

MINUTES - TILLAMOOK COUNTY BOARD OF COMMISSIONERS' STAFF MEETING  
Monday, January 26, 2004  
Page 1

FILED  
11:15am  
MAR 02 2004  
TASSI O'NEIL  
COUNTY CLERK

1 **COMMISSIONERS PRESENT:** Paul A. Hanneman, Chairperson  
2 Charles J. Hurliman, Vice Chairperson  
3 Tim Josi, Commissioner  
4

5 **STAFF PRESENT:** Paul Levesque, Management Analyst  
6

7 **STAFF PRESENT FOR PORTIONS OF MEETING:** Bill Campbell, Community Development  
8 Director; Aaron Suko, Public Works Director; Pat Oakes, Engineering Project Supervisor; Craig  
9 Schwinck, Human Resources & Information Services Director; Tim Lutz, Assessor/Tax Collector;  
10 Lois Muehlbauer, Human Resource Generalist; Natalie Rieger, Human Resources  
11

12 **GUESTS:** John Gettman; Gus Meyer; Rudy Fenk; Marlin Clark, Road Advisory Committee; Rachel  
13 Werner; Derek Sowers, Tillamook Estuary Project; David Lynch; John Upton, Retirement  
14 Consulting Group, Inc., Jim Krygaard, TCCA; Karen Viehoever, Economic Development Council  
15 Director; Sally Tuttle; Economic Development; Christy Vail, Oregon Employment Dept., Eric  
16 Tweed, Economic Development  
17

18 **CALL TO ORDER:** By Chair Hanneman at 9:06 a.m. in the Commissioners' Meeting Room. He  
19 stressed the need to complete the meeting by 11:45 a.m.  
20

21 **ITEM NO. 1: PUBLIC COMMENTS - NON-AGENDA ITEMS:** David Lynch, 36730 Brooten  
22 Road, Pacific City, was present. He said that in 1987, he had purchased a home with an adjoining  
23 parcel, which he subsequently sold to Tom and Linda Wallace. He talked about work done for the  
24 Wallaces by Coastway Construction without permits and in violation of County ordinances. He said  
25 the County had not even sent a letter to the Wallaces (see attached written statement).  
26

27 The Chair also referred to an e-mail from Mr. Campbell. Mr. Campbell gave a history of staff  
28 actions, including a letter on Friday. There was fill in a flood plain and removal of riparian  
29 vegetation. They had also contacted ODFW, DSL and ODF. He said there were issues as to the  
30 work on the public land.  
31

32 Mr. Suko said his staff wrote the first letter to the Wallaces on December 30, which he highlighted.  
33 The Wallaces were told in that letter to stop work and that it was a flood plain. He said they had  
34 been trying to get the Wallaces moving toward a development permit.  
35

36 Mr. Campbell said he would work with Mr. Suko on better staff communication and more effective  
37 coordination.  
38

39 Mr. Lynch said the fill would now divert water to his house.  
40

41 **ITEM NO. 2: LIBRARY UPDATE & DISCUSSION CONCERNING MEYER MEMORIAL**  
42 **GRANT:** This item was postponed.

**MINUTES - TILLAMOOK COUNTY BOARD OF COMMISSIONERS' STAFF MEETING**  
**Monday, January 26, 2004**  
**Page 2**

1 **ITEM NO. 3: COMMUNITY DEVELOPMENT UPDATE:** Mr. Campbell distributed copies of  
2 the inspection report for the past two weeks. He said PUD was updating its service lines and  
3 described his staff's coordination with PUD.  
4

5 Mr. Campbell discussed a memo on the Transportation System Plan and public meetings (attached).  
6 Staff would prepare a piece for the Board's column and other public outreach, which he described.  
7 He discussed elements of the plan and recommended changes to the ordinances. It involved a  
8 Measure 56 notice. Mr. Suko noted that it may also involve an increased work load, which Mr.  
9 Campbell discussed.

10  
11 Mr. Campbell said a stop-work order was posted on the Gienger property for removal of vegetation  
12 in a riparian area. ODFW made the request, and DSL issued a "cease and desist" order.  
13

14 Mr. Campbell talked about the Land Conservation & Development Commission (LCDC) meeting  
15 on January 29; the two petitions regarding Tillamook County would be on the afternoon agenda. He  
16 said Mr. Hurd had sent him an e-mail regarding that (attached). Mr. Campbell would report back  
17 to the Board.  
18

19 Mr. Campbell reported on a meeting with the Estuary Partnership regarding the sanitary survey done  
20 on the basis of landowner consent. He distributed a memo (attached) summarizing public response.  
21 The Partnership asked them to look at five focus areas. They discussed a revised letter for these  
22 areas and re-mail to 1,759 non-responsive owners in the focus area. He would provide a draft to the  
23 Board.  
24

25 Mr. Campbell discussed the authority to enter private properties with the probable cause of system  
26 failure but how to mesh this authority with the present voluntary program. The Board discussed the  
27 possible ramifications if the grant program was terminated.  
28

29 Chair Hanneman said legal counsel was drafting a letter regarding the Greenwood grievance. Mr.  
30 Campbell said the backlog of inspections had been reduced by Mr. Illingsworth from DEQ, and they  
31 were now down to the current applications.  
32

33 The Board would schedule an executive session to consider the letter. They discussed possible dates  
34 for the executive session.  
35

36 **ITEM NO. 4: PUBLIC WORKS UPDATE: b. Consideration of Renewal of Gist Road/Smith**  
37 **Creek Culvert Replacement Project Memorandum of Understanding:** Mr. Oakes reminded the  
38 Board of the Memorandum of Understanding (MOU) executed by the Board the previous year. The  
39 work was not completed and the MOU needed to be extended to include the next construction  
40 season. Mr. Suko summarized the provisions, including reimbursement of \$8,000 from grant funds.  
41 All construction costs were covered.  
42

43 Mr. Sowers said the engineering was completed, easements had been acquired, all construction funds

MINUTES - TILLAMOOK COUNTY BOARD OF COMMISSIONERS' STAFF MEETING  
Monday, January 26, 2004  
Page 3

1 were approved and all permits secured.

2  
3 The Chair discussed the relationship of this project to the larger picture.

4  
5 Commissioner Hurliman moved to sign the MOU, Commissioner Josi seconded, passed with three  
6 aye votes.

7  
8 The Commissioners signed the MOU.

9  
10 **c. Consideration of Accepting Three Construction Easements for the Project:** Mr. Sowers  
11 presented the proposed easements, for which he had used the County's template. They had been  
12 signed by the property owners (Rullifson, Bailey and Wakefield) and approved by County Counsel.

13  
14 Commissioner Josi moved to execute the easements, Commissioner Hurliman seconded, passed with  
15 three aye votes.

16  
17 The easements were signed.

18  
19 The Chair recessed the meeting at 10:05 a.m. and reconvened at 10:14 a.m.

20  
21 **ITEM NO. 5: QUARTERLY UPDATE ON TILLAMOOK COUNTY EMPLOYEES**  
22 **RETIREMENT FUND:** Mr. Upton said the previous year went well, with the Plan earning 21%.  
23 He reviewed the Plan. The stock market had had extraordinary recovery. The County also had high  
24 quality bonds. There was some value overweighting the County's portfolio that should be  
25 rebalanced at the next investment meeting before the cash infusion in May. He felt the interest rates  
26 may rise in the next year or so, which would require a reduction in bonds.

27  
28 Mr. Upton felt he might be a little early for an adjustment, but he did not feel it should be put off too  
29 long. It was just fine tuning. He would come back earlier if he and Mr. Schwinck felt a correction  
30 was necessary. He spoke to the diversity the County had, with approximately 19 money managers.  
31 He discussed the actuarial rate and the Actuary's recommendation that they go to 7%.

32  
33 **ITEM NO. 4: PUBLIC WORKS UPDATE:** Commissioner Hurliman discussed the McCormick  
34 Loop issue. He said there were many residents on that road upset with Mr. Thomas. In the last  
35 month there had been more deterioration of the road edge near the top of the hill from Mr. Thomas's  
36 overloaded manure wagons.

37  
38 Mr. Clark said at the last Road Advisory Committee meeting, the idea of creating an ordinance for  
39 one bad apple was rejected. The group wanted the person who damaged the road to pay for it.

40  
41 Commissioner Hurliman said Boyd Rulifson could narrow the wagon by two feet for about \$2000.  
42 He said Counsel Sargent had said the County could charge Mr. Thomas with a violation.

**MINUTES - TILLAMOOK COUNTY BOARD OF COMMISSIONERS' STAFF MEETING**  
**Monday, January 26, 2004**  
**Page 4**

1 Commissioner Hurliman thought the Farm/Forest Committee should review the matter.

2  
3 Mr. Fenk said Mr. Thomas should bury a line on the right-of-way and pump the manure to his upper  
4 field. He suggested the County look at the Whatcom County, Washington ordinance.

5  
6 Mr. Reiersgaard said the Farm/Forest Committee was formed to address this type of issue. He said  
7 the Creamery supported this process. He thought there would be a big need for the committee in the  
8 next year. The terms of most of the members had expired.

9  
10 There was a discussion regarding the relationship between the Farm/Forest Committee compared  
11 to the similar subcommittee of the Road Advisory Committee (RAC). The Board felt the existing  
12 Farm/Forest Committee was the right body to deal with the McCormick Loop issue, but they  
13 discussed the possible overlap with the RAC.

14  
15 Mr. Gettman said log trucks also caused damage to roads. Mr. Suko said those vehicles were  
16 regulated by the State; farm vehicles were not unless they were licensed, such as hay or silage trucks.

17  
18 Mr. Reiersgaard would provide a list of names for the Farm/Forest Committee.

19  
20 **a. Consideration of Order Declaring County-Owned Property (Public Works Vehicles &**  
21 **Equipment) as Surplus and Directing that they be Sold by Sealed Bid:** Mr. Suko described the  
22 equipment.

23  
24 Commissioner Josi moved to sign the order, Commissioner Hurliman seconded, passed with three  
25 aye votes.

26  
27 The Commissioners signed Order #04-5.

28  
29 **Miscellaneous Matters:** Mr. Suko discussed a possible ceremony for the new Blaser Bridge.  
30 Commissioner Hurliman said Mrs. Blaser would be the oldest member of the family present. Ms.  
31 Trattner, who lives by the bridge, might also be interested. Mr. Oakes would check with her.

32  
33 Mr. Suko reported more movement at the Cape Meares Road slide over the weekend.

34  
35 Mr. Suko said that on December 8, 2003, the Board had discussed purchase of an additional vehicle  
36 to replace a high mileage vehicle. Commissioner Hurliman had one objection and still did, which  
37 he expressed. Mr. Suko felt it was good management to keep the best vehicles for front line work,  
38 such as responding to slides and downed trees at night or during storms. Commissioner Josi said he  
39 was reluctant to get involved in that level of detail.

40  
41 Commissioner Josi moved to approve the request for budgeted new 4-wheel drive full sized pickup  
42 purchase, Chair Hanneman seconded.

**MINUTES - TILLAMOOK COUNTY BOARD OF COMMISSIONERS' STAFF MEETING**  
**Monday, January 26, 2004**  
**Page 5**

1 Commissioner Hurliman thought it would be cheaper to replace high mileage, cheaper vehicles. The  
2 most immediate needs could be addressed by the rotation of vehicles.

3  
4 Motion passed with two aye votes; Commissioner Hurliman voted nay.

5  
6 The Chair recessed the meeting at 11:21 a.m. and reconvened at 11:27 a.m.

7  
8 **ITEM NO. 8: DISCUSSION CONCERNING COMMUNITY DEVELOPMENT BLOCK**  
9 **GRANTS AND POTENTIAL BUSINESS "INCUBATOR":** Ms. Viehoever introduced Christy

10 Vail from the State's Employment Department and other guests. She distributed an information  
11 sheet about the concept (attached). She advised the Board about the limitation which allowed the  
12 County to have only one application at a time in process. However, no others were pending at this  
13 time.

14  
15 Ms. Viehoever said they would be asking for only \$100,000 for feasibility study, preliminary  
16 engineering and design. Commissioner Hurliman said the Oregon Consortium might also have  
17 funds.

18  
19 There was Board consensus to prepare an application and/or letter of interest.

20  
21 **ITEM NO. 6: MISCELLANEOUS PERSONNEL MATTERS & INFORMATION SERVICES**

22 **UPDATE:** Mr. Schwinck said the Salary Adjustment Panel (SAP) had met to consider increases for  
23 the Budget Officer and the Information Services Systems Manager (attached). The SAP  
24 recommended a supplement of \$500 per month for the Treasurer and that the I.S. Manager be moved  
25 to Range 15. He said the increase for the Treasurer was a stipend only and would go away if she was  
26 no longer performing the functions as the Budget Officer. The Board did two increases in the last  
27 year. Mr. Schwinck said he concurred in the SAP's recommendations.

28  
29 Commissioner Hurliman agreed with the recommendations for the I.S. Manager and the Treasurer  
30 due to cost savings over the alternatives. Mr. Schwinck said there had been no additional requests  
31 for other positions.

32  
33 Commissioner Josi said he was troubled by these requests because of the bigger budget issues,  
34 although he did not see how the County could not do them. He expressed his concern over tough  
35 times ahead and said the Treasurer should understand that. Commissioner Hurliman felt it pointed  
36 out the need for a total compensation package.

37  
38 Commissioner Hurliman moved to approve the recommendations of the SAP, Commissioner Josi  
39 seconded, passed with three aye votes.

40  
41 Mr. Schwinck distributed application packets for the Parks Director position. After some discussion,  
42 interviews were set for February 10.

43

**MINUTES - TILLAMOOK COUNTY BOARD OF COMMISSIONERS' STAFF MEETING**  
**Monday, January 26, 2004**  
**Page 6**

1 **ITEM NO. 9: MAINTENANCE DEPARTMENT UPDATE:** Mr. West wanted to suspend the  
2 19-hour position in his department and use the funds for an on-call fill-in person.

3  
4 Commissioner Hurliman moved to approve Mr. West's request, Commissioner Josi seconded,  
5 passed with three aye votes.

6  
7 **ITEM NO. 7: MANAGEMENT ANALYST UPDATE: a. Discussion Concerning Request from**  
8 **Sanddragon Boxing Club to Lease Property at 104 Garibaldi Street:** Mr. Levesque discussed  
9 the request. After some discussion, there was a consensus to decline the request.

10  
11 **ITEM NO. 6: MISCELLANEOUS PERSONNEL MATTERS & INFORMATION SERVICES**  
12 **UPDATE (Continued):** Mr. Schwinck said there has been an ongoing concern. He said their office  
13 had always understood they were charged with motivational projects. He said the banquet was taken  
14 away from them; the Fish program was terminated without discussion with his department. His staff  
15 was hurt. He wanted to know if the Board wanted his office involved in these kinds of projects.

16  
17 Ms. Muehlbauer said the Employee Appreciation Committee fell apart, but they were willing to take  
18 it all back. Ms. Rieger felt the same way. They wanted direction from the Board as to what their role  
19 was.

20  
21 Commissioner Hanneman said he was supposed to talk to Personnel about phasing out the Fish  
22 program, but had not done so.

23  
24 There was a discussion regarding setting up a meeting between the Board's office, Personnel and  
25 Committee members.

26  
27 Commissioner Josi apologized on behalf of the Board for the way action was taken on the Fish  
28 program at the earlier meeting. He felt the Board should set direction but with a process for getting  
29 there. He suggested that it was the Board's preference that Personnel handle these functions, but  
30 they should work with the current committee to resolve the differences and come back to the Board  
31 with a recommendation.

32  
33 Commissioner Josi moved that the Personnel Office be responsible for employee motivation and  
34 recognition, Commissioner Hurliman seconded.

35  
36 The Board clarified that this would also include the Coffee Shop. Commissioner Hanneman talked  
37 about Mr. Woodward's value to the Shop's financial success. There was more discussion about  
38 whether this decision should be made immediately.

39  
40 Ms. Muehlbauer assured the Board Mr. Woodward would be retained and the funds would remain  
41 as employee funds, with decisions on all spending to be made by all employees who wished to  
42 participate in such decisions.

MINUTES - TILLAMOOK COUNTY BOARD OF COMMISSIONERS' STAFF MEETING  
Monday, January 26, 2004  
Page 7

1 Motion passed with three aye votes.

2  
3 The Chair recessed the meeting at 12:34 p.m. and reconvened at 12:38 p.m.

4  
5 **ITEM NO. 10: BOARD CONCERNS:** There were none.

6  
7 **ITEM NO. 11: STAFF UPDATE/CALENDAR REVIEW & SCHEDULING/AGENDA**  
8 **REVIEW/SUGGESTION BOX/INTER-OFFICE MATTERS:** Ms. Wujcik reviewed the open  
9 Committee positions. The Futures Council members wanted to be reappointed. Their reappointment  
10 order would be on the agenda for the February 4 Board meeting, but the Board could not make a  
11 decision as to what to do with the Budget Committee, Library Board or Planning Commission  
12 applicants. They determined they needed another week to make up their minds.

13  
14 Ms. Putman's performance evaluation was set for either February 2 or 4 at 8:30 a.m. There were no  
15 suggestions.

16  
17 The Chair adjourned the meeting at 12:48 p.m.

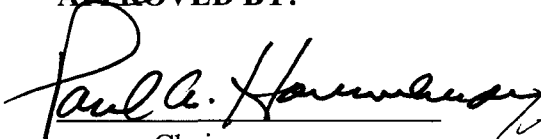
18  
19 **ITEM NOL. 12: NON-AGENDA ITEMS - PUBLIC COMMENT:**

20  
21 RESPECTFULLY submitted this 25 day of Feb, 2003.

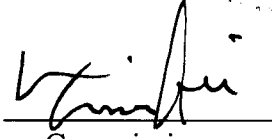
22  
23 County Clerk: Tassi O'Neil

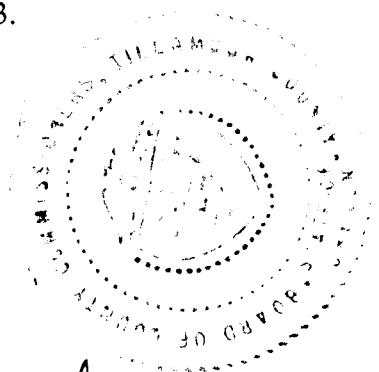
24  
25  
26   
27 Mary Wujcik, Recording Secretary  
28 & Special Deputy

29  
30 APPROVED BY:

31  
32   
33 Chairperson

34   
35 Vice Chairperson

36   
Commissioner



**BOARD OF COMMISSIONERS'**  
**STAFF MEETING**  
**Monday, January 26, 2004**

PLEASE PRINT CLEARLY

Name	Mailing Address	Item of Interest
<i>John Altman</i>		<i>all</i>
<i>Ben Campbell</i>		<i>#3 Community Development</i>
<i>Gus Meyer</i>	<i>On Record</i>	<i>General</i>
<i>Travis Cook</i>		
<i>Martin Clark</i>		
<i>PAT OAKES</i>		<i>ROAD</i>
<i>Arion Suko</i>		<i>PLU</i>
<i>Rachel Werner</i>		<i>TSP</i>
<i>Derek Sowers</i>		<i>4B</i>
<i>David Lynch</i>	<i>1416 TADON WAY / ALBANY 97222</i>	
<i>John Updon</i>		<i>Pension Plan</i>
<i>Graig Schwinn</i>		
<i>John Ferguson</i>		<i>TCCA</i>
<i>Tim Sub</i>		<i>HR</i>
<i>Karen Viehoever</i>		<i>Business Incubator</i>
<i>Sally Little</i>		<i>Business Incubator</i>
<i>Christy Vail</i>		<i>Or Emp. Dept.</i>
<i>Eric Tweed</i>		<i>Business Incubator</i>

(Please use reverse if necessary)



Natalie Regel  
Sais Muehlbauer

personnel  
Personnel

## **CALL TO ORDER – January 26, 2004**

1. **9:00 a.m.** Public Comments – Non-Agenda Items – **REQUEST TO SIGN GUEST LIST**
2. Library Update & Discussion Concerning Meyer Memorial Grant/Sara Charlton
3. Community Development Update/Bill Campbell
4. Public Works Update/Aaron Suko
  - a. Consideration of Order Declaring County-Owned Property (Public Works Vehicles & Equipment) as Surplus and Directing that they be Sold by Sealed Bid
  - b. Consideration of Renewal of Gist Road/Smith Creek Culvert Replacement Project Memorandum of Understanding/Pat Oakes & Derek Sowers
  - c. Consideration of Accepting Three Construction Easements for the Project/Pat Oakes & Derek Sowers
5. **10:00 a.m.** Quarterly Update on Tillamook County Employees Retirement Fund/John Upton
6. Miscellaneous Personnel Matters & Information Services Update/Craig Schwinck
7. Management Analyst Update/Paul Levesque
  - a. Discussion Concerning Request from Sanddragon Boxing Club to Lease Property at 104 Garibaldi Street
8. **11:00 a.m.** Discussion Concerning Community Development Block Grants and Potential Business “Incubator”/Karen Viehoever
9. Maintenance Department Update/Larry West
10. Board Concerns
11. Staff Update/Calendar Review & Scheduling/Agenda Review/Suggestion Box/Inter-Office Matters
12. Non Agenda Items - Public Comment

## **ADJOURNMENT**

At **1:30 p.m. on Wednesday, January 28, 2004**, the Commissioners will be holding the annual workshop with various governmental and private entities to discuss requests for appropriations from Congress. The workshop will be held in the Commissioners' Meeting Room of the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook.

David L. Lynch, Sr.  
36730 Brooten Rd.  
Pacific City, OR 97312

In May 1987, after much searching, I purchased what I believed then to be the perfect retirement home. It was close to the airport and the essential parts of Pacific City, the post office and shops all within walking distance, yet so secluded most people didn't know it existed.

On October 30, 2003 Tom and Linda Wallace purchased Lots 3 & 4. In less than 30 days Tom and Linda Wallace hired Coast Way Construction, owned by Russ Upton, to bring his men, his heavy equipment, and his expertise to the cul-de-sac. In total disregard for Tillamook County rules and regulations they then proceeded to destroy in three to four days what took Mother Nature 20 – 30 years to put there.

Without the manpower, heavy equipment and experience of Coast Way Construction it would have been impossible for Tom and Linda Wallace to accomplish their objective which was getting the cul-de-sac cleared of all vegetation and top soil and the installation of many yards of rock fill in the cul-de-sac and their Lots 3 and 4 before Tillamook County could issue a stop work order.

The removal of all vegetation and rock fill was done in approximately three to four days. It has been 60 days and nothing has been done except that it is my understanding that Tom & Linda Wallace have received two letters telling them that there may be violations of county ordinances.

If I had brought Mid Valley Gravel & Excavation over from Corvallis and removed from the courthouse square two to three hundred trees of various diameters and heights up to 28 feet, I would most likely been taken to jail in less than 60 minutes. **I see no difference in what actually happened and this scenario.**

On December 26, 2003 Pat Booth said Tom Wallace told her and her husband who live in the A-Frame on Lot 2, that he had to get the work done before Tillamook County authorities stopped him because once the work was done Tillamook County could not do anything about it.

Having been made aware of the disaster that I witnessed on December 26, 2003 at approximately 4:30 p.m. I returned to the valley, as it was too late to go to Tillamook to report what I believed to be gross violations of county ordinances. On Monday, December 29, 2003 I called and spoke to Lynne Kruger, the Senior Planner, and explained my problem. She sent an inspector down to look and photograph the area in question and said she would help me if she could. The next week she said that she was going to send a letter to

Tom & Linda Wallace giving them a certain amount of time to remove the illegal fill in the cul-de-sac. As of this date no such letter has been sent or even drafted, to the best of my knowledge.

Tom and Linda Wallace told me they were going to build a home on Lot 4, live in it for two years for tax purposes then sell and begin the process over again on Lot 3.

With the help of Russ Upton, Tom and Linda Wallace have turned my retirement dream home into a nightmare.

The reason I'm here today is to try to expedite the process and avoid any additional legal expenses that I can by getting Tillamook County to enforce their ordinances and follow through on promises that were made to me.

Thank you for your time.

Date: Thu, 22 Jan 2004 17:01:10 -0800

From: bcampbel@co.tillamook.or.us

To: lphipps@co.tillamook.or.us

Cc: asuko@co.tillamook.or.us, phannema@co.tillamook.or.us

Subject: Re:

Aaron, following my review of Lisa's letter advising the Wallace's of the violations on their private property and the discussion with Lynne that "we needed to initiate enforcement against the Public Works department for unauthorized fill in the floodplain of the Nestucca Bay/River - I thought that if that was what it would require to motivate Public Works to further address the issue that there must be another way to manage the situation - I think my notes of the initial awareness of the situation goes back two weeks or more and this step seems inordinately excessive and silly. But if it requires direct enforcement action by community development to public works - please - ask for the enforcement action to be initiated.

Quoting lphipps@co.tillamook.or.us:

> Aaron,  
> As you know the County appears to be in violation of fill in the floodplain  
> on  
> a County right-of-way off of Brooten Road. It is my understanding that no  
> action will be taken against the property owner that trespassed on the land  
>  
> until we have issued you a letter of violation. If you could email Mr.  
> Campbell with a request for assistance in this matter, we can work  
> collaboratively to move this matter towards a resolution.  
>  
> Thank you,  
> Tillamook County Department of Community Development  
> Lisa M. Phipps  
> Coastal Resource Planner  
>  
>  
>  
> -----  
> This mail sent through IMP: <http://horde.org/imp/>  
>

-----  
This mail sent through IMP: <http://horde.org/imp/>



*Land of Cheese, Trees and Ocean Breeze*

DEPARTMENT OF COMMUNITY DEVELOPMENT  
*BUILDING, PLANNING & ON-SITE SANITATION SECTIONS*

201 Laurel Avenue  
Tillamook, Oregon 97141

Building (503) 842-3407  
Planning (503) 842-3408  
On-Site Sanitation (503) 842-3409  
FAX (503) 842-1819  
Toll Free 1 (800) 488-8280

MEMORANDUM

To: Board of Commissioners  
Tillamook County

January 21, 2004

From: Bill Campbell, Director  
Community Development Department

A handwritten signature in black ink, appearing to read 'Bill Campbell', is written over a horizontal line.

Subject: Draft Transportation System Plan, Public Outreach and Information  
Meeting Schedule

The Draft Transportation System Plan (TSP) was completed in late June of 2003. We conducted public outreach and information meetings during that process in North, Central and South Tillamook County. These meetings were sparsely attended and it was decided to take the final draft plan to the public for information and input again at a later date, to ensure that the public had the benefit of receiving and having an opportunity to comment on the proposed plan elements and recommended changes to the various Tillamook County Plans and Ordinances developed through the TSP planning process.

We are scheduling Public Meetings at the North County Recreation District on February 17, 2004; Oregon Department of Forestry on February 18, 2004; and at the Kiawanda Community Center in Pacific City on February 19, 2004. The meetings are scheduled for 2 hours beginning at 7:00 – 9:00 PM each evening. Informational presentations will be coordinated with the Tillamook County Public Works Department.

We will be preparing public information releases for the Commissioner's Journal, the Headlight Herald, North County Citizen and the Shopper. We are also requesting public information spots on KTIL to stimulate public interest and attendance.

The Draft plan contains recommendations for changes to the comprehensive plan, zoning ordinance, and land division ordinance that will be processed by the department in conjunction with the recommended project priority lists. In addition, Public Works received a number of recommended changes to the public road improvement ordinance, public road improvement policy, road approach ordinance, and road acceptance ordinance. Public works needs to provide the lead for discussions and recommended changes for those ordinances and policies under its administration. Amendments may be processed concurrently or separately, but the ordinances and policies indicated constitute a component of the Draft Transportation System Plan for Tillamook County.

1/26/2004

Dept. of Community Development - Building Section

Week Ending	Plan Review	Structural Inspections	Mechanical Inspections	M.D. insp.	Mileage for str. Insp.	Electrical Inspections	Plumbing Inspections	Investigate Proj. check	Citations Issued	Stop Work Orders	Court Hours
12/05/03	14	62	16	2	1166	57	20	0	0	0	0
12/12/03	14	60	18	1	1082	34	23	0	0	0	0
12/19/03	20	49	18	1	1090	26	19	1	0	0	0
12/26/03	15	36	12	0	944	15	24	0	0	0	0
01/02/04	7	29	5	0	740	10	12	0	0	0	0
01/09/04	16	39	11	0	657	29	13	0	0	0	0
01/16/04	9	48	13	3	925	39	25	1	0	0	0
01/23/03	10	59	20	0	970	40	23	0	0	0	0
<b>Total</b>											
<b>YTD</b>	<b>35</b>	<b>151</b>	<b>45</b>	<b>3</b>	<b>2651</b>	<b>108</b>	<b>61</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
G:\Build\forms\Insp Log.xls											

For the week ending \_\_\_\_\_

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





Land of Cheese, Trees and Ocean Breeze

January 23, 2004

To: Board of Commissioners

From: Salary Adjustment Panel

Re: Budget Year 2003-2004 Recommendations on Non-Represented Positions

At the request of the BOCC the panel met on Wednesday January 21, 2004, at 9:30 a.m. to review the two non-represented positions. Panel members in attendance were:

Tim Lutz, Assessor    Karen Dye, Treasurer  
Tassi O'Neil, County Clerk    Todd Anderson, Sheriff  
Neal Lemery, Justice of the Peace

Convened by: Craig Schwinck, HR/IS Director

Two positions were reviewed, County Budget Officer and IS Systems & Communications Manager.

Recommendation

**County Budget Officer:** The County has in the past paid for an outside budget officer to deal with the creation and ongoing review of a balanced budget. The County Treasurer has assumed this role for the past two years without compensation. It is the recommendation to the BOCC that the County Treasurer be given in addition to the Treasurer's pay a stipend of \$500.00 per month for fulfilling extra duties of Budget Officer.

**IS Systems & Communications Manger:** This position was created out of two positions during the 2003-2004 budget. The Manager has taken on additional duties, responsibilities and management of two employees with a loss of pay due to becoming salary exempt from overtime. Now with the cost of living allowance given to the AFSCME membership January 1, 2004, this manager will be paid less than the AFSCME employee he supervises. It is the recommendation to the BOCC that the Systems & Communications Manager be raised one salary range from 14 to range 15.

It is further recommended that these two changes be made effective January 1, 2004.

Signed: Neal C. Lemery  
Neal Lemery, Justice

Date: 1/23/04

TILLAMOOK COUNTY  
TABLE 2 -- MANAGEMENT

SALARY SCHEDULE Effective 06/01/2002  
Management & Elected Official Combined Schedule 01/01/04

	RANGE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
	1	1910	1968	2027	2088	2150	2215	2281	2350	2438
	2	2006	2066	2128	2192	2258	2326	2395	2467	2560
	3	2106	2169	2234	2301	2370	2441	2515	2590	2688
	4	2212	2278	2347	2417	2490	2564	2641	2720	2823
Secretary Legal Assistant H.R. Assistant	5	2322	2392	2463	2537	2613	2692	2773	2856	2964
Sheriff Office Manager	6	2438	2511	2586	2664	2744	2826	2911	2998	3112
Chief Civil Deputy	7	2560	2637	2716	2797	2881	2968	3057	3148	3267
	8	2688	2769	2852	2937	3025	3116	3210	3306	3431
	9	2823	2908	2995	3085	3177	3273	3371	3472	3602
Management Assistant	10	2964	3053	3145	3239	3336	3436	3539	3645	3782
Park Operations Supervisor Medical Billing Supervisor Patient Services Manager	11	3112	3205	3302	3401	3503	3608	3716	3827	3972
Road District Supervisor Chief Deputy Assessor/Tax Collector H.R. Generalist	12	3267	3365	3466	3570	3677	3787	3901	4018	4170
Engineering Project Supervisor Library Manager Emergency Management Director Accounting Manager Sergeant Building Maintenance Director	13	3431	3534	3640	3749	3862	3977	4097	4220	4379



## DRAFT

My name is Don Hurd, and I have been a resident of Oregon for some 60 years, 45 years of that have been spent living and working within Tillamook County. I am also the chairman for Tillamook County's, Goal 5, Focus Team. I have attached a summary of actions resulting from the Riparian Program becoming a periodic work task for Tillamook County in 1996. Even as I reviewed the attachment I could not help but be awed by two things. First, the length of time and resources expended before arriving at this meeting before the Commission, and second, the unwavering dedication exhibited by numerous citizenry, committees, staff, and elected officials to achieve not only compliance with Goal 5, but to also address the extremely complex issues and concerns of Tillamook County residents.

There has not been, nor is there now, a model ordinance that could address the complexity of Tillamook County's landscape and development history. One example of this, that clearly outlines the complexity of the riparian issue, is that Tillamook County has five drainage basins that encompass some 366,000 acres. Within that area almost 7,000 acres are designated rural residential. The characteristics of that acreage vary dramatically, not just in landform, and the amount of existing development, but also within the area, literally hundreds of lakes and streams remain unnamed even today.

The first attempt to enact restrictions to protect and preserve the valuable resources within these areas was met with angry landowners citing a taking of their property rights. One meeting of over four hundred landowners has been seared into the memories of everyone that attended. At the next election, two of the three Tillamook County commissioners, were removed from office. The new BOCC appointed a Riparian Advisory Committee, [which also had several sub-committees] and they conducted meetings, most of which were televised, over the next 26 months. Their effort produced, what is referred to as the "fourth rough draft". Due to the fact that they had not conducted an inventory, the ability to tailor the ordinance to reflect actual conditions within Tillamook County, and satisfy the requirements of Division 023 [the result hoped for] could not be accomplished. They did, however, accomplish several important work tasks, that even now, we are using to build upon.

Even though it had been a laborious effort up to this point, Tillamook County proceeded with an inventory, which then produced a draft ordinance. However, it was obvious at that point, that the additional work needed to the draft, and the required public hearings, could not be completed in the remaining allotted time.

With the advent of Senate Bill #920, Tillamook County could have stepped back and wiped their brow. They chose instead, to proceed, and as a result of the progress we have made, we now fully believe that it is possible to accomplish our goal.

Any petition that alleges that Tillamook County has been dragging their feet, with the intent of doing nothing, is clearly a misrepresentation of the facts and an injustice, not only to the commissioners, but also to the multitude of people that have labored so diligently on this project. To penalize the effort, I have very briefly out lined above,

would be counterproductive to the goal that both Tillamook County and the State of Oregon share.

Thank you, for your kind consideration of my comments.

Don Hurd.

Memo

Date: January 23, 2004

To: Bill Campbell, Director

From: Tim Franz, Associate Planner

Re: Additional Sanitary Survey Area

On October 16, 2003 a summary of The Tillamook Bay Watershed On-Site Disposal System Sanitary Survey 2002-2004 was prepared, Attached. For the survey, developed properties within the rural areas of the Tillamook Bay Watershed were given an opportunity to participate in a voluntary on-site sanitary survey.

In November & December 2003, further refinement of the survey area was conducted. Voluntary survey response cards were sent to an additional 105 developed properties. These properties are located close to the city limits of Tillamook City and are in close proximity to the Wilson River and Trask River. A map by the Tillamook Coastal Watershed Resource Center locates river-sampling points near these properties. Out of the 105 survey cards sent, 45 were returned. Out of the 45 cards returned, there were 17 affirmative responses, 23 negative responses and 5 unknowns.

## Summary of Tillamook Bay Watershed On-Site Wastewater Disposal System Sanitary Survey 2002-2004

### Project Summary (10-16-03)

- Total number of survey response cards sent out to individual parcel owners: 2,772
- Total affirmative responses on submitted survey cards (authorization to survey parcels): 440 (16%)
- Total number of negative responses (cards submitted that note participation in this project is not authorized): 500 (18%)
- Total number of cards that have been returned unmarked: 133 (5%)
- Total number of cards that have not been returned (no affirmative or negative responses): 1,699 (61%)
- Total number of septic systems surveyed to date: 440
- Total hours to date completed by Survey Technicians in performing field surveys: 256 hours
- Total hours to date completed by volunteers (training): 6 hours

### Survey Funding

- Federal Clean Water Act/DEQ 319 Grant Funds: \$42,700.00
- In-Kind Match (Services and Supplies From Local Sources): \$28,700.00
- Total Funding (319 Grant Funds + In-Kind Match): \$71,400.00

### In-Kind Match Sources

- Tillamook County Community Development Department: \$12,000.00
- Tillamook County Health Department: \$5,700.00
- Tillamook County Information Services Department: \$4,800.00
- Watershed Resources Center: \$4,800.00
- Tillamook County Creamery Association: \$1,400.00

Paul Levesque  
County Property Manger  
214 Laurel St.  
Tillamook, Or 97141

Tom Stevens Sr.  
Sanddragon Boxing Club  
P. O. Box 655  
Rockaway Beach, Or 97136

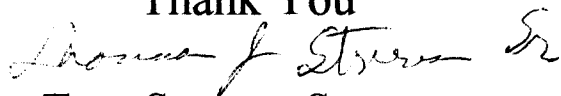
Dear Sir,

I am writing to request the opportunity to rent the property at 104 Garibaldi to use as a training facility for United States Amateur Boxing . Our club is a member of U. S. Amateur Boxing Inc / Oregon a non-profit organization. Beside offering Boxing in the Olympic style , as a cross-training work out we will work to help our athletes with mentors and tutors for school work. If the property requested is no longer able to be used another property of the same size would also do as well.

The club will pay a fair rent, water, electric, sanitary do or have needed maintenance done. Your help in this endeavor is appreciated Please send a return answer when all possibilities have been discussed .

11/11 2004

Thank You



Tom Stevens Sr.  
President / Head Coach  
Sanddragon Boxing Club



## Community Development Block Grant 2004 Program

### **Background:**

Tillamook & Clatsop counties, and the cities that lie within their boundaries, have reached a point where less than 51% of the households are classified as low-and-moderate income based on the 2000 Census. Although this means there will be no projects that qualify for Areawide Benefit, there are still many opportunities to serve the needs of low and moderate income persons through the Community Development Block Grant Program. Funding for Oregon's 2004 program is expected to be \$16,031,000 with \$5,160,475 each for community facilities and public works projects and \$1,603,110 for Economic Development projects and another \$300,000 for Microenterprise Assistance. Applications are taken year round for all projects and handled on a first come, first served basis, subject to availability of funds. Tillamook and Clatsop counties should contact Vicki Goodman at 503-842-4045 for information about how to apply.

### **Eligibility:**

The following types of projects could be supported within Tillamook & Clatsop counties.

*Economic Development:* Grants may be made to counties or cities to acquire, develop or improve an eligible community facility such as a business incubator or an industrial park or an eligible community facility; OR to extend publicly owned water, sewer or roads to serve industrial/commercial areas. All projects must meet the low/mod income jobs national objective and the job creation/retention requirements. Grants are available for planning work and final design/construction. Maximum grant amount is \$750,000.

*Microenterprise Assistance Grants:* Up to \$100,000 is available to fund programs that support activities to provide technical assistance, advice, and business or general support services, to owners of microenterprises and persons developing microenterprises. Business support includes assistance to develop business plans, secure funding, conduct marketing.

*Community Facilities:* (These projects require a 15% match be committed by the applicant.) Projects such as domestic violence or homeless shelters; Head Start and other day care, elder care or adult day care centers; transitional housing, child/adolescent assessment, advocacy and treatment centers; mental health, drug & alcohol treatment centers; non-profit health clinics, family resource centers and full service senior centers are eligible for a maximum grant of \$600,000 for either planning or final design & construction. Other community facilities like community centers, food banks, youth centers, are eligible for grants of up to \$300,000. Fire Stations and Libraries could be eligible for up to \$300,000 provided they can document that 51% of the residents in their entire service area are low and moderate income.

*Public Works:* Extending existing sewer and water to new low income housing could qualify for up to \$250,000.

### **Potential Projects within Tillamook County:**

Project development activities are ongoing on the following potential CDBG projects.

Business Incubator Group (BIG): Feasibility and Preliminary Planning for a multi-tenant business incubator in Tillamook County. (Tillamook County Applicant)

Women's Crisis Center: Domestic Violence Shelter Feasibility and Preliminary Planning (City of Tillamook Applicant)

Head Start Building Elevation project on Twelfth & Miller in Tillamook. (City of Tillamook Applicant)

**Part 2 – Description of Funding Categories**

<b>Oregon Community Development Block Grant Program                      2003 Community Facilities Projects                      Eligibility, Project Type, and Maximum Grant Awards</b>		
	<b>Preliminary Engineering/                      Architectural Planning</b>	<b>Final Design and Construction</b>
<b>Grant Maximum</b>	The only limitation to the size of these grants is the limit of \$300,000 or \$600,000, depending on type of project. (Including all Community Development Block Grant awards for preliminary engineering/architectural planning and final design and construction.)	The only limitation to the size of these grants is the limit of \$300,000 or \$600,000, depending on type of project. (Including all Community Development Block Grant awards for preliminary engineering/architectural planning and final design and construction.)
<b>Project Activities to be Funded</b> (Includes, but is not limited to these activities.)	<ul style="list-style-type: none"> <li>➤ Feasibility studies</li> <li>➤ Problem Identification Studies</li> <li>➤ Preliminary Engineering/Architectural report and cost estimates</li> <li>➤ Remediation Plans</li> <li>➤ Identification of Funding Options</li> <li>➤ Preparation of applications for the next phase of the project</li> <li>➤ Grant administration and audit</li> </ul>	<ul style="list-style-type: none"> <li>➤ Final Engineering/Architectural designs, bid specifications and updated cost estimates</li> <li>➤ Financial Feasibility Information</li> <li>➤ Environmental Review of project</li> <li>➤ Construction</li> <li>➤ Construction engineering/architectural services and project management</li> <li>➤ Acquisition of property/permanent easements</li> <li>➤ Grant administration and audit</li> </ul>
<b>Project Period</b>	All activities must be completed and the final report submitted within <b>24 months</b> from contract execution with the State	All activities must be completed and the final report submitted within <b>36 months</b> from contract execution with the State
<p><b>Note:</b> Contracts with recipients of combined design and construction (design/build) grants will have a contract condition prohibiting the Department from releasing construction funds until the recipient provides evidence that all necessary construction funding to complete the project has been secured and, if applicable, regulatory agency approvals have been received.</p>		

**Description of the Two Types of Community Facilities Projects**

**1. Preliminary Engineering/ Architectural and Planning Grants**

These grants will help communities pay for plans, feasibility studies etc. The applicant must demonstrate specifically that the future construction project will meet a Community Development Block Grant national objective, in order for the proposed project to meet a national objective requirement. This rule applies to all types of community facility projects, including those where the applicant does not intend to seek grant assistance for final design and construction from the Community Development Block Grant program.

Notes to the Tillamook County Commissioners regarding potential  
**Tillamook County Business Incubator**  
January 26, 2004

Individuals and representatives in Tillamook County have been meeting since July, 2003 to explore formation of a Business Incubator (BIG – Business Incubator Group). The mission is “to provide a supportive environment designed to assist start-up and early stage Tillamook County businesses and non-profit organizations to grow successfully.” Our vision is that the incubator will include the physical space to provide businesses with the technical resources necessary to successfully operate a business. This includes a commercially licensed and certified kitchen; office space and equipment; small meeting/conference space; and business counseling through the Small Business Development Center.

Presently, initial entities involved include (but are not limited to!) the following:

- The Economic Development Council of Tillamook County
- Community Action Resource Enterprises (CARE)
- Tillamook Bay Community College Small Business Development Center
- Oregon Employment Department
- Tillamook Downtown Association
- Tillamook Work Solutions
- Northwest Regional Educational Service District
- Oregon Economic and Community Development Department
- Salvation Army
- Tillamook County Watershed Resource Center
- Deb Dyson, Attorney at Law
- Artis van Rassel, Facilitator

CARE has a three year grant from the USDA, which includes support for the creation of a kitchen incubator. CARE is currently cleaning and updating the Salvation Army building on Laurel for this purpose. Sprint is willing to entertain the concept of utilizing office space at their building on 4<sup>th</sup> Street for the office services portion of the incubator.

The Oregon Employment Department’s Non-Employer statistics from 2001 indicates that Tillamook County is home to 1,860 non-employers, defined as businesses with no employees. Non-employers account for nearly three fourths of all businesses, and most non-employer businesses are very small and many are not the primary source of income for their owners. However, in 2001, these small businesses generated a whopping \$68 million in receipts.

The Business Incubator Group (BIG) has determined that the next step is to conduct a feasibility/marketing study to ascertain (among other issues):

- that a business incubator’s services would be sufficiently utilized, and sustainable
- what type/s of physical structure is recommended
- that appropriate technical services are available
- what type of legal formation and organizational structure is recommended
- preliminary engineering and architectural reports and cost estimates
- funding sources

The Oregon Economic and Community Development Department (OECDD) administers a Community Development Block Grant Program that could fund project components such as the preliminary information detailed above, as well as final design and construction, up to \$750,000. Vicki Goodman of OECDD has been aware of our efforts to date and is very supportive. It is her recommendation that we approach the Board of County Commissioners and request the County (on behalf of the Business Incubator Group) to apply for an Oregon Community Development Block Grant.