

AUG 29 2014

TASSI O'NEIL
COUNTY CLERK

**MINUTES – TILLAMOOK COUNTY BOARD OF COMMISSIONERS' LEADERSHIP
TEAM MEETING - Monday August 4, 2014
Page 1**

WORKSHOP

COMMISSIONERS PRESENT: Bill Baertlein
Mark Labhart

COMMISSIONER ABSENT: Tim Josi (vacation)

STAFF PRESENT: Paul Levesque, Chief of Staff; Sara Charlton, Librarian; Kathy Lewis, Chief Deputy Treasurer; Bryan Pohl, Director, Community Development; Del Schleichert, Director, Parks; Liane Welch, Director, Public Works; Andy Long, Sheriff; Denise Vandecoevering, Assessor; Joel W. Stevens, Justice of the Peace; Mona Hamblen, Director, Human Resources; and Michael Soots, Director, Information Services; and Bill Sargent, County Counsel.

CALL TO ORDER: By Vice Chair Welch at 8:05 a.m. in Commissioners' Meeting Rooms A and B.

ITEM NO. 1: ANNOUNCEMENTS/INTRODUCTIONS: There were none.

ITEM NO. 2: EMERGENCY ACTION PLAN UPDATE: Bill Sargent said at the last meeting the need was expressed to cover the courthouse entrances during an evacuation to keep people from entering the building. It was decided that the floor sweepers and building sweepers would cover the doors after they made their reports.

ITEM NO. 4: (TAKEN OUT OF ORDER) VOLUNTEER/CONTRACTOR COMPUTER ACCOUNT PROCEDURES: Michael Soots discussed the need to account for contractors and volunteers, particularly when they are no longer on the system. He will send monthly reports on who is carried on the list. Department Heads will let Michael know who needs to be removed.

ITEM NO. 5: (TAKEN OUT OF ORDER) DEPARTMENT NAMES FOR THE DIRECTORY: Mr. Soots said some concern is being voiced about how departments are named on the Information Services system. BOCC would be County Commissioners. Health and Human Services (HHS) needs to be spelled out. He needs additional input within two weeks.

ITEM NO. 6: (TAKEN OUT OF ORDER) NEWSWORTHY DEPARTMENT UPDATES: Denise Vandecoevering said she will be attending the Assessors' Conference.

**MINUTES – TILLAMOOK COUNTY BOARD OF COMMISSIONERS' LEADERSHIP
TEAM MEETING - Monday August 4, 2014**

Page 2

Bill Baertlein has been on vacation. He has been working with the Headlight Herald on a weekly report on the functions of county government. He will write something up and send it to each department. He also proposed an insert in "Waste Wise."

Mark Labhart said we have the quilt block. It will be placed on the east wall at the north end. There was agreement to do so by those present. The 2nd quarter Transient Lodging Tax (TLT) returns were \$396,497. Commissioner Labhart also talked about the flood plain issues with the Endangered Species Act. Housing and Urban Development (HUD) has a billion dollar grant program to implement disaster resilience projects. State and foundation funding is also being proposed. Commissioner Labhart talked about the Oregon Department of Fish and Wildlife (ODFW) budget, the Coastal Multispecies Plan and the Board of Commissioners' letter sent to the Fish and Wildlife Commission.

Liane Welch reported on the Cape Meares Loop Road alternatives. An alternative route is supported by Congressional staffers at \$18 million. Federal Highway does not support this alternative. She also reported on the Neskowin Emergency route. They will need to assemble funding.

ITEM NO. 3: COUNTY POLICY & PROCEDURES MANUAL: Mona Hamblen said Tassi O'Neil suggested a Policy and Procedures Committee consisting of Ms. Vandecoevering, Deb Clark, Ms. Hamblen, Dan Krein, Ms. O'Neil and Mr. Soots. They will meet on August 13. She listed new policies that will be needed.

ITEM NO. 6: (CONTINUED) NEWSWORTHY DEPARTMENT UPDATES: Ms. Hamblen said three people retired last week. There have been a number of disciplinary issues and a termination. She updated the progress on Teamsters negotiations. Ms. Hamblen asked department heads to remind employees that short notice on retirement is inconsiderate. They should at least let the department head know.

Sara Charlton reported on summer activities including parades, reading programs and the Manzanita open house. On July 1 they began e-magazines. She reported on Lon Meisenhelder's memorial service. Bay City is having a festival August 30. The Library Foundation is purchasing the property next door to the library for a reading park.

Bryan Pohl said they are moving forward with e-permitting. Geographic Information Systems (GIS) is also moving forward quickly.

Del Schleichert said parks have been full. He reported on the Cape Kiwanda meeting. On weekends, holidays and special events, two dumpsters will be brought in. Garbage compaction will also continue. They are cleaning restrooms twice per day. There was a discussion about using the Law Enforcement Data System to identify vehicle owners for

**MINUTES – TILLAMOOK COUNTY BOARD OF COMMISSIONERS' LEADERSHIP
TEAM MEETING - Monday August 4, 2014**

Page 3

solid waste enforcement. A Master Plan will be developed for that area. They are still working on permitting for dredging Memaloose boat launch.

Paul Levesque provided information on the planned demolition of the Brickyard Road parcel that the county recently took under the proceedings for early termination of redemption rights. He gave high praise for the work of the jail work crew at the property and other recent projects at the County Fairgrounds. Don Averill got the bid for demolition work in the amount of \$12,000.

Mr. Levesque outlined current discussions with Oregon Department of Forestry (ODF) concerning a land exchange where the county would deed the Sprague Wayside and surrounding county land in exchange for county acquisition of the 29 acre Trask Park.

Andy Long said the last month has been busy, especially for mental health. Two search and rescues have taken place. Call volumes for July are up (6000 calls in July), approximately 1000 over last year. There is also a large gang influence from Salem. Commissioner Labhart said there is serious talk about a law enforcement levy in Pacific City/Neskowin.

Mr. Levesque updated the Leadership Team on recent prioritization for Courthouse replacement bond funds by the Association of Oregon Counties (AOC) Court Facilities Task Force. Tillamook County was ranked second by the Task Force for use of state bond funds. A 2008 study showed Tillamook County had the fourth worst court facility of the 48 such facilities in Oregon. We would also be seeking \$2 million from the Crime Fines Fund. Our financial advisor, Katie Schwab from Wedbush, will be working with Ms. Clark to develop some financial options for Board consideration.

Mr. Levesque also provided an update on the status of the Energy Savings Company (ESCO) request for proposals. Negotiations are currently underway with McKinstry.

Kathy Lewis said the auditors will be here September 8 – 19. Ms. Welch said she needs to know her cash balance at the end of last fiscal year. Ms. Lewis said that data should be available in December. Ms. Lewis said they are waiting for permits for the remodel.

Mr. Soots said audio/video editing will be the 3rd Tuesday training. They have such software. The Unified Communicator Advanced (UCA) software for phones will be placed on everyone's system.

Bill Sargent said there has been an uptick on claims.

**MINUTES – TILLAMOOK COUNTY BOARD OF COMMISSIONERS' LEADERSHIP
TEAM MEETING - Monday August 4, 2014**

Page 4

Joel Stevens said when the Sheriff has a busy month, they do as well. They had the busiest July in three years. They are reviewing the accounts receivable. Things are going well.

Ms. Welch updated road work. It has been a busy summer.

ITEM NO. 7: DATE AND TIME OF NEXT MEETING: The September 8 meeting may be at the library.

There being no further business Vice Chair Welch adjourned the meeting at 9:47 a.m.

RESPECTFULLY SUBMITTED this 29th day of August, 2014.

County Clerk: Tassi O'Neil

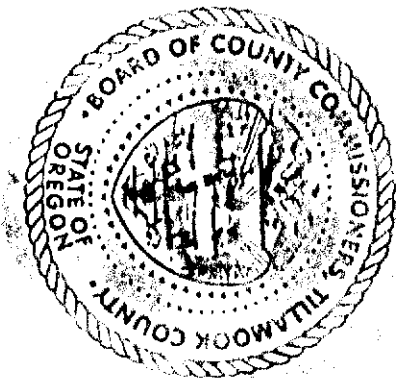
Susan L. Becraft
Susan Becraft, Recording Secretary
& Special Deputy

APPROVED BY:

Bill Baerth
Chair

Vainfi
Vice Chair

DDZ
Commissioner



NOTICE OF LEADERSHIP TEAM MEETING

of the

TILLAMOOK COUNTY BOARD OF COMMISSIONERS

with Tillamook County Elected Officials
and Department Heads

to be held

Monday, August 4, 2014 at 8:00 a.m.

Commissioners' Meeting Rooms A & B

County Courthouse, 201 Laurel Avenue, Tillamook, Oregon

BOARD OF COMMISSIONERS

Bill Baertlein, Chair

E-mail: bbaertle@co.tillamook.or.us

Tim Josi, Vice Chair

E-mail: tjosi@co.tillamook.or.us

Mark Labhart, Commissioner

E-mail: mlabhart@co.tillamook.or.us

201 Laurel Avenue

Tillamook, Oregon 97141

Phone: (503) 842-3403 FAX: (503) 842-1384

ANY QUESTIONS? Contact

Paul Levesque (503) 842-1809

E-mail: plevesqu@co.tillamook.or.us

COUNTY WEBSITE: <http://www.co.tillamook.or.us>

NOTE: The Tillamook County Courthouse is accessible to persons with disabilities. If special accommodations are needed for persons with hearing, visual or manual impairments who wish to participate in the meeting, please contact (503) 842-3403 at least 24 hours prior to the meeting so that the appropriate communications assistance can be arranged.

AGENDA

CALL TO ORDER: Monday, August 4, 2014 8:00 a.m.

1. ANNOUNCEMENTS/INTRODUCTIONS

NEW BUSINESS

2. Emergency Action Plan Update – Bill Sargent
3. County Policy & Procedures Manual – Mona Hamblen, Tassi O'Neil
4. Volunteer/Contractor Computer Account Procedures – Michael Soots
5. Department Names for the Directory – Michael Soots
6. Newsworthy Department Updates

OLD BUSINESS

FUTURE BUSINESS

7. September Meeting and Lack of Meeting Space – Tassi O'Neil

ADJOURN

BOARD MEETINGS AND ANNOUNCEMENTS

The Commissioners **will not hold a workshop or board meeting** on **Wednesday, August 6, 2014** in order to participate in activities and events at the Tillamook County Fair.

The commissioners will hold an executive session on **Tuesday, August 12, 2014** at **9:30 a.m.** pursuant to ORS 192.660(2)(i) to conduct a performance evaluation. The executive session will be in the Nehalem Boom in the basement of the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook. The executive session is not open to the public.

The Commissioners will be attending a Recycling Stakeholder meeting on **Tuesday, August 12, 2014** at **3:00 p.m.** at Tillamook Bay Community College, Room 101, 4301 Third Street, Tillamook. The purpose of the meeting is to gather input from the community regarding revising recycling and recovery rates for Tillamook County.

The Commissioners **will not hold a workshop or board meeting** on **Wednesday, August 20, 2014**. The Commissioners will attend the Oregon Coast Economic Summit hosted by the Oregon Legislative Coastal Caucus in Florence, Oregon.

The Commissioners' **evening meeting** schedule will resume in October.

**BOARD OF COMMISSIONERS'
LEADERSHIP TEAM
MEETING**

August 4, 2014

PLEASE PRINT

Name

Serg Charlton

Kathy Lewis

Brook Roberts

Brian Pohl

Del Schleichert

Welch

Andy Long

Debbie Vandewater

W. J. Williams

Mona F. Hamblen

Michael Scott

(Please use reverse if necessary)