

MINUTES - TILLAMOOK COUNTY BOARD OF COMMISSIONERS' STAFF MEETING
Monday, March 15, 2004
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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: Craig Schwinck, Human Resources &
8 Information Services; Sara Charlton, Library Director; Aaron Suko, Public Works Director; Nancy
9 Steiner, Building Official; Tom Manning, Emergency Management Director; Neal Lemery, Justice
10 of the Peace; Michael Soots, Communications; Lisa Phipps, Coastal Resource Planner
11

12 GUESTS: Sally Clay, Tillamook Downtown Assoc.; Gus Meyer; John Gettman
13

14 CALL TO ORDER: By Chair Hanneman at 9:08 a.m. in the Commissioners' Meeting Room.
15

16 ITEM NO. 1: PUBLIC COMMENTS - NON-AGENDA ITEMS: There were no comments.
17

18 ITEM NO. 4: MISCELLANEOUS PERSONNEL MATTERS & INFORMATION SERVICES

19 UPDATE: Safety Committee & Emergency Preparedness: Mr. Schwinck was asked by the Safety
20 Committee to address the bomb scare issue from several months previous. Judge Lemery outlined
21 the issues with the fire alarm and the ability to communicate between departments. The Committee
22 was meeting to discuss assembly areas. Back-up records and an alternate work location were also
23 being explored. Circuit Court would move out to the jail.
24

25 Mr. Manning supported the Committee's efforts under a multi-hazard approach. He said
26 intergovernmental agreements might be required for leased space. He gave examples of possible
27 locations. Commissioner Josi said the approach needed to address both short-term and long-term.
28

29 Mr. Schwinck said this was the kind of thing the Safety Committee was working on. The Board
30 confirmed that Mr. Manning had previously been tasked to work on this. Commissioner Josi felt it
31 was unacceptable to consider a new building at the current time. He felt modular facilities were the
32 interim step. Mr. Soots was asked to work with Mr. West on requesting funding in the 2004-05
33 budget for an alarm system.
34

35 The Board discussed the make-up of the Safety Committee. Commissioner Hurliman said the
36 Courthouse needed to be sectored for personnel accountability in the event of a major disaster. Chair
37 Hanneman said there should be a continuity of government. Mr. Manning said the existing
38 Emergency Operations Plan already addressed that to some extent.
39

40 The Chair asked the Safety Committee to come back with an estimate for the fire alarm and suggest
41 a short-term facility so that an agreement could be developed. He asked Mr. Levesque to help with

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1 revising the line succession if the Board was not able to function.

2
3 Ms. Steiner noted that the next Safety Committee meeting was March 24 at 1:30 p.m.

4
5 **Communications (Radio System) Update:** Mr. Soots updated the Board on the radio system. He
6 provided details on the fire radio project; the call-back for failures; and some planned improvements.
7 He described the grant application filed by the 911 Communications District to trunk the entire
8 system.

9
10 Commissioner Hurliman suggested the Board support the grant. Mr. Manning said Mr. Soots had
11 done a good job in communications. Mr. Soots said he had worked closely with Mr. Manning, and
12 he described the joint work at Triangulation Point as an example. He said Cascade Networks and
13 the Port of Tillamook Bay had asked to use the County's Angora Peak site. He described the
14 infrastructure each of these parties would bring to the table.

15
16 Chair Hanneman remarked on the passage of the fire radio levy. He wanted to see a news release.
17 Mr. Schwinck felt the article should include the radio user group as an outcome.

18
19 Mr. Schwinck reported on the Management Round table held on March 12. The team wanted to
20 meet again on April 9 to consider additional information.

21
22 **ITEM NO. 2: DISCUSSION CONCERNING A CUSTOMER SERVICE PROGRAM**
23 **CALLED THE "Q" PROGRAM:** Ms. Clay updated the Board on the "Q" Program. She had
24 requested funds from the Board several months previously; since that time she had put on programs
25 at the Creamery, in Rockaway Beach and in Pacific City. Programs would be provided to the
26 schools. It would soon go statewide, as it had been proven to be a good program. She still needed
27 money and was asking the Board for \$900.

28
29 Ms. Clay explained how the State's hotel/motel tax funds would be spent, but they might not be used
30 for the "Q" Program as it was a new project. The funds she was requesting from the Board currently
31 would be for her time. She had not contemplated going to the Budget Committee.

32
33 Commissioner Josi described the debate about the kinds of services counties should provide. He
34 asked why this should be the County's role. Ms. Clay responded that it was for economic
35 development. Commissioner Josi said the County already contributed \$80,000 to the County's
36 Economic Development Council. Ms. Clay said EDC gave them \$1000. Commissioner Josi
37 wondered if that would be double-dipping. Ms. Clay said she was not aware of that contribution by
38 the County. Commissioner Josi felt the County could not do this.

39
40 Chair Hanneman said they had been looking at each request separately, but it should be done
41 comprehensively at budget time. Commissioner Hurliman agreed with the Chair and said the request

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1 should be included with EDC. The Chair suggested the process be standardized and that they should
2 work with Ms. Viehoever, EDC Director, to involve the chambers, downtown associations, etc..
3 Commissioner Josi also said the County should allocate a lump sum annually as part of the budget
4 process, with the Commissioners later allocating out that amount in a single competitive process.
5

6 **ITEM NO. 3: CONSIDERATION OF APPLICATION FOR CONGRESSIONALLY**
7 **DIRECTED GRANT AWARD & LIBRARY UPDATE:** Ms. Charlton presented a \$59,646 award
8 application document for the Chair to sign. The money would be used for new furniture in the new
9 Library.

10
11 Commissioner Josi moved to authorize the Chair to sign the application, Commissioner Hurliman
12 seconded, passed with three aye votes.

13
14 The Chair signed the application.

15
16 The Chair recessed the meeting at 10:08 a.m. and reconvened at 10:26 a.m.

17
18 **ITEM NO. 5: COMMUNITY DEVELOPMENT UPDATE:** Ms. Steiner said Mr. Campbell was
19 in Seattle. Ms. Phipps updated the Board on the Brooten Road property. Mr. Parks would be doing
20 a wetland delineation and then a permit would be initiated. Community Development had been
21 talking with Mr. Lynch regularly.

22
23 Ms. Phipps and Mr. Campbell would teleconference with the Corps on the permit process for the
24 north jetty work. Mr. Levesque reported on his call from the Corps regarding the right-of-entry
25 permit.

26
27 Ms. Steiner distributed the weekly inspection report. There was a stop-work order on the Health
28 Department's Cloverdale Clinic because they did not have a building permit. She said it was being
29 resolved.

30
31 Chair Hanneman expressed his concern about the effect on the adjoining property owner regarding
32 the illegal fill in Pacific City. Ms. Phipps described the two issues as flood plain fill (County
33 jurisdiction) verses wetland fill (DSL jurisdiction). She shared her concern on the flooding issues.
34 No decisions had been made.

35
36 Mr. Suko said that when (and if) permits get issued, they would be with double fees. Some
37 modifications on the ground would likely be required.

38
39 Ms. Steiner said there would not be any electrical inspections on Friday, March 19, because of staff
40 training. She also said that Habitat for Humanity was working with the owner of one of the
41 abatement properties in Tillamook. She said enforcement matters were working well.

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1 **ITEM NO. 6: PUBLIC WORKS UPDATE:** Mr. Suko said all six bridges for which he had sought
2 funding had been accepted. They would be working with a consultant to start. Mr. Suko described
3 each of the projects. Funding would begin in early July; and there is a separate fund in the budget.
4 He said some of the construction would be next summer and some in 2006.

5
6 Commissioner Hurliman discussed some different options for design. Mr. Suko said they would be
7 looking at alternatives, including repair versus replacement.

8
9 Mr. Suko said a contract with Marion County for road striping would be on the agenda for March
10 17. There would be only a 1%-2% increase over the prior contract with ODOT.

11
12 Mr. Suko said he would attend the Traffic Safety Commission meeting. He updated the Board on
13 the Misty Drive issue; it had been accepted as a local access road. He said Tillamook County did
14 more on local access roads than do other counties. Most do not do signage and other routine work
15 that Tillamook does.

16
17 **ITEM NO. 7: MANAGEMENT ANALYST UPDATE:** Mr. Levesque updated the Board on the
18 Library project, including the survey work, demolition schedule and Thursday's meeting with the
19 architect.

20
21 The Board briefly discussed the need to decide the future use of the existing building at some point.
22 Chair Hanneman would contact Mr. Hampton regarding planing the timbers in one of the Copeland
23 buildings for reuse in the new building.

24
25 The Board approved Mr. Levesque's attendance at the Public Contracting conference in Bend on
26 May 6.

27
28 **ITEM NO. 8: STAFF UPDATE/CALENDAR REVIEW & SCHEDULING/AGENDA**
29 **REVIEW/SUGGESTION BOX/INTEROFFICE MATTERS:** Commissioner Hurliman presented
30 a form letter and proposed the Association of O&C Counties be designated as the local "cooperator"
31 for resolution of the law suit settlement. This would be on the March 17 agenda.

32
33 The Board reviewed and approved the agenda. Chair Hanneman and Mr. Levesque would not be
34 present at that meeting. They would be attending a Salmon Anchor Habitat meeting.

35
36 Commissioner Josi moved sign the letter to BLM regarding the draft Ocean Shores Management
37 Plan, Commissioner Hurliman seconded, passed with three aye votes.

38
39 The Commissioners signed the letter.

40
41 Commissioner Hurliman would read this into the record at the meeting at the Tillamook High School

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1 and would paraphrase at the south County meeting.
2

3 Ms. Wujcik said a citizen wanted to talk to the Board at their March 24 meeting about the need for
4 an animal shelter. The Board agreed and asked that Ms. Sandusky and Sheriff also be invited.
5

6 Commissioner Hurliman was still checking on the applicants for the Road Advisory Committee.
7 This could be on Wednesday's agenda. Ms. Wujcik will draft a letter to the forest industries
8 regarding the Farm & Forest Committee.
9

10 The Board agreed to reappoint the two members to the Library Board.
11

12 **ITEM NO. 9: BOARD CONCERNS, NON-AGENDA ITEMS & ANNOUNCEMENTS:**

13 Commissioner Hurliman discussed the farmer on McCormick Loop Road was willing to narrow the
14 wheel base on his vehicle to help preserve the edges of the road.
15

16 The Board discussed the Supreme Court decision in the Botts Marsh case and how it did not apply
17 to the current application.
18

19 Commissioner Hurliman said he would be leaving March 24 for a conference in Reno and wanted
20 to stay through the following week. The other two Commissioners would be in the area so the
21 meetings would go on as scheduled.
22

23 **ITEM NO. 10: PUBLIC COMMENT:** There was none.
24

25 The Chair adjourned the meeting at 11:24 a.m.
26

27 **RESPECTFULLY** submitted this 7 day of April, 2004.
28

29 County Clerk: Tassi O'Neil
30

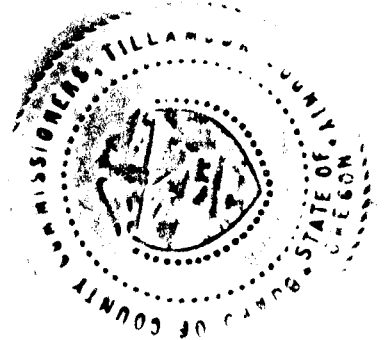
31 
32 Mary Wujcik, Recording Secretary
33 & Special Deputy
34
35

36 **APPROVED BY:**
37

38 
39 Chairperson
40


Vice Chairperson


Commissioner



CALL TO ORDER – March 15, 2004

1. **9:00 a.m.** Public Comments – Non-Agenda Items – REQUEST TO SIGN GUEST LIST
2. Discussion Concerning a Customer Service Program Called the “Q” Program/Sally Clay
3. Consideration of Application for Congressionally Directed Grant Award & Library Update/Sara Charlton - *Chair Signs*
4. Miscellaneous Personnel Matters & Information Services Update/Craig Schwinck
5. Community Development Update/Bill Campbell
6. Public Works Update/Aaron Suko
7. Management Analyst Update/Paul Levesque *Denise Linton
Secretary
1:00 - Thurs
Library, Contracts, May 6*
8. Staff Update/Calendar Review & Scheduling/Agenda Review/Suggestion Box/Inter-Office Matters
9. Board Concerns, Non Agenda Items & Announcements
10. Public Comment

ADJOURNMENT

At **8:15 a.m. on Monday, March 15**, and at **8:15 a.m. on Wednesday, March 17**, the Commissioners will be holding Executive Sessions, pursuant to ORS 192.660(1)(i), for performance evaluations. At **1:00 p.m. on Monday, March 15**, the Commissioners will be holding an Executive Session, pursuant to ORS 192.660(1)(a) to conduct interviews. All three Executive Sessions will be in the Commissioners Meeting Room of the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook. They are not open to the public.

On **Wednesday, March 24**, the Commissioners will be holding their weekly Board Meeting at **6:30 p.m.** The meeting will be in the Commissioners Meeting Room of the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook.

The Commissioners and the County's Budget Officer have set the following schedule for developing the **budget for Fiscal Year 2004-2005**. All the work sessions and meetings are open to the public and will be held in the Commissioners Meeting Room of the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook.

Work Sessions: Wed, April 14, 1:00-4:00 p.m.
Thurs, April 15, 9:00-4:00 p.m.
Fri, April 16, 9:00-11:30 a.m.

Budget Meetings: Wed, April 28, 1:30-4:00 p.m.
Thurs, April 29, 9:00-4:00 p.m.
Fri, April 30, 9:00-4:00 p.m.

**BOARD OF COMMISSIONERS'
STAFF MEETING
Monday, March 15, 2004**

PLEASE PRINT CLEARLY

Name

Mailing Address

Item of Interest

Name	Mailing Address	Item of Interest
Sara Charlton		Library
Aaron Ginko	P.W.	#6
Sally Clay	TDA	Q Program
Nancy Steiner	DCD	#5 + SAFETY
Tom Manning	Emcls. Mtg.	Safety Committee
Gus Meyer	On Record	General
John Gwin	"	"
Craig Schumck	TC	#4
Neal Lemery	Justice Court	Safety - Personnel
Michael Soots	communications	update
Lisa Phipps	TCDCD	#5

(Please use reverse if necessary)

3/15/2004

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
01/23/03	10	59	20	0	970	40	23	0	0	0	0
01/30/04	6	65	15	1	1016	50	18	0	0	0	0
02/06/04	16	176	8	0	1338	34	22	1	0	0	0
02/13/04	6	72	23	4	1108	35	24	1	0	0	0
02/20/04	1	63	11	4	1100	36	21	0	0	0	0
02/27/04	35	70	19	1	1185	47	25	0	0	0	0
03/05/04	58	381	61	9	1287	152	92	2	0	0	0
03/12/04	12	67	24	1	1445	57	29	0	0	1	0
Total											
YTD	176	1069	210	23	11769	529	304	5	0	1	0
G:\Build\forms\Insp Log.xls											

For the week ending 3-8-4

Submitted By: Nancy