



# **TILLAMOOK COUNTY BOARD OF COMMISSIONERS NOTICE OF MEETING AGENDAS**

---

## **BOARD OF COMMISSIONERS:**

**Mary Faith Bell**, Chair      mfbell@co.tillamook.or.us  
**David Yamamoto**, Vice-Chair      dyamamoto@co.tillamook.or.us  
**Erin D. Skaar**, Commissioner      eskaar@co.tillamook.or.us

## **CONTACT:**

201 Laurel Avenue  
Tillamook, Oregon 97141  
503.842.3403  
[www.co.tillamook.or.us](http://www.co.tillamook.or.us)

## **LEADERSHIP TEAM TELECONFERENCE**

**Tillamook County Board of Commissioners  
Elected Officials & Department Heads**

**MONDAY, JULY 26, 2021  
9:00 a.m.**

**TELECONFERENCE: 1-971-254-3149  
CONFERENCE ID: 736 023 979#**

---

The board reserves the right to recess to executive session as may be required at any time during noticed public meetings, pursuant to ORS 192.660(1).

**MINUTES – TILLAMOOK COUNTY BOARD OF COMMISSIONERS' LEADERSHIP  
TEAM MEETING – Monday, July 26, 2021  
Page 1**

**WORKSHOP**

**COMMISSIONERS PRESENT:**

Mary Faith Bell  
David Yamamoto  
Erin D. Skaar

**STAFF PRESENT:** Denise Vandecoevering, Assessor; Rachel Hagerty, Chief of Staff; Isabel Gilda, Board Secretary; Chris Laity, Director, Public Works; JoAnn Woelfle, Director, Parks Department; Ryan Connell; Justice of the Peace; Damian Laviolette, Director, Information Services; Nick Torres, Veteran's Services Officer, Veteran Services; Sarah Absher, Director, Department of Community Development; Matt Thenell, Director, Juvenile Department; Matt Kelly, Undersheriff; Josh Brown, Sheriff; Geri Godber, Director, Library; Erin Frost, Director, Human Resources; Marlene Putman, Administrator, Health & Human Services; Bill Sargent, Interim County Counsel, and Tassi O'Neil, Clerk.

**CALL TO ORDER:** By Chair Stevens at 9:01 a.m. via teleconference.

**NEW BUSINESS:**

**ITEM NO.1: ANNOUNCEMENTS AND INTRODUCTIONS:** There were none.

**ITEM NO.2: DISCUSSION CONCERNING RECORDING PROCEDURES IN THE CLERK'S OFFICE:** Tassi O'Neil reminded department head staff of the recording guidelines and requirements for documents recorded with the Clerk's Office. Tassi offered to review templates before they were signed and asked staff to reach out for further assistance.

**ITEM NO.3: DISCUSSION CONCERNING CHANGES TO THE BOARD OF COMMISSIONERS' MEETING SCHEDULE:** Joel Stevens reported that the Board of Commissioners was considering the option of combining the board workshop and board meeting into one single meeting and asked the Leadership Team if there were any concerns. Commissioner Bell provided some historical information regarding the current workshop and meeting schedule and that the new proposed meeting time would be 9:00 a.m., also the meetings would continue to be televised. Commissioner Bell advised that discussions with the commissioners regarding agenda items could also be discussed at a Board Briefing on Wednesday afternoons.

**MINUTES – TILLAMOOK COUNTY BOARD OF COMMISSIONERS' LEADERSHIP  
TEAM MEETING – Monday, July 26, 2021**

**Page 2**

**ITEM NO.4: DISCUSSION CONCERNING LEADERSHIP TEAM FUTURE MEETING**

**FORMAT:** Joel Stevens discussed the meeting format options for future Leadership Team meetings and if they should return to in-person again or continue with virtual attendance. Geri Godber reported that she would like to keep the virtual option for now and Sarah Absher stated that she liked the idea of hybrid meetings. JoAnn Woelfle advocated for virtual meetings because it saves travel time. Joel stated that virtual attendance had been helpful and would continue to look into the matter further.

**ITEM NO.5: DISCUSSION CONCERNING LEADERSHIP TEAM MEETING IN**

**AUGUST:** Joel Stevens asked the Leadership Team if the meeting scheduled for August was needed given that the July meeting had been postponed to the end of the month. The consensus was that the August meeting should be cancelled.

**ITEM NO.6: NEWSWORTHY DEPARTMENT UPDATES:**

Sarah Absher shared her office was still very busy processing permits and Planning Commission hearings, and still involved in staff recruitment.

Josh Brown thanked Erin Frost and the H.R. Department for their ongoing assistance and improved communication with the hiring process. Josh also noted he had been working with TPUD for a scheduled power outage and transformer work at the justice facility.

Shawn Blanchard reported her office was on the verge of implementing the new ADP payroll software and department heads may want to read the new AFSCME agreement that was recently signed.

Geri Godber discussed that the library was busy with the summer reading program, and that new T-Mobile hot spots were now available to patrons.

Nicholas Torres provided an update on recent veterans' Tillamook rodeo and that staff were still to transporting veterans to medical appointments in Portland.

Chris Laity reported he had been working a lot recently with the Human Resources Department and OSHA training.

Tassi O'Neil stated that the Clerk's Office was still busy with passports and marriage licenses and that office hours had changed to 8:30-5:00 p.m. Tassi added that notary services were available for courthouse-related documents only and passports were by appointment only.

**MINUTES – TILLAMOOK COUNTY BOARD OF COMMISSIONERS' LEADERSHIP  
TEAM MEETING – Monday, July 26, 2021  
Page 3**

Matt Thenell announced the Juvenile Department had a new staff member on board, and that he would be attending a virtual training conference in September.

JoAnn Woelfle shared that the Parks Department was still only 75% open due to being short-staffed. JoAnn also reported a record number of visitors again this year at the campgrounds.

Marlene Putman left meeting at 9:30 a.m. and did not provide an update.

Rachel Hagerty reported a consultant, MurraySmith, had been hired for the Cape Kiwanda Corridor project and that she was working on planning a project-related workshop with key stakeholders scheduled for July. Rachel added that she continued to work on the broadband project and that a League for America fellow would start in August and be working from the courthouse.

Commissioner Skaar shared details from a recent commissioners' workshop with local fire districts, fire chiefs and other community members and that communication was a key issue during emergencies.

Commissioner David Yamamoto shared details concerning a recent conference in Washington, D.C. David advised that the fire season this year was set to be a dangerous one and announced the Association of Oregon Counties would be holding meetings in Tillamook in September.

Commissioner Bell provided an update regarding the trees along Highway 6 and that they were actually heat damaged, but the good news was that they wouldn't significantly increase fire risk.

Joel Stevens announced House Bill 2560 signed recently by the Governor would mean that those departments who currently managed public meetings would be required to continue to offer virtual options for attendance post-COVID.

**FUTURE BUSINESS**

**ITEM NO.7: DATE AND TIME OF NEXT MEETING:** September 6, 2021 at 9:00 a.m.

There being no further business Chair Stevens adjourned the meeting at 10:03 a.m.

## **AGENDA**

CALL TO ORDER Monday, July 26, 2021 9:00 a.m.

### **NEW BUSINESS**

1. Announcements/Introductions
2. Discussion Concerning Recording Procedures in the Clerk's Office/Tassi O'Neil, Clerk
3. Discussion Concerning Changes to the Board of Commissioners' Meeting Schedule/Joel Stevens, County Counsel
4. Discussion Concerning Leadership Team Future Meeting Format/Joel Stevens, County Counsel
5. Discussion Concerning Leadership Team Meeting in August/Joel Stevens, County Counsel

### **OLD BUSINESS**

6. Newsworthy Department Updates/Elected Officials, Department Heads

### **FUTURE BUSINESS**

7. Date and Time of Next Meeting – Monday, August 2, 2021 at 9:00 a.m.

### **ADJOURN**

### **OTHER MEETINGS AND ANNOUNCEMENTS**

The Commissioners will attend a planning meeting for the Kiwanda Corridor Project on **Tuesday, July 27, 2021** at **2:00 p.m.** The meeting will be held in the Kiawanda Community Center, Faye Jensen Room, 34600 Cape Kiwanda Drive, Pacific City, Oregon.

The Pacific City/Woods Parking Advisory Committee has scheduled a meeting for **Wednesday, July 28, 2021** at **1:00 p.m.** The teleconference number is 1-253-215-8782, Meeting ID: 826 3627 1523, and Passcode: 345999.

## **Tillamook County Clerk's Office**

201 Laurel Ave. / Tillamook, OR 97141

Phone: (503) 842-3402 Email: [clerk@co.tillamook.or.us](mailto:clerk@co.tillamook.or.us)

### **RECORDING GUIDELINES**

- Sheets of not less than 20-pound opaque bond paper.
- Sheets that are not larger than 14 inches long and 8 1/2 inches wide.
- Text must be printed or written in 8-point type (approximately 1/8 inch) or larger.
- There must be enough space for the recording sticker (3" X 2.25") to be placed in the upper right corner on the first page of the document.

### **First Page Requirements**

*In addition to the above, ORS 205.234 requires that certain information be contained on the FIRST PAGE of the document presented for recording as follows:*

- Name of the Transaction (see ORS 205.236).
- Names of the Parties
- Person to whom the document will be returned to.
- True and actual consideration as required by ORS 93.030.
- Tax statement required by ORS 93.260.
- For County Clerk Lien Records, the information required by ORS 205.125 (1) (c) and (e).
- Effective January 1, 2008, all Assignment of Mortgages and Trust Deeds must include the name and address of the assignee on the first page of the document. If the information is contained somewhere other than the first page of the document, a \$20 non-standard fee will be charged in addition to all other recording fees. If the assignee name is given without the address, the document will be rejected for recording.

In the event that the above referenced information is not on the first page of the document, a cover sheet should be prepared with the information and would be recorded with the document. It will become part of the document and would be subject to the \$5.00 per page recording fee. The cover sheet does not have to be signed or acknowledged.

If the document does not meet the above requirements, yet can be legally recorded and the person does not prepare a cover sheet, then a \$20.00 NON STANDARD fee shall be collected in addition to all other applicable fees. ORS 205.327.

Each document, in order to be recorded, must be clearly labeled with the names of the transactions contained within the document. An additional fee of \$5.00 shall be charged for each additional transaction involving the same parties and the same properties in a single document. See Recording Fees for more information.

## TILLAMOOK COUNTY CLERK'S AND RECORDING FEES

Updated June 2, 2018

Most documents include a fee increase of \$40 due to HB 4007

### DEED, MORTGAGE & UCC FILINGS\*

#### **\$87.00\* First Page, \$ 5.00 Each Additional Page**

Fee Breakdown:	County Clerk's Fees	\$ 5.00 per page
	Assessment & Taxation Fee (A&T)	\$10.00
	Land & Corner Preservation (PLCP)	\$ 9.00
	Administrative Fee ORD 34 (Adm)	\$ 1.00
	Oregon Land Information System Fee (OLISF)	\$ 1.00
	Affordable Housing Fee (AH)	\$60.00
	Tillamook Co. Affordable Housing Col. (AHC)	\$ 1.00

### STATUTORY LIEN RECORD – COUNTY CLERK LIEN RECORD\*

#### **\$77.00\* First Page, \$ 5.00 Each Additional Page**

Fee Breakdown:	County Clerk's Fees	\$ 5.00 per page
	Assessment & Taxation Fee (A&T)	\$10.00
	Oregon Land Information System Fee (OLISF)	\$ 1.00
	Affordable Housing Fee (AH)	\$60.00
	Tillamook Co. Affordable Housing Col. (AHC)	\$1.00

### PLATS & PARTITIONS

Subdivision	\$170.75 first page, \$5 each additional page
Minor Partition	\$107.00 first page, \$5 each additional page
Condominium	\$115.75 first page, \$5 each additional page

### PETITION FOR VACATION (ORS 368.341)

(\$1,400.00 Road Fund \$250.00 General Fund) Bk 111 page 724

\$1650.00 + \$75.00 filing fee

### VACATION ORDER/ORDINANCE

\$120.00 (1) page  
\$125.50 (2) pages  
\$131.00 (3) pages

Fee Breakdown:	County Clerk's Fees	\$ 5.00 per page
	Assessment & Taxation Fee (A&T)	\$10.00
	Land & Corner Preservation (PLCP)	\$ 9.00
	Administrative Fee ORD 34 (Adm)	\$ 1.00
	Oregon Land Information System Fee (OLISF)	\$ 1.00
	Surveyor's Fee (ORS 271.230)	\$25.00
	(Certified copy to Surveyor and Assessor)	\$ 8.00 plus .25 per add'l page
	Affordable Housing Fee (AH)	\$60.00
	Tillamook Co. Affordable Housing Col. (AHC)	\$1.00

### ANNEXATION/WITHDRAWAL Petition to County Comm. \$100.00 +filing fee \$75.00

### EASEMENTS (over land owned by Till. Co.) \$600.00 + recording fees

### ADDITIONAL FEES:

-Non-Standard (ORS 205.327)	\$20.00
-Additional Assignments, Releases & Satisfactions	\$ 5.00 each (ORS 205.320)
-Additional Transaction or Title	\$ 5.00 each (ORS 205.236) (CCJ Bk 82, Pg 506 & Bk 104 & Pg 334)
-Photocopies	\$3.75 + .25 per/page
-Clerk's Certification/Acknowledgement	\$3.75
-Passport Photos	\$15.00
-Marriage License & Dec. of Domestic Partnership	\$50.00 (\$25 Clerk's Fees & \$25 DHS)