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AUG - 3 2015  
TASSI O'NEIL  
COUNTY CLERK

**MINUTES – TILLAMOOK COUNTY BOARD OF COMMISSIONERS' LEADERSHIP  
TEAM MEETING - Monday July 6, 2015  
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**WORKSHOP**

**COMMISSIONERS PRESENT:** Tim Josi  
Mark Labhart

**COMMISSIONER ABSENT:** Bill Baertlein (vacation)

**STAFF PRESENT:** Tassi O'Neil, Clerk; Denise Vandecoevering, Assessor; Joel Stevens, Justice of the Peace; Mona Hamblen, Director, Human Resources; Liane Welch, Director, Public Works; Michael Soots, Director, Information Services; Andy Long, Sheriff; Bryan Pohl, Director, Community Development; Dan McNutt, Surveyor; Del Schleichert, Director, Parks Department; Bill Sargent, County Counsel; and Dan Krein Director, Juvenile Department.

**CALL TO ORDER:** By Chair O'Neil at 8:06 a.m. in Commissioners' Meeting Rooms A and B.

**ITEM NO. 1: ANNOUNCEMENTS/INTRODUCTIONS:** Monday, July 16 the board will meet and discuss the Chief of Staff position.

Monday July 20 the board will meet with the Coos County Commissioners regarding the Transient Lodging Tax program.

No board meetings on August 5 or 26.

**ITEM NO. 2: NEWSWORTHY DEPARTMENT UPDATES:** Joel Stevens reported that he is seeing a record year; small claims and civil filings. He will be going to the judicial conference this month. He is teaching a class on wildlife law for other judges in the state. He has accepted a Commission as a First Lieutenant in the Army National Guard, doing military law and some tactical assignments. He has been working with his Pro-Tem's to develop a plan for when he is called to active duty.

Judge Stevens said he has been following this Legislative Session. He is monitoring some of the marijuana laws as they are being discussed. There is a fee increase bill that will help with civil filings and makes the fees more in line with Circuit Court. There is a bill that requires county judges to be attorneys. This will not affect Tillamook County. There is also a Grand Jury bill that won't impact the County Court, but will impact the Circuit Court.

Mona Hamblen reported that the Ban the Box bill has passed so on January 1, 2016 Human Resources will no longer be able to ask an applicant if they have been convicted of a crime. They are working on a "Drug Free Workplace" policy update as a result of the

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legalization of recreational marijuana law. Sterling Background is doing the county's background checks (\$55-75 per person). Non-General Fund departments will be paying for these services.

Ms. Hamblen stated that the Teamsters will be voting on their contract this week. They will be mediating on July 28<sup>th</sup> with the AFSCME Union. They are also bargaining with AFSCME on the Information Services (IS) position that is now being contracted out. Ms. Hamblen is also going to work on employee's email signatures and their classification. Some employees are not signing as OSS2, but as a more specialized function in their title.

Michael Soots reported Information Services continues to review cloud services for the county. The next Tuesday class will be on July 21 on Excel graphics. On July 13, at 10:30 a.m. there will be a special presentation by the Secretary of State Archivist on records retention requirements.

Mr. Soots said the Sierra Club has formally requested the last two years of Tim Josi's emails regarding state Timber Forest Lands. Mr. Soots said that this has been difficult to manage. He warned the team about Ransomware, a virus that lock's your data and then requests money from you to unlock your data.

**ITEM NO. 3: PRESENTATION ON WEB SITE DEVELOPMENT PROGRESS:** Nick Hageman and Jeff Underwood gave a Power Point presentation on their progress to update the County's website (see attached). Comments from around the table included:

Del Schleichert – We need to keep up with technology with the county's website, as the Parks Department relies on on-line reservations.

Denise Vandecoevering - Agrees that we need to keep up with technology if we had \$100,000. She is happy with the website as it is. She would rather spend the money on data storage.

Brian Pohl – It is a hard time to make a big staff commitment as Melissa Stresing is on maternity leave, and they cut 1.0 FTE. He would rather spend the money on scanning the documents they have in the office for easier retrieval.

Andy Long – Is currently down a clerk. It is difficult to commit the time for a webmaster. He is also losing an additional 2.0 FTE on August 1. He wants to live with what we have.

Tassi – Agreed with everyone else. It was not budgeted during the process. She suggested this go through the budgeting process next year.

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**ITEM NO. 2: (CONTINUED) NEWSWORTHY DEPARTMENT UPDATES:** Andy Long reported that this Legislative Session had a bill on police body cameras. Policies are being developed and include access to the data. Jana McCandless and Andy Long decided to reduce their fleet as a result of budget cuts. As a result of this, they had a car go on the "blitz" that had 185,000 miles. They need extra vehicles for the busy summer months. This is going to be an issue next year.

They are hiring a Corrections Deputy and have been trying to hire a nurse for the jail for quite a while. They have had one or more death investigations per week. Bay City's recent fire on 5<sup>th</sup> and Main is being investigated as arson.

The Sheriff's office was too busy over the 4<sup>th</sup> of July weekend to meet all of the needs. They had 25-35 campers on the beach in Pacific City with the associated garbage and using the beach as a toilet.

Dan Krein said he is really busy and does not have enough staff.

Mark Labhart stated he is very disappointed in the lack of a transportation package from this Legislative Session. The "Gang of 8", which included Senator Johnson, worked really hard with Governor Brown but they just could not get there. There was also a lot of work by the Association of Oregon Counties on this issue. Commissioner Labhart talked about the marijuana "Opt Out" legislation for certain counties. Since the local voters passed Measure 91, Tillamook County cannot opt out.

The Coos County Commissioners will be meeting with the board to talk about our process in establishing and implementing the Transient Lodging Tax. Paul Levesque, Debbie Clark and Tommy Steiber will also be part of that meeting. Senator Johnson again supported Tillamook County with our efforts to get state funds for our proposed court facility. We were successful with being awarded \$7.8 million. Now we just need the local share.

Bill Sargent reported that he is working on an Ordinance to develop the Salmonberry Trail. He received 13-14 TLT grant applications. His job is to review them for legal eligibility. He is reviewing a lot of contracts; mostly for the Road and Health departments. He is reviewing records for a case under LUBA review which may go to the circuit court (Hathaway and The Nature Conservancy project on the Kilchis). He has settled with Mr. and Mrs. Wilkes at the Bowling Alley on Third Street for the Road Department.

Liane Welch said they are having a late start on Long Prairie Road, which will be closed from July 6 to 17 for reconstruction. They are also starting construction on Bixby Road, for the Little Foland Creek culvert replacement. Wyss Bridge is under construction; they

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will start the stop bar painting soon. They are short \$386,000 for the Lommen Bridge local match. The \$1 million estimate for local match is now \$1,386,000.

Dan McNutt reported that surveys are up as a result of the improving economy. He signed a subdivision plat, which is one of the first since 2008. They are busy working on projects for the Road Department.

Brian Pohl stated that the Neskowin Coastal Hazards Report recommendations have been remanded at LUBA; the issue is the housing analysis. The remand public hearing is July 22. He is down 1.5 FTE's. This is the busiest DCD has been since 2008, as the economy improves in our county. The Bayocean Spit rezoning hearing will be held in the next couple of weeks.

Del Schleichert reported that Parks received an approval from the Oregon State Marine Board for a grant to study the sedimentation issues at Memaloose Boat ramp. With the hot weather in the valley, Parks has seen a 22% increase in revenues from June 2014 to June 2015; \$161,000 to \$199,000, respectively. Over the 4<sup>th</sup> of July weekend, garbage at Cape Kiwanda parking area was a big problem.

Tassi O'Neil said recordings are up. Friday's are the busiest days for the Clerk's office. Passports and marriage licenses are up. HB 2177, the Motor Voter bill passed, and they are working on policies. Tillamook County could see an increase of up to 3,000 voters. The Clerk's Conference will be August 17-20 in Tillamook.

Denise Vandecoevering said she is working on the ratio report for the Department of Revenue. Tillamook County is trending RMV up 5-11%.

**ITEM NO. 4: UPDATE ON STATUS OF REPORTS FROM DEPARTMENT HEADS/  
ELECTED OFFICIALS AND DISCUSSION CONCERNING STRATEGIC LONG TERM  
PLANNING FOR THE COUNTY USING MODEL DEVELOPED BY UMATILLA  
COUNTY:** Michael Soots is working on the County's Strategic Plan. He will send out the next draft to the Leadership Team.

**ITEM NO. 5: DATE AND TIME OF NEXT MEETING:** August 3, 2015 at 8:00 a.m.

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There being no further business Chair O'Neil adjourned the meeting at 10:00 a.m.

**RESPECTFULLY SUBMITTED** this 27<sup>th</sup> day of July, 2015.

County Clerk: Tassi O'Neil

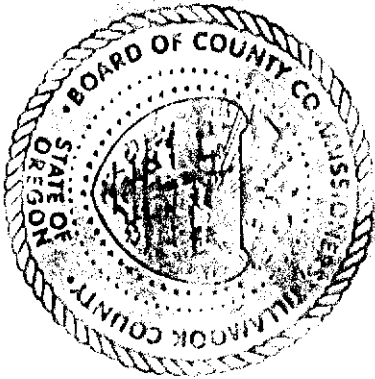
*Rachel Hagerty*  
Rachel Hagerty, Recording Secretary  
& Special Deputy

**APPROVED BY:**

*Tassi O'Neil*  
Chair

*Mark Zolbet*  
Vice Chair

*Bill Baute*  
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, July 6, 2015 at 8:00 a.m.**

**Commissioners' Meeting Rooms A & B**

County Courthouse, 201 Laurel Avenue, Tillamook, Oregon

**BOARD OF COMMISSIONERS**

Tim Josi, Chair

E-mail: [tjosi@co.tillamook.or.us](mailto:tjosi@co.tillamook.or.us)

Mark Labhart, Vice Chair

E-mail: [mlabhart@co.tillamook.or.us](mailto:mlabhart@co.tillamook.or.us)

Bill Baertlein, Commissioner

E-mail: [bbaertle@co.tillamook.or.us](mailto:bbaertle@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](mailto: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, July 6, 2015 8:00 a.m.

### 1. ANNOUNCEMENTS/INTRODUCTIONS

#### NEW BUSINESS

### 2. Newsworthy Department Updates

9:00 a.m.

### 3. Presentation on Web Site Development Progress/Nick Hageman & Jeff Underwood

### 4. Update on Status of Reports from Development Heads/Elected Officials and Discussion Concerning Strategic Long Term Planning for the County Using Model Developed by Umatilla County/Michael Soots

#### FUTURE BUSINESS

### 5. Date and Time of Next Meeting – August 3, 2015 at 8:00 a.m.

#### ADJOURN

### BOARD MEETINGS AND ANNOUNCEMENTS

**INDEPENDENCE DAY** is an observed holiday for Tillamook County, as well as the Circuit Court. Because Independence Day falls on Saturday, July 4 all offices in the Courthouse, including the Circuit Court will be **closed on Friday, July 3, 2015**. In addition, the administrative offices in the jail and justice facility, Tillamook County Road Department, Tillamook County Community Development Department, Tillamook County Surveyor's office and health department and clinics will also be closed. However, the Library will be **open on Friday, July 3, 2015** and **closed on Saturday, July 4, 2015**.

The commissioners will hold an executive session on **Tuesday, July 7, 2015** at **8:00 a.m.** pursuant to ORS 192.660(2)(i) to conduct a performance evaluation. The executive session will held in the in the Nehalem Room, in the basement of the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook, Oregon. The executive session is not open to the public.

The commissioners will hold an executive session on **Wednesday, July 15, 2015** at **3:00 p.m.** pursuant to ORS 192.660(2)(i) to conduct a performance evaluation. The executive session will held in conference Room B at the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook, Oregon. The executive session is not open to the public.

The commissioners will hold a workshop on **Thursday, July 16, 2015** at **3:00 p.m.** with the county staff to discuss the Chief of Staff position. The workshop will be held in conference B at the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook, Oregon.

The commissioners will hold a workshop on **Monday, July 20, 2015** at **9:00 a.m.** with the Coos County Commissioners to discuss Tillamook County's transient lodging tax. The workshop will be held in conference B at the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook, Oregon.

The commissioners **will not hold a workshop or board meeting** on **Wednesday, August 5, 2015** in order to participate in activities and events at the Tillamook County Fair.

The commissioners **will not hold a workshop or board meeting** on **Wednesday, August 26, 2015**. The commissioners will attend the Oregon Coast Economic Summit hosted by the Oregon Legislative Coastal Caucus in Grand Ronde, Oregon.

The commissioners' evening meeting schedule will resume in October.



**BOARD OF COMMISSIONERS'  
LEADERSHIP TEAM  
MEETING**

**July 6, 2015**

PLEASE PRINT

Name

Tassi Mend

Denise Sanderson

John St. John

Mona D. Hamblin

Steve Welch

Michael Soots

Andy Long

Bryan Ruhl

DAN MCHUTT

Del Seilerichent

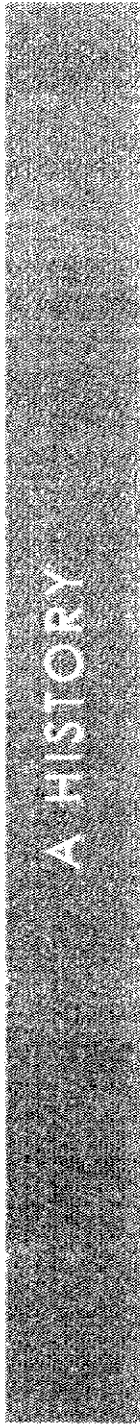
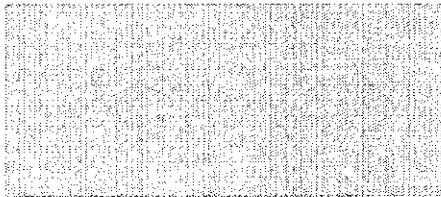
Bill Sargent

Don Kuzin

(Please use reverse if necessary)

# WEBSITE REDESIGN

A HISTORY



## PHASE 1

Initial designs were presented and discussed with all webmasters. No consensus could be reached regarding a general look and feel.

Ty came on-board, and was able to design a page that was widely accepted. Due to his extensive web design background, this was done in about 2 months, including time for webmaster meetings to review and accept the layout.

## PHASE 2

Turn mockup into working webpages

Requires in-depth knowledge of the development software

Can be difficult to make the technology reflect the vision and still function correctly

The main page and department templates were finished, but special pages were still being set up and tested when the project was discontinued in favor of the DNN platform that became available to us.

# LIBRARY WEBSITE UPGRADE

Requirements gathering – more than just HTML:

- Calendars
- Chat & Online Forms
- Resource Bookings
- Document Management
- User & Workflow Management
- Graphical Content

Functions and complexity requires a content management system (CMS) – DNN

# SKILLS ASSESSMENT

Knowledge and experience to put it all together

- Web Design
- Web Programming
- DNN Module implementation
- Web Server management

Time and Resources required for employees to acquire these skills wasn't in the budget

Conclusion: Lack of in-house expertise meant contracting out services – Clarity

you are here: home → news & events

- Navigation
- Home
  - News & Events**
  - News
  - Library Newsletters
  - Library Calendar
  - Geek the Library
  - Tillamook Library Newsletters
  - Research Resources
  - Branches
  - Kids & Teens
  - Español
  - About Us
  - Forms, Memorial Donations & Community Rooms
  - Library Use Value Calculator
  - E-books

## News & Events

Get the latest news and read about upcoming events here!



Read the latest News and Announcements from the Tillamook County Libraries or check out our story time schedule.

And don't forget the Library Calendar: Storytimes, Book Discussions, Computer Classes, and more!



Learn more about new programs and materials available at the library. Read the Tillamook County Library News.

**location & hours**

**MAIN LIBRARY**  
 1716 3rd Street  
 Tillamook, OR 97141  
 503-842-4792

**HOURS**  
 Mon-Thu: 9am-9pm  
 Fri-Sat: 9am-5:30pm  
 [branch info]

**search the web**

Google

Search

**calendar**

**View the Library Calendar of Events**



ENGLISH SPANISH MY ACCOUNT

Find anything at the library



- Catalog Search
- Website Search

ABOUT US

LOCATIONS & HOURS

E-RESOURCES

OUR SERVICES

EVENTS

NEW ITEMS

Kids

TEENS

WELCOME  
TO THE TILLAMOOK COUNTY LIBRARY



NEED HELP

## How Do I

RENEW AN ITEM

GET A LIBRARY CARD

FIND A BOOK

RESEARCH A TOPIC

LEARN A LANGUAGE

USE LIBRARY WIFI

DOWNLOAD AN EBOOK

RESERVE A COMMUNITY ROOM



Summer Reading begins June 22nd!



## HOW WE GOT THERE

Clarity managed the project and technical resources – They knew what questions to ask  
Library Staff developed the content, approved layouts, and provided the vision

These results was possible because:

- We had strong leadership to make decisions and staff willing to take on new roles
- We had the funds needed to fully develop the solution

## WHAT DID IT COST?

Hardware and Networking – \$8,500

Software and Licensing – \$10,000

Clarity Site Development and Support – \$24,000

Plus ongoing costs required to support the hardware, software, and changes as future requirements demand

Library benefitted from infrastructure already established by the County

## LOOKING AT THE FUTURE

How does this inform us on a County Website project

- IS has gained experience with deploying modern web site but we still...
  - Lack knowledge to meet new web function requirements
  - Need additional time and people resources to manage the project
- Web Masters in each department need to master new processes to create and maintain content