage cost		Covered in County-wide section
Sheriff's Office	Criminal reports (audio)	Replaced by Media Fee		
Sheriff's Office	Criminal reports (video)	Replaced by Media Fee		
Sheriff's Office	Photograph fees			Cost is dependent upon format/size of photograph. Contact CCSO for pricing details
Sheriff's Office	Garnishments	25.00		
Sheriff's Office	Electronic Fingerprinting, per card	15.00		
Sheriff's Office	Impounded auto processing fee	100.00		
Sheriff's Office	Electronic monitoring installation and set-up	50.00		Fee may be waived depending on ability to pay at the discretion of the supervisory authority
Sheriff's Office	Electronic monitoring services, per day	15.00		Fee may be waived depending on ability to pay at the discretion of the supervisory authority
Sheriff's Office	Criminal Actions	45.00		per ORS 21.300
Sheriff's Office	Service of documents in excess of 75 miles round trip - additional fee	45.00		per ORS 21.300
Sheriff's Office	Civil Actions and Proceedings	45.00		per ORS 21.300
Sheriff's Office	Service of documents in excess of 75 miles round trip - additional fee	45.00		per ORS 21.300
Sheriff's Office	Three or more persons at same address (per person)	25.00		per ORS 21.300
Sheriff's Office	Two persons at two different addresses (each address)	45.00		per ORS 21.300
Sheriff's Office	FED Summons & Complaint	45.00		per ORS 21.300
Sheriff's Office	Three or more persons (Inc. et al) (each person)	25.00		per ORS 21.300
Sheriff's Office	FED Notice of Restitution	45.00		per ORS 21.300
Sheriff's Office	Three or more persons (Inc. et al) (each person)	25.00		per ORS 21.300
Sheriff's Office	FED Writ of Execution (base fee)	125.00		(Write of Execution Service \$80.00 + Service of Trespass Notice \$45 = \$125)

Department	Fee Description	FY 25-26 Fee (\$) Effective	Comments
		10/1/2025	
Sheriff's Office	Three or more persons (Inc. et al) (each person)	25.00	(Write of Execution Service \$80.00 + Service of Trespass Notice \$25 per person = \$155 for 3)
Sheriff's Office	Writ of Execution/Order of Assistance	80.00	
Sheriff's Office	Sheriff staff time beyond 1st hour of standby, per deputy per hour	55.00	
Sheriff's Office	Real Property Foreclosure Sale	\$600 deposit +	Includes \$89.00 statutory sheriff's fee, one hour sale preparation time add'l actual at \$32.00, pre-sale posting at \$50.00, one hour allotted for conduct of costs sale at \$45.00, and \$50.00 after sale posting charge PLUS additional costs incurred for advertising, staff time for preparation, conduct of sale, certified mailing and postage and certification of sale.
Sheriff's Office	Certificate of Redemption: (not included in Foreclosure Fees)	50.00	as allowed per ORS 21.300(1)(c)
Sheriff's Office	Sheriff Deed: (not included in Foreclosure Fees)	50.00	as allowed per ORS 21.300(1)(c)
Sheriff's Office	Personal Property Foreclosure Sale	\$475 deposit +	Includes \$89.00 statutory sheriff's fee, one hour sale preparation time add'l actual at \$32.00, pre-sale posting at \$50.00, one hour allotted for conduct of costs sale at \$32.00, fees for publication as instructed (ORS 18.920(4)(5) PLUS additional costs incurred for preparation, conduct of sale, certified mailings and postage, folio fees, keeper fees, and other expenses incurred to conduct the sale.
Sheriff's Office	For Civil Fees, please refer to the Crook County Sheriff's Office website: <a href="https://co.crook.or.us/sheriff/page/civil">https://co.crook.or.us/sheriff/page/civil</a>		<a href="https://co.crook.or.us/sheriff/page/civil">https://co.crook.or.us/sheriff/page/civil</a>

**Dog Licenses**

Dog License Fees		Rabies vaccination must run concurrent with the license	
Dog Licenses	<b>Yearly</b>		
Dog Licenses	Unaltered, per year	25.00	
Dog Licenses	Altered, per year	10.00	
Dog Licenses	Unaltered, owner senior citizen (62+ years old), per year	12.50	
Dog Licenses	Altered, owner senior citizen (62+ years old), per year	5.00	
Dog Licenses	Livestock dog License, per year	5.00	(see CCC 6.04.085)
Dog Licenses	<b>3-Year</b>		
Dog Licenses	Unaltered	75.00	
Dog Licenses	Altered	20.00	
Dog Licenses	Unaltered, owner senior citizen (62+ years old)	37.50	
Dog Licenses	Altered, owner senior citizen (62+ years old)	10.00	
Dog Licenses	Livestock dog License	10.00	(see CCC 6.04.085)
Dog Licenses	Replacement tag	2.00	
Dog Licenses	<b>Kennel License Fee</b>		
Dog Licenses	<b>Yearly</b>		
Dog Licenses	Up to 10 dogs, per dog, per year	50.00	

Department	Fee Description	FY 25-26 Fee		Comments
		( \$)	Effective 10/1/2025	
Dog Licenses	Each additional adult dog over 10, per dog, per year	3.00		\$50.00 for the first 10 dogs plus \$3.00 for each add'l adult dog
Dog Licenses	Owner senior citizen (62+ years old), up to 10 dogs, per year	25.00		
Dog Licenses	Owner senior citizen (62+ years old), each additional adult dog	1.50		\$25.00 for the first 10 dogs plus \$1.50 for each add'l adult dog
Dog Licenses	per dog, per year			
Dog Licenses	<b>3-Year</b>			
Dog Licenses	Up to 10 dogs, for 3 years	100.00		
Dog Licenses	Each additional adult dog over 10, for 3 years	6.00		\$100.00 for the first 10 dogs plus \$6.00 for each add'l adult dog
Dog Licenses	Owner senior citizen (62+ years old), up to 10 dogs, per year	50.00		
Dog Licenses	Owner senior citizen (62+ years old), each additional adult dog	3.00		\$50.00 for the first 10 dogs plus \$3.00 for each add'l adult dog
Dog Licenses	per dog, per year			
Dog Licenses	<b>Ranch License Fee</b>			
Dog Licenses	<b>Yearly</b>			
Dog Licenses	1 to 3 ranch dogs, per dog per year	5.00		
Dog Licenses	4+ ranch dogs, per year	15.00		
Dog Licenses	<b>3-Year</b>			
Dog Licenses	1 to 3 ranch dogs, per dog for 3 years	10.00		
Dog Licenses	4+ ranch dogs, for 3 years	30.00		
<b>Road</b>				
Road	<b>County-Accepted and Maintained Roads</b>			
Road	Traffic review related to County-accepted and maintained roads is typically performed by the Oregon Dept. of Transportation. If ODOT-review is not available, the below fees will			
Road	Construction Plan Review, base charge + charge per linear foot of County road	371.00		Base charge of \$371 plus \$2.50 per linear foot of County Road
Road	Additional Reviews, base charge + charge per linear foot of County road	185.00		Base charge of \$185 plus \$2.50 per linear foot of County Road
Road	Inspection Fees, per visit	185.00		
Road	Cattle Guard Permit Fee	371.00		
Road	Consultant fee	Actual Cost		Consulting fees are charged when in the judgment of the Road Master or County Counsel, expertise or resources are required outside the scope of the County's ability to evaluate an application accurately or timely and additional assistance is needed.) In some cases, consultation is required by County ordinance, State law, or Federal law.
<b>Surveyor</b>				
Surveyor	<i>Fees do not include Clerk's recording and certification fees</i>			
Surveyor	Partition plat review and filing			
Surveyor	First 2 sheets	550.00		
Surveyor	Each additional sheet over 2	50.00		\$550.00 includes the first 2 sheets plus \$50.00 for each additional sheet

Department	Fee Description	FY 25-26 Fee (\$) Effective	Comments
		10/1/2025	
Surveyor	Record of survey review and filing		
Surveyor	First sheet	225.00	
Surveyor	Each additional additional sheet, boundary review	50.00	\$225.00 includes the first sheet plus \$50.00 for each additional
Surveyor	Monumented subdivision plat review and filing	\$900 base fee + \$85 per lot	Base fee of \$900 + \$85 per lot
Surveyor	Post monumented subdivision plat and filing	\$1,100 base fee + \$85 per lot	Base fee of \$1,100 + \$85 per lot
Surveyor	Post monumented subdivision	\$4500 + \$50 per post monument	\$4,500 cash deposit + \$50 per post monument
Surveyor	Condominium plat review and filing	\$900 base fee + \$85 per unit	Base fee of \$900 + \$85 per unit
Surveyor	Affidavit of correction	110.00	
Surveyor	Oregon Corner Restoration Record	25.00	
Surveyor	Affidavit of plat monument re-establishment and post monumentation affidavit	126.00	
Surveyor	Vacation review and filing	110.00	
Surveyor	Blueline copies, per sheet	4.00	
Surveyor	Photocopies, per sheet	0.50	
Surveyor	Property line adjustment review and filing	300.00	
Surveyor	First sheet	300.00	\$300.00 includes the first sheet plus \$50.00 for each add'l sheet
Surveyor	Each additional additional sheet	50.00	
Surveyor	Additional plat review caused by redesign, per hour	140.00	
<b>Weed Control</b>			
Weed Control	Inspection and Weed-Free Certification for rock pits	125.00	This fee pertains to rock pits only

Department	Fee Description	FY 25-26 Fee (\$) Effective 7/1/2025	FY 25-26 Fee (\$) Effective 10/1/2025	Change From Prior	Comments
County Clerk	<b>Marriage License</b>			-	
County Clerk	Base Fee	25.00	25.00	-	
County Clerk	- Conciliation Fee	10.00	10.00	-	
<b>GIS</b>					
GIS	<b>Custom services</b>			-	
GIS	1- mile study and report	170.00		-	
GIS	Soil survey 1	<del>25.00</del>	remove	-	
GIS	Soil survey 2	75.00	95.00	20.00	
<b>Landfill</b>					
Landfill	<b>Asbestos</b>			-	*ASN4 form must be attached with at least one copy for the Landfill to keep
Landfill	0 to 2,000 lbs, plus \$150 per additional ton	150.00	150.00	-	Minimum charge is \$150, \$150 per ton after minimum charge
Landfill	Each additional lb. over 2,000 lbs.	<del>0.05</del>	remove		\$100 for the first 2,000 lbs. plus \$0.05 for each additional lb. or fraction thereof
<b>Library</b>					
Library	Nonresident card fee			-	
Library	1 month	10.00	15.00	5.00	
Library	3 months	25.00	40.00	15.00	
Library	12 months	85.00	150.00	65.00	

**IN THE STATE OF OREGON  
FOR THE COUNTY OF CROOK**

**IN THE MATTER OF**

**RESOLUTION # 2025-32**

Amending fees for GIS Soil Surveys, Library nonresident cards, and Landfill asbestos, and correcting the spelling for Clerk conciliation fees beginning October 1, 2025.

**WHEREAS**, ORS 294.160 requires the establishment of fees by county governing bodies by resolution or ordinance after providing the public an opportunity to comment; and

**WHEREAS**, this Resolution replaces any prior resolutions, orders, or amendments for fees for prior fiscal years (last amended via Order# 2025-11); and

**WHEREAS**, this Resolution reflects changes to fees which have not been raised in the preceding six months.

**NOW, THEREFORE, BE IT RESOLVED BY THE CROOK COUNTY BOARD OF COMMISSIONERS** that the fees outlined in the attached Exhibit A are amended upon the effective date of October 1, 2025, which shall continue to be in effect until amended by the Crook County Board of Commissioners or amended by operation of law.

**BE IT FURTHER RESOLVED** that the Crook County Board of Commissioners adopts as part of the county fee schedule those fees authorized to be collected by local governments by Oregon Revised Statutes and Oregon Administrative Rules, and other applicable laws.

**BE IT FURTHER RESOLVED** that County department heads may impose additional fees related to generating custom information and records searches requested by the general public not covered herein in an amount sufficient to recover the actual costs incurred in obtaining and preparing such information, including all wage and benefit costs related to production and supervision, transportation costs, duplication costs, and any other costs which such search may require. In the event a department head shall plan to charge such a fee, the department head shall give notice in advance, along with an estimated cost, and shall require payment in advance. In the event the final cost exceeds the estimated cost, the department head involved shall notify the requesting party that additional cost will be incurred and shall not deliver a final work product until full payment has been made. In the event a payment by the requesting party exceeds payment, refunds shall be made only after the requesting party has submitted a claim sheet to the County Finance Department through normal processes of reimbursement.

**BE IT FURTHER RESOLVED** that fees shall be charged in accordance with the attached schedule unless a waiver is authorized by the Crook County Board of Commissioners.

**BE IT FURTHER RESOLVED** that these fees shall continue to be in effect until modified, amended, removed, or otherwise adjusted by the Crook County Board of Commissioners.

**BE IT FURTHER RESOLVED** that County staff members are authorized to make formatting and pagination changes to improve readability, but may not alter the fees described herein.

**BE IT FURTHER RESOLVED** that no new fee shall be charged during the fiscal year unless first authorized by the Crook County Board of Commissioners or established by regulation or law of the State of Oregon.

The above Resolution is hereby approved on this 3rd day of September 2025.

CROOK COUNTY BOARD OF COMMISSIONERS:

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BRIAN BARNEY, County Commissioner, Board Chair

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SUSAN HERMRECK, County Commissioner

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SETH CRAWFORD, County Commissioner