



MINUTES-TILLAMOOK COUNTY BOARD OF COMMISSIONERS STAFF MEETING

Monday, October 11, 2004

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OCT 21 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:** Sheriff Todd Anderson; Del Schleichert;
8 Parks Department Director; Bill Campbell. Community Development Director; Aaron Suko, Public
9 Works Director; Craig Schwinck, Human Resources & Information Services Director; Craig
10 Wakefield, Building Inspector
11

12 **GUESTS:** Gus Meyer
13

14 **CALL TO ORDER:** By Chair Hanneman at 8:30 a.m. in the Commissioners' Meeting Room.
15

16 **ITEM NO. 1: PUBLIC COMMENTS - NON-AGENDA ITEMS:** There were none.
17

18 **ITEM NO. 2: CONSIDERATION OF ORDER APPOINTING A JUSTICE OF THE PEACE**
19 **PRO TEM FOR PROCEEDINGS INVOLVING TILLAMOOK COUNTY V. DELBERT**
20 **RICHARD DUREN, CITATION NUMBERS 2206 AND 2207:** Mr. Levesque stated that Mr.
21 Duren's attorney objected to Judge Lemery hearing the matter. Judge Lemery asked to be recused.
22

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

26 The Commissioners signed Order #04-91.
27

28 **ITEM NO. 3: CONSIDERATION OF LOCAL LAW ENFORCEMENT BLOCK GRANT**
29 **APPLICATION FOR RENEWAL OF THE GRANT:** Sheriff Anderson said this was for the
30 continuation of the grant.
31

32 Commissioner Josi moved to approve the application and authorize the Chair to sign, Commissioner
33 Hurliman seconded, passed with three aye votes.
34

35 The Chair signed the grant application.
36

37 **ITEM NO. 4: HUMAN RESOURCES & INFORMATION SERVICES UPDATE:** Mr.
38 Schwinck said the AFSCME negotiations were on October 19 and November 9. The first session
39 would deal with non-financial matters. The second session, after the results of Measure 34 were
40 known, would deal with financial issues. There was a Management Roundtable on Friday, October
41 15th, which would cover Measure 34. Mr. Schwinck also reported on the new Spam filter.

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1 Mr. Schwinck discussed the computer use policy that prohibits personal use of e-mail. He said
2 audits of the e-mail system were not used unless directed by the Board. He described the process
3 for dealing with computer data on a terminated employee.
4

5 Commissioner Hurliman felt an audit on certain e-mail was needed in certain areas, which he had
6 discussed with Mr. Schwinck. Commissioner Josi wondered if it could be handled in a public
7 information request. There was a discussion regarding which was the better process.
8

9 Chair Hanneman said there was already a public information request from the media for all
10 information in the past year for one individual.
11

12 Commissioner Josi felt a full audit would be too much work for I.S. Mr. Schwinck said he had not
13 seen the media request but felt it probably dealt with the use of e-mail by one individual for political
14 purposes.
15

16 Chair Hanneman recessed the meeting at 8:59 a.m. and reconvened at 9:04 a.m.
17

18 Commissioner Josi said there was no conferencing when the Board was on recess. Commissioner
19 Hurliman said that, after reading the letter from the Headlight Herald, he had no further concerns.
20

21 **ITEM NO. 7: PARKS DEPARTMENT UPDATE: a Discussion Concerning Applications for**
22 **Grants for Purchase of Picnic Tables and for Barview Park Master Plan:** Mr. Schleichert
23 described the two grant applications to State Parks.
24

25 Commissioner Hurliman made a motion to approve the requests. Commissioner Josi seconded the
26 motion.
27

28 Mr. Schleichert said the planning grant is \$10,000 - \$15,000. There will be mapping and public
29 outreach. He added that within the next year to 18 months, he will be seeking a County Park Master
30 Plan.
31

32 The motion carried with 3 ayes.
33

34 **ITEM NO. 5: COMMUNITY DEVELOPMENT UPDATE:** Mr. Campbell distributed a memo
35 on interim building official services. (See attached) which he summarized. He is proposing to
36 contract with Winstead & Associates for A-level plan reviews and consulting, that the three certified
37 inspectors serve as interim building officials for each of their service areas, (to receive out of class
38 pay of 5%), and moving Jon Pyle to either part time (24-40 hours) or full time.
39

40 Mr. Campbell said they were at 112% of revenues after purchasing two new vehicles. He reviewed
41 all of Mr. Pyle's recently acquired certifications. He added that he thought the union will be moving

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1 to eliminate the part time (less than 19 hours without benefits.)

2
3 Commissioner Josi said he has no problem with the first two interim, but that the decision regarding
4 Mr. Pyle be held until after election day.

5
6 Commissioner Hurliman felt that Mr. Pyle should not move to part time without benefits until after
7 November 2.

8
9 Mr. Campbell said he concurred with it, but doesn't think we would go back to 1990's levels. He
10 was afraid we would lose Mr. Pyle in the next 3 weeks.

11
12 The Board indicated they were favorable to the request concerning Mr. Pyle, but needed to wait until
13 after the election.

14
15 Craig Wakefield said a workable structure has been proposed, and that Mr. Campbell had the support
16 of the staff. He added that the department works more like a business model since Mr. Campbell
17 came on board, by providing good client service.

18
19 Chair Hanneman felt Mr. Wakefield's approach was very professional. Commissioner Josi said
20 he also appreciated Mr. Wakefield's comments.

21
22 Commissioner Hurliman made a motion to accept Mr. Campbell's recommendation regarding the
23 Winstead contract and delegation of building official responsibilities.

24
25 The motion was seconded by Commissioner Josi and carried with three ayes.

26
27 Mr. Campbell will bring the contract to the Board for FEMA acquisition funds. We will be working
28 with Oregon Emergency Management and Lynne Krueger will be working with this project (25%
29 of her time) and Chenoa Descloux (10% of her time). Also Mr. Campbell and city staff will spend
30 time on this. They are ready to proceed with appraisals. An Intergovernmental Agreement with the
31 city will also be developed. The grant contract will be scheduled for the Board meeting on the
32 evening of October 20.

33
34 It was noted that the mitigation plan has been sent in. The county is working with cities for future
35 planning.

36
37 Mr. Campbell then updated the Board on the Steven's/Idaville property subsurface issue. Our
38 insurance attorney is involved.

39
40 Mr. Campbell said the GIS training with the cities was completed last week, and the training was
41 well attended. They will be working on GIS during the fall to plan implementation.

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1 There was no further update on the Goal 5 legal opinion.

2
3 Mr. Campbell then updated the Board on the Miami wetland matter concerning the Eckroth pit,
4 including the recent history of the quarry and storage of aggregate up the road from the site. He
5 estimated there were several hundred thousand cubic yards. It has been pulled back from the stream
6 and hydro-seeded. He added that the owners have been cooperative.

7
8 Mr. Campbell discussed the allegations that turbidity is still entering the wetland. The complainant
9 could not attend the field meeting last week.

10
11 Mr. Meyer said the Tillamook Estuary Partnership (TEP) voted to survey and study the wetland.

12
13 Mr. Campbell added that there was a website that alleged direct filling in the wetland which was not
14 true.

15
16 Chair Hanneman recessed the meeting at 9:52 a. m. and reconvened at 10:07 a.m.

17
18 **ITEM NO. 6: PUBLIC WORKS UPDATE:** Mr. Suko reported that the paving was completed on
19 Shore and Pine last week in Pacific City. The same contractor is also working on the Sandlake
20 project.

21
22 Mr. Suko reported on the North 101 Wilson River bridge to Suppress Road, STIP project. With
23 recent changes at ODOT, the project will be rescoped to the Latimer Road Highway 101 project to
24 use available funds. He announced that the first public meeting on the rescoped project will be at
25 the end of November.

26
27 Mr. Suko said the design at Hwy 6 and Wilson River Loop will now begin. ODOT is not willing
28 to do a signaled intersection. He said WH Pacific has been hired by ODOT for this work.

29
30 Mr. Suko reported on a non permitted approach with Tillamook Lumber off of 12th. Street. He said
31 Tillamook Lumber needs to get a permit and pave the approach.

32
33 Mr. Suko said he has been unsuccessful in setting up a meeting with Nestucca RFPD. He will be
34 out of his office Wednesday through Friday of this week.

35
36 Mr. Suko then discussed an AOC Transportation Task Force meeting next week on the 19th. It was
37 noted that Commissioner Josi will not be able to attend.

38
39 Mr. Suko said Tom Manning, Emergency Management, sent an email Friday that included photos
40 on the George Creek crossing on Evergreen Road. He described the drainage issues. He added that
41 this is not on his top ten culvert replacements, but would make a good Watershed Council project.

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1 As the creek is wide at that location, a bridge may be required.

2
3 Mr. Meyer will take this issue to TEP.

4
5 **ITEM NO. 8: MANAGEMENT ANALYST UPDATE:** Mr. Levesque updated the Board on the
6 library and wetland projects, as well as his schedule for the week.

7
8 **ITEM NO. 9: STAFF UPDATE/CALENDAR REVIEW & SCHEDULING/AGENDA**
9 **REVIEW/SUGGESTION BOX/INTER-OFFICE MATTERS:** Mr. Levesque suggested the
10 SWCD report be placed on the agenda for Wednesday's Board meeting

11
12 Chair Hanneman asked that a Resolution in support of the SWCD ballot measure be placed on the
13 agenda as well.

14
15 The Board reviewed, amended and approved the Wednesday Board agenda. It was noted that Jane
16 Scott would be on vacation. Ms Wujcik was asked to schedule with L-Can to fill in for her.

17
18 **ITEM NO. 10: BOARD CONCERNS - NON-AGENDA ITEMS & ANNOUNCEMENTS:**
19 There were none.

20
21 **ITEM NO. 11: PUBLIC COMMENTS:** there were none.

22
23 Chair Hanneman adjourned the meeting at 10:52 a.m.

24
25 **RESPECTFULLY** submitted this 20 day of October, 2004.

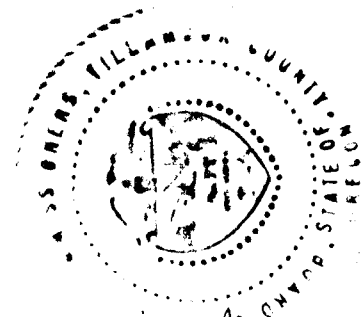
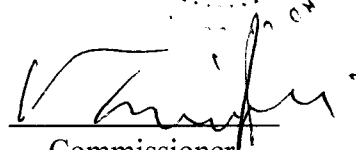
26
27 County Clerk: Tassi O'Neil

28
29
30 
31 Mary Wujcik, Recording Secretary
32 & Special Deputy

33
34 **APPROVED BY:**

35
36 
37 Paula Hanneman
38 Chairperson

39 absent
40 Vice Chairperson



Commissioner

BOARD OF COMMISSIONERS'
STAFF MEETING
Monday, October 11, 2004

PLEASE PRINT

Name	Address	Item of Interest
Bill Campbell	Med	#5
Aaron Gilco	FW	#6
Gus Meyer	On Record.	General
Craig Schwab	Personnel / IS	#4
Craig Wakefield	Comm Dev	—
TODD ANDERSON	SHERIFF	#3

(Please use reverse if necessary)

CALL TO ORDER – October 11, 2004

1. **8:30 a.m.** Public Comments – Non-Agenda Items – **REQUEST TO SIGN GUEST LIST**
2. Consideration of Order Appointing a Justice of the Peace Pro Tem for Proceedings Involving Tillamook County v. Delbert Richard Duren, Citation Numbers 2206 and 2207
3. Consideration of Local Law Enforcement Block Grant Application for Renewal of the Grant/Sheriff Todd Anderson
4. Human Resources & Information Services Update/Communications Report/Michael Soots
5. Community Development Update/Bill Campbell
6. Public Works Update/Aaron Suko
7. Parks Department Update/Del Schleichert
 - a. Discussion Concerning Applications for Grants for Purchase of Picnic Tables and for Barview Park Master Plan
8. Management Analyst Update/Paul Levesque
9. Staff Update/Calendar Review & Scheduling/Agenda Review/Suggestion Box/Inter-Office Matters
10. Board Concerns, Non Agenda Items & Announcements
11. Public Comment

ADJOURNMENT

There will **NOT** be a Staff Meeting on **Monday, October 18th**. The Commissioners will be attending a District 7 Meeting in St. Helens. (District 7 is composed of Columbia, Clatsop, Lincoln and Tillamook counties, and meets on a quarterly basis to discuss issues of common concern.)

At **6:30 p.m. on Wednesday, October 20, 2004**, the Commissioners will hold their weekly meeting at the Kiawanda Community Center, 34600 Cape Kiwanda Drive, Pacific City.

At **6:30 p.m. on Wednesday, November 10, 2004** the Commissioners will hold their weekly meeting at the Pine Grove Community Center, Laneda Avenue in Manzanita. The Commissioners' meeting will follow an Oregon Department of Transportation Open House on the STIP Program, which begins at 4:30 p.m.

Veteran's Day is an observed holiday for the County, as well as the Oregon State Circuit Court. All the offices in the Courthouse and the Administrative Section of the Justice Facility (Sheriff's Office and Parole & Probation offices) will be **CLOSED** on **Thursday, November 11, 2004**.



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

From: Bill Campbell, Director
Department of Community Development

A handwritten signature in black ink, appearing to read 'Bill Campbell', is written over the printed name of the Director.

Subject: Interim Coverage for Building Official Services for Tillamook County

Nancy Steiner, Building Official, obtained approval of a request for Family Medical Leave (FML) effective September 28, 2004. She had indicated, in a letter, to program staff that she would be taking 30-60 days of FML. She further indicated that Craig Wakefield would take on the responsibilities of Building Official in her absence. Ms. Steiner does not possess the authority, in her capacity as Building Official, to appoint a replacement or delegate authority such authority without Director approval.

To provide interim coverage and to strengthen the program I am recommending the following actions for implementation, subject to the concurrence and approval of the Board:

- We entered into a brief contract for Engineering and Fire Life Safety Plan Review services with Steve Winstead and Associates, Oregon City, Oregon. The agreement provided limited Professional Services with Winstead and Associates to assist us in the Fire Life Safety Plan Review for the Nazarene Church. An element of **my proposal and request is to enter into a new agreement with Winstead and Associates for 1) Consulting services and assistance as the Interim County Building Official, and 2) to provide ongoing consulting services in conjunction with A-Level Fire Life and Safety Plan Reviews. Mr. Winstead charges \$100 per hour for consulting services and 70% of the Plan Review Fee for projects where they do the complete plan review.** Mr. Winstead would meet and work with Building Program staff, at a minimum, four hours each week.
- Three of our Building Inspectors hold Building Official Certification, although the experience level varies for each. Our three inspectors have primary responsibility in different geographic areas of the county. Craig Wakefield covers the North county area, inclusive of the cities of Garibaldi, Rockaway Beach, Wheeler and Nehalem; Vic Eagan covers the central county area and City of Tillamook; and Loren Nelson covers Bay City and the South County area. Our approach is to have Mr. Winstead formally confer Building Official responsibilities to each inspector for their respective geographic areas. Each would have Building Official responsibilities on a pro-rata

basis within their assigned geographic areas. **I recommend that each would receive "out of class" work compensation equivalent to a one-step increase for those hours where they are working as the Building Official.** Each inspector would be responsible for coordination of plan review, building inspection services, code enforcement activities and public relations within their assigned areas. They would report to the Director and work as a team to solve issues and concerns. Steve Winstead will provide program oversight and mentoring to them and the program on Building Official roles, responsibilities and obligations.

- The last piece of this interim measure is **my recommendation and request to hire Jon Pyle as a full-time Building Inspector.** Mr. Pyle has been with us less than one-full year in a Limited-Part-time capacity. During this period Mr. Pyle has upgraded his Plumbing Certification to include A-Level Plumbing Specialty Code Certification, he has also obtained Certification as a Manufactured Dwelling set-up inspector. He additionally has been working on his Mechanical Certification. Mr. Pyle has made a substantive contribution to the reduction of the daily inspection load carried by the department, which has made a significant contribution in freeing up other inspectors for plan review and other inspections. **At a minimum, should the Board not be amenable to hiring Mr. Pyle as a full-time employee I request that he be engaged as a Part-time employee engaged between 24 and 40 hours per week on a scheduled basis with employee benefits pro-rated on an hourly basis.**

This situation is, in part a revenue issue, for the department. I have compared the 1st Quarter Revenue (July-September 2003) \$170,864.74 to those of the 1st Quarter Revenue (July – September 2004) \$204,505.64; our 1st Quarter Revenues are up a total of \$33,640.90 for this year above last year representing a 19.7% increase in actual revenue in 2004 over 2003. Based upon the programs fiscal performance over the past two years and with the beginning reflected this year I believe that the construction and investment boom experienced in Tillamook County will continue. I believe that the steps recommended above, if approved by the Board for implementation, will enable us to maintain and improve upon the building program and its service to Tillamook County.

Attachments

Tillamook County



DEPARTMENT OF COMMUNITY DEVELOPMENT

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FAX (503) 842-1819
Toll Free 1 (800) 488-8280

September 29, 2004

Friends and Staff

Loren

I'm writing this memo to let you know that today is my last day of work in Community Development, for awhile. I will be taking 30-60 days of FMLA at the direction of my Doctor, Counselor and Attorney.

Craig Wakefield will take on the responsibilities of Building Official in my absence. I am very aware that this will put an extra burden on you; Chen, Deb, Pat, Elza, Craig, Vic and Loren. And for that I am truly sorry.

Should something urgent come up, please let Elza know and she can email me at home.

Thank you for your understanding and support.

Nancy

Nancy

Memo

To: Bill Campbell
From: Jon Pyle J.P.
Re: Employment status change
Date: October 1, 2004

I would like to request my employment status change from an 150 day temporary position to at least a regular part-time position with pro-rated benefits. As you are aware, since I started employment with the County I have obtained an A Level Plumbing Certification and the Manufactured Home Installation Certification. I am currently working on completing the Mechanical Certification. This, of course, is in addition to the 1 and 2 Dwelling Plumbing Inspector Certification I hold.

I enjoy the working as an inspector and particularly enjoy working with Tillamook County permit holders. I look forward to continuing this excellent service for Tillamook County. Please contact me if I can provide further information regarding this matter. Thank you for your consideration.

Tillamook County Building Section
 Permit Intake Records
 Quarter One Totals: July - September 2003

Type of permit	# of permits	Value	Fee	Plan Review	Surcharge	Total Fees
Residential - New Const.	52	\$ 7,731,722.30	\$ 27,865.50	\$ 17,738.63	\$ 1,950.72	\$ 47,554.85
Residential - Alters & Adds	75	\$ 1,040,632.85	\$ 7,115.00	\$ 4,459.28	\$ 498.34	\$ 12,072.62
Residential - Acc. Structures	38	\$ 718,556.22	\$ 4,980.00	\$ 3,237.17	\$ 348.77	\$ 8,565.94
Residential - Demolitions	11	\$ -	\$ -	\$ -	\$ -	\$ -
Commercial - New Const.	9	\$ 526,852.61	\$ 2,367.00	\$ 2,144.28	\$ 165.70	\$ 4,676.98
Commercial - Alters & Adds	23	\$ 1,733,892.12	\$ 2,775.00	\$ 6,280.52	\$ 194.28	\$ 9,249.80
Manufactured Dwellings	22	\$ -	\$ 4,400.00	\$ -	\$ 308.00	\$ 4,708.00
Plumbing	137	\$ -	\$ 26,120.00	\$ 2,125.00	\$ 1,828.41	\$ 30,073.41
Mechanical	149	\$ -	\$ 3,137.25	\$ 14.75	\$ 219.99	\$ 3,371.99
Electrical	384	\$ -	\$ 36,064.00	\$ 1,666.25	\$ 2,508.73	\$ 40,238.98
City Revenues	60	\$ -	\$ 7,054.93	\$ 2,621.90	\$ 675.34	\$ 10,352.17
Totals	960	\$ 11,751,656.10	\$ 121,878.68	\$ 40,287.78	\$ 8,698.28	\$ 170,864.74

Tillamook County Building Section
 Permit Intake Records
 Quarter One Totals: July - September 2004

Type of permit	# of permits	Value	Fee	Plan Review	Surcharge	Total Fees
Residential - New Const.	48	\$ 7,532,752.75	\$ 29,636.95	\$ 18,294.50	\$ 2,074.57	\$ 50,006.02
Residential - Alters & Adds	81	\$ 1,007,003.60	\$ 8,611.08	\$ 5,280.02	\$ 603.76	\$ 14,494.86
Residential - Acc. Structures	19	\$ 274,060.99	\$ 2,267.60	\$ 1,473.93	\$ 158.74	\$ 3,900.27
Residential - Demolitions	1	\$ -	\$ -	\$ -	\$ -	\$ -
Commercial - New Const.	13	\$ 856,912.75	\$ 3,799.10	\$ 3,494.86	\$ 266.94	\$ 7,560.90
Commercial - Alters & Adds	11	\$ 1,623,938.00	\$ 865.68	\$ 945.21	\$ 60.60	\$ 1,871.49
Manufactured Dwellings	12	\$ -	\$ 2,640.00	\$ -	\$ 544.80	\$ 3,184.80
Plumbing	157	\$ -	\$ 25,856.00	\$ 609.00	\$ 1,809.92	\$ 28,274.92
Mechanical	160	\$ -	\$ 12,780.15	\$ 161.12	\$ 894.61	\$ 13,835.88
Electrical	470	\$ -	\$ 41,879.00	\$ 5,893.37	\$ 2,932.40	\$ 50,704.77
City Revenues	94	\$ -	\$ 18,699.82	\$ 10,339.56	\$ 1,632.35	\$ 30,671.73
Totals	1066	\$ 11,294,668.09	\$ 147,035.38	\$ 46,491.57	\$ 10,978.69	\$ 204,505.64