



Keri Hinton
Yamhill County Clerk

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Board of Property Tax Appeals • Business Licenses • Elections • Marriage Licenses • Passports • Recording

MEMO

To: Board of Commissioners
From: Keri Hinton, County Clerk
CC: Ken Huffer, Christian Boenisch, Carolina Rook, Nicole Necas
Date: September 22, 2023
Re: Clerk's Fee Schedule

I have submitted an agenda item for the approval of an updated Fee Schedule for the Clerk's office. Here is a little bit of background regarding how fees are set in the Clerk's office.

Historical Background:

The fees on the Fee Schedule with an "*" after them are set by statute. The remaining fees are required to conduct a variety of day-to-day business transactions in the Clerk's office.

After researching historical Clerk fee schedules, we found Ordinance 423 from 1985 which included most if not all the Clerk's fees at that time but nothing recent. It appears that since that time specific fees have been approved by the Board of Commissioners individually as needed. While it is not necessary for fees set by statute to be approved by the BOC having a fee schedule approved regularly which includes any other fees is something that is practiced by other Clerk's offices to ensure accountability and oversight regarding public fees.

Requested Fee Changes:

There are two fees on the proposed fee schedule that have not been included prior to January 2023. A BoPTA petition filing fee and a monthly subscription remote access fee for certain public records maintained by the Yamhill County Clerk.

The proposed BoPTA petition filing fee of \$40.00 per petition would be effective October 1, 2023. Many counties in Oregon already charge a filing fee with costs ranging from \$35.00 - \$50.00. At this time there is no other reimbursement to the county for the costs associated for staff time processing the petitions, conducting the hearings, reimbursing committee members (per diem rate of \$45.00/day and mileage expenses).

The monthly remote access subscription to allow outside users access to the county's digital records is currently \$75.00/month. This amount has remained unchanged since this service was launched in 2013 and after reviewing the rates of other counties it was found that our monthly charge is well below other Clerk's access rates. The proposed increase to \$125.00/month would be effective January 1, 2024. A one-time initial set up fee of \$130.00 for new users is also included on the fee schedule. In addition to the proposed rates, remote access user agreements have been sent out to existing users to ensure security compliance. A higher level of security and protocols must be adhered to when allowing access to county systems from outside of the organization.

If you have any additional questions or would like more clarification, please reach out to me.

Sincerely,

Yamhill County Clerk

BO.23-372

YAMHILL COUNTY CLERK'S FEE SCHEDULE

Effective October 1, 2023

Fees for recording documents: (ORS 205.130, 205.246, 205.320, 205.323)

Deed and Mortgage Records (Death Certificate, Easement, <i>(Deed of Trust, Foreclosure Documents, Warranty Deed, Deed, Power of Attorney, Reconveyance, Satisfaction, Quit Claim Deed, etc.)</i>)	\$81.00 * First page \$5.00 * Each additional page
Liens/Satisfaction of Liens (ORS 87, 205.130, 205.320, 205.323)	\$76.00 * First page \$5.00 * Each additional page
Judgments, Lien Record Abstracts and Release of Lien Record Abstracts <i>(monetary obligation, may contain legal description)</i>	\$16.00 * First page \$5.00 * Each additional page
Satisfaction of Judgments (ORS 205.323)	\$5.00 * per page
Vacations (ORS 271.230)	\$106.00 * First page \$5.00 * Each additional page
Federal Tax Liens and Release of Federal Tax Liens (ORS 205.246)	\$5.00 * per page
Plats (ORS 205.190, 205.350)	\$1.00 * for each lot over 100
Affidavit of Correction (ORS 92.170(6), 205.323, 209.255(6))	\$106.00 * First page
Affidavit of Remonumentation	\$131.00 *
Vacation of a Public Dedication (ORS 271.230)	\$106.00 * First page \$5.00 * Each additional page
Misc. Recordings	
Cooperative Contracts (ORS 62.360, 205.320)	\$56.00 * Per page Plus \$5 per additional name
Affidavits and Certificates of Mining Claims (ORS 205.323)	\$76.00 * Per page Plus \$5 per additional claim
Military Discharge	Free
<u>Multiple Titles: (ORS 205.236)</u>	
Documents containing two or more titles on the same document	\$5.00 * per title
<u>Multiple References: (ORS 205.302(12))</u>	
Documents making reference to more than one transaction <i>(assignment, release, or satisfaction as noted within document)</i>	\$5.00 * each additional reference
<u>Non-Standard Fee: (ORS 205.327)</u>	
Non-standard documents not meeting first-page statutory requirements <i>(non-standard would be if the document is missing any of the required information on the first page i.e. consideration, all parties, etc.)</i>	\$20.00 *
<u>Certified Copies:</u>	
Location of a public record (search fee) (ORS 205.320)	\$3.75 * per record
Official Certificate (certify)	\$3.75 * per record
Per page fee	\$0.25 * per page
Research of a Public Record	\$32.00 Per hour (15 minute minimum)
Copies of Public Records	
Black/White copies (ORS 205.320)	\$0.25 * Per page
Color copies	\$0.50 Per page
Copies enlarged, reduced or collated	\$0.40 Per page
Copies of 11" x 17" plat maps	\$1.50 Per page
Copies of 18" x 24" plat maps	\$2.50 Per page
License Fees:	
Marriage/Domestic Partnership License (expires after 60 days) (ORS 205.320)	\$50.00 * (CASH, CASHIER'S CHECK, OR MONEY ORDER)
Fee to waive 3-day waiting period (fee may be waived) (B.O. 13-97)	\$20.00 (CASH, CASHIER'S CHECK, OR MONEY ORDER)
Certified Copies (ORS 205.320)	\$7.75 * (FIRST ONE, ADD'L \$4.00)
Duplicate Ceremonial Certificate (ORS 205.320(h))	\$5.00 *
Duplicate Marriage License	\$10.00
Amend Marriage License (B.O. 13-97)	\$25.00
Marriage Ceremony (ORS 205.320)	\$117.00 * (CASH, CASHIER'S CHECK, OR MONEY ORDER)
County Business License, Peddler, Door-to-Door sales	\$15.00 Per Year
Peddler, Door-to-Door sales ID Card	\$2.00 Each
County Business License, Pawnbroker, Secondhand & Junk Dealer	\$20.00 Per Year
Other Fees:	
Monthly Remote Access Subscription	\$125.00 effective 1/1/24
Remote Access Initial Set-up Fee	\$130.00 effective 1/1/24
BoPTA petition filing fee	\$40.00
Charge for returned "NSF" checks (non-sufficient funds)	\$25.00
Passport Acceptance Processing Fee	\$35.00 Per application (per Passport Agency)
Passport Photo	\$15.00 Set of 2 photos
Copy of Passport Photo	\$10.00 2 additional photos

Accepted by Yamhill County
Board of Commissioners on
9.28.23 by Board Order
B.O. 23-372

Credit and Debit cards accepted with additional 3% processing fee