



# CITY OF SEASIDE CITY COUNCIL AGENDA

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Monday, December 12, 2022

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To provide public comment for City Council meetings, participants should register prior to the meeting. Please complete the form linked below to offer public comment at an upcoming City Council meeting. You may provide public comment using the following methods:

1. In-person (meetings are held at Seaside City Hall, 989 Broadway, Seaside, OR)
2. Via Zoom web conference or telephone (obtain link and register at [cityofseaside.us](http://cityofseaside.us))
3. Written comments may be submitted using this [form](#), via e-mail to [publiccomment@cityofseaside.us](mailto:publiccomment@cityofseaside.us) or in person at City Hall (989 Broadway, Seaside, OR).

If you are providing public comment in person or via Zoom, please keep in mind your comments will be limited to three (3) minutes. If your comments will be longer than three (3) minutes, please submit your comment in writing and utilize your three (3) minutes to summarize your written document. Please review the [Public Comment Rules of Conduct](#) prior to the meeting.

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## COMMITTEE INTERVIEW: 5:45 PM

1. PARKS ADVISORY COMMITTEE APPLICANT: DAVE EILENBERGER

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## EXECUTIVE SESSION: 6:00 PM

1. EXECUTIVE SESSION IN ACCORDANCE WITH ORS 192.660 (2) (e) – TO CONDUCT DELIBERATIONS WITH PERSONS DESIGNATED BY THE CITY TO NEGOTIATE REAL PROPERTY TRANSACTIONS.

The Public Meeting Law authorizes governing bodies to meet in executive session in certain limited situations. ORS 192.660. An “executive session” is defined as “any meeting or part of a meeting of a governing body which is closed to certain persons for deliberations on certain matters.”

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## CITY COUNCIL MEETING: 7:00 PM

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. RECOGNITION
  - a) MAYOR CITATION OUTSTANDING CITIZENSHIP, Mayor Barber
  - b) RECOGNITION OF OUTGOING MAYOR BARBER AND COUNCILOR PHILLIPS

6. **PUBLIC COMMENTS** Members of the public may use this time to provide comment to the City Council on items that are not scheduled on this agenda for a public hearing or public comment. Speaking time is limited to three minutes.

7. **DECLARATION OF POTENTIAL CONFLICT OF INTEREST**

8. **CONSENT AGENDA**

- a) PAYMENT OF THE BILLS - \$495,515.98
- b) APPROVAL OF MINUTES – November 28, 2022

9. **REPORTS AND PRESENTATIONS:**

- a) CLATSOP ECONOMIC DEVELOPMENT RESOURCES (CEDR) ANNUAL REPORT, Kevin Leahy

10. **UNFINISHED BUSINESS:**

- a) **ORDINANCE 2022-10** – AN ORDINANCE OF THE CITY OF SEASIDE, OREGON, PROVIDING FOR THE VACATION OF A TEN-FOOT-WIDE UTILITY EASEMENT WITHIN THE PREVIOUSLY VACATED STREET, JEFFREY DRIVE
  - OPEN PUBLIC COMMENTS
  - CLOSE PUBLIC COMMENTS
  - COUNCIL COMMENTS
  - MOTION FOR THIRD READING BY TITLE ONLY – ALL IN FAVOR AND OPPOSED
  - MOTION TO ADOPT – ROLL CALL VOTE
- b) **VACANCY** CONVENTION CENTER COMMISSION (1 Vacancy)  
PARKS ADVISORY COMMITTEE (1 Vacancy – 1 Application)  
PLANNING COMMISSION (1 Vacancy)

11. **NEW BUSINESS**

- a) **NOTICE OF PUBLIC HEARING** - APPROVAL OF CONSTRUCTION MANAGER/GENERAL CONTRACTOR (CM/GC) CONTRACTING METHOD FOR CITY OF SEASIDE POLICE DEPARTMENT AND MAIN FIRE STATION SEISMIC REHABILITATION
  - OPEN PUBLIC HEARING
  - CLOSE PUBLIC HEARING
  - COUNCIL COMMENTS
  - MOTION TO APPROVE CM/GC CONTRACTING METHOD
- b) **RESOLUTION #4014** – A RESOLUTION OF THE CITY OF SEASIDE, OREGON, REGARDING CLATSOP ECONOMIC DEVELOPMENT RESOURCES (CEDR)

- PUBLIC COMMENTS
  - CLOSE THE PUBLIC COMMENTS
  - COUNCIL COMMENTS
  - MOTION TO READ BY TITLE ONLY – ALL IN FAVOR AND OPPOSED
  - MOTION TO ADOPT – ALL IN FAVOR AND OPPOSED
- c) **VACANCY** BUDGET COMMITTEE (1 Vacancy – Term Expiration)  
LIBRARY BOARD (1 Vacancy – Term Expiration)  
TOURISM ADVISORY COMMITTEE (2 Vacancy – Term Expiration)
- d) **DISCUSSION OF 2023 CITY COUNCIL MEETING TIMES**

**12. COMMENTS FROM CITY STAFF**

**13. COMMENTS FROM THE COUNCIL**

**14. ADJOURNMENT**

Complete copies of the Current Council meeting Agenda, Packets, and Minutes can be viewed at:  
[www.cityofseaside.us](http://www.cityofseaside.us).

All meetings other than executive sessions are open to the public. When appropriate, any public member desiring to address the Council may be recognized by the presiding officer. Remarks are limited to the question under discussion except during public comment. This meeting is handicapped accessible. Please let us know at 503-738-5511 if you will need any special accommodation to participate in this meeting.

# NOTICE OF SPECIAL EXECUTIVE SESSION MEETINGS

City of Seaside, Oregon

Notice is hereby given that the Seaside City Council will conduct Executive Session Meetings on Monday, December 12, 2022, at 6:00 PM, in the Conference Room, at Seaside City Hall, 989 Broadway. The purpose of the executive session meetings:

- a) Council to conduct an Executive Session in Accordance with ORS 192.660 (2) (e) to conduct Real Property Transactions

The executive session is being held pursuant to ORS 192.660(2)(e), to conduct deliberations with persons designated by the city to negotiate real property transactions.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours prior to the executive session. Please contact Kim Jordan, City Recorder, who will handle accommodation requests, at (503) 738-5511, or [kjordan@cityofseaside.us](mailto:kjordan@cityofseaside.us) to make a request for an interpreter or other accommodations for persons with disabilities.

The Public Meetings Law authorizes governing bodies to meet in executive session in certain limited situations. ORS 192.660. An “executive session” is defined as “any meeting or part of a meeting of a governing body which is *closed* to certain persons for deliberation on certain matters.”

**CALL TO ORDER** The Regular meeting of the Seaside City Council was called to order at 7:00 PM by Council Mayor Jay Barber.

**ROLL CALL** Mayor Barber asked Kim Jordan, City Recorder, to do the roll call.

Present: Mayor Jay Barber; Council President Steve Wright; Councilors Tita Montero, Dana Phillips, David Posalski, Tom Horning, and Randy Frank.

Absent: None

Also, Present: Spencer Kyle, City Manager; Jon Rahl, Assistant City Manager; Dan Van Thiel, City Attorney, Dale McDowell, Public Works Director; Jeff Flory, Planning Director; Dave Ham, Seaside Police Chief; Joey Daniels, Seaside Fire Chief; Zach Fleck, Seaside Finance Director; and Kim Jordan, City Recorder.

**AGENDA** Mayor Barber stated motion to approve the agenda as circulated.

Councilor Phillip's so moved, with a second from Councilor Horning; carried unanimously (Phillips/Horning)

**RECOGNITION –  
MAYOR CITATION  
OUTSTANDING  
CITIZENSHIP**

Mayor Barber stated I have a special recognition this evening, to make, this is my second to last meeting. One more next month. And one of the things that I'm hoping to do in the last two meetings that, I have with you all in this role is to recognize some people in our community who are doing lots of good work, but seldom are ever recognized for the work that they do. I'm going to be doing a lot of that in this next meeting, but wanted to kind of warm everybody up a little bit tonight, I'm privileged to do. I'm going to ask these people in a moment to join me at the microphone here, but right now I want to read this to you. Shirley Smith Yates and Carl Yates are certainly Seaside citizens who deserve to be recognized by the mayor's citation for outstanding citizenship, serving those in need in our community, operating under the radar. That's my word, Shirley and Carl have served hundreds of people in our community through their ministry. Laundry of love providing enough quarters to wash two loads of laundry that assist people who have a difficult time in having their clothes washed. They also collect hygiene and personal items needed for the less fortunate. Shirley and Carl, and a host of volunteers have been doing this in Seaside since 2012. Another outreach happens at this time of year, the Christmas card outreach to women incarcerated in prison. This outreach touches many women who have no other outside contact and have become a touch point for getting their lives back on track into the community. Also, if you ask Shirley to talk this evening, she wouldn't be able to because she's lost her voice from leading the Christmas caroling at the Lighting Parade, nine years in a row, Shirley has done this. And, if you were there on the Friday night, it was really a fabulous caroling. Everybody really got into caroling that evening, even though Shirley had very little voice. On any national holiday, you'll find Carl, and many times Shirley working with the Chamber Ambassadors posting the US Flag all down Broadway and throughout our community. Finally, we all been blessed by Shirley's gift at the piano keyboard and singing at numerous public events, the monthly art walk, as well as the wine walk, and many other events. All of this pretty much without fanfare and notice. On behalf of the Council and the citizens of Seaside, thank you for what you do to make the community what it is. Shirley and Carl, would you please come up to the front. The Mayor's citation for outstanding citizenship, Shirley Smith Yates and Carl Yates serving those in need in our community. Selfless service, generosity and caring. Mayor Jay Barber, November 28th, 2022.

Carl Yates stated thanks very much. I, don't know what to say, but you know, we just, love being here and, we're just doing what we feel like we need to do.

Shirley Yates stated nine years ago, we were looking for a, place to go and serve. And, our denomination said, well, why don't you try the North Coast? And so we came here and we were looking for a place to live, and we settled here in Seaside. We knew no one and, didn't have any contacts, and we just wanted to come to bless the community and to serve them.

And in turn, we have, been so blessed by the number of people that have reached out to us and have become friends and care about us, and care about what we do. And we just love serving here. So that's about all I can say.

Mayor Barber stated we're glad you're here. Thank you so much.

The Recognition can be watched at: [www.cityofseaside.us](http://www.cityofseaside.us) [YouTube Video](#)

**PROCLAMATION**

Mayor Barber stated as we approach, December, we always know that this is the time of year for this proclamation. And, Steve is going to share that with us this evening, the Pearl Harbor Remembrance Day.

Council President Wright stated thank you, Steve. There will be, a commemoration at the convention center at nine o'clock on the seventh, so you're all welcome to attend that as well.

**SEASIDE HIGH  
SCHOOL STUDENT  
REPRESENTATIVE**

Merrick Habecker, Seaside High School Student Representative, was absent.

**COMMENTS –  
PUBLIC**

Mayor Barber stated moving on at this time, I'm going to open the floor for any comments, from the public on any item, not on the agenda this evening. If you would like to speak, please come to the microphone in the center and, give us your name and your address and keep your comments to three minutes please. Anyone? We have nobody phoning in online this evening. No comments. I will close the public comments.

**CONFLICT**

Mayor Barber asked whether any Councilor needed to declare a potential conflict of interest.

No one on the Council declared a potential conflict of interest.

**CONSENT AGENDA**

Mayor Barber stated I'll entertain a motion to approve the consent agenda.

Councilor Frank so moved, with a second from Councilor Phillips; carried unanimously. (Frank/Phillips)

Consent Agenda: Payment of the Bills - \$646,639.84; and November 14, 2022, minutes approved.

**REPORTS AND  
PRESENTATIONS:**

None

**UNFINISHED BUSINESS:**

**VACANCY –  
CONVENTION CENTER  
COMMISSION**

Mayor Barber stated we have some openings on one of our commissions and two of our committees. And this evening we interviewed a couple of applicants for them. The first one is the Convention Center Commission. We have two vacancies, actually one application that we interviewed this evening. Do I hear a motion to appoint?

Councilor Phillips moved to appoint Linda Benjamin, with a second from Councilor Frank; carried unanimously. (Phillips/Frank)

Mayor Barber stated Linda brings a lot of skills, to this role, having a career in, the chamber area, Irvine. The LA area.

Term Expiration for Linda Benjamin, Convention Center Commission, is October 25, 2025.

(2 Vacancies – 1 Application)

**VACANCY –  
PARKS ADVISORY  
COMMITTEE**

Mayor Barber stated the Parks Advisory Committee has one, vacancy and one applicant. Dave Eilenberger.

(1 Vacancy – 1 Application)

Dave Eilenberger was sick and could not attend the interview for the Parks Advisory Committee.

**VACANCY –  
BUDGET COMMITTEE**

Mayor Barber stated and then on the Budget Committee, we have one vacancy and one application. Do I hear motion to appoint?

Councilor Frank moved that we appoint Christine Binnicker to the Budget Committee, with a second from Councilor Phillips; carried unanimously. (Frank/Phillips)

Council President Wright stated I think we need to nominate as well, because I looked back and I didn't see where she had applied yet.

Spencer Kyle, City Manager, stated this was, an example. We had the application come in since our last meeting, but Kim had asked the Council at our last meeting if we have anything come in. You want us to schedule it? So we did that.

Councilor Frank moved that we nominate Christine Binnicker, with a second from Councilor Posalski; carried unanimously. (Frank/Posalski)

Councilor Frank stated and now I move to appoint Christine Binnicker, with a second from Councilor Phillips; carried unanimously. (Frank/Phillips)

Mayor Barber stated we still have an opening on the Convention Center Commission. So get the word out. We need to fill that commission completely.

(1 Vacancy – 1 Application)

**NEW BUSINESS:**

**PUBLIC HEARING**

This was the duly advertised time and place to hold a public hearing regarding an Ordinance of the City of Seaside, Oregon, Providing for the Vacation of a Ten-Foot-Wide Utility Easement within the previously vacated street, Jeffrey Drive

**ORDINANCE 2022-10**

AN ORDINANCE OF THE CITY OF SEASIDE, OREGON, PROVIDING FOR THE VACATION OF A TEN-FOOT-WIDE UTILITY EASEMENT WITHIN THE PREVIOUSLY VACATED STREET, JEFFREY DRIVE

Mayor Barber stated we have, a public hearing regarding Ordinance 2022-10. Jeff, you want to give us a little background on that?

Jeff Flory, Planning Director, stated at the last meeting I was in, front of you with, Resolution 4012, which, was to ask the Council to hold a public hearing and schedule a public hearing for tonight for, extinguishment of an easement on 1500 Spruce Drive. You'll see on the map right here. The easement runs through the property on a previously vacated street. Jeffrey Drive, that street was vacated in 1995 into a private ownership.

At the time of the vacation, the easement was not extinguished. This is just cleaning this up to get, to extinguish the easement so that property owner doesn't have to, address it. There's an ordinance in front of you, Ordinance 2022-10. Staff recommends to hold the public hearing and provided there's no public comments that would require further exploration from staff or, further time to review to, hold the first reading by title only. I the Council so chooses at their discretion to, have a second reading as well. And I can certainly answer any questions if, the Council has any.

Mayor Barber stated well, at this point, let's open, for public hearing and stand by for any possible, questions.

I'll open the floor for any public hearing comments regarding Ordinance 2022-10. Are there any comments for or against? Hearing None? I will close the public hearing and ask for Council comments. Hearing none, I'll entertain a motion to read by title, only. First reading.

Councilor Posalski moved to read Ordinance 2022-10 by title only extinguishing the 10 foot wide utility easement on the previously vacated street, Jeffrey Drive, with a second from Councilor Montero; carried unanimously. (Posalski/Montero).

Dan Van Thiel, City Attorney, read Ordinance 2022-10 first reading by title only.

Councilor Posalski moved that we conduct a second reading of Ordinance 2022 by title only extinguishing the 10 foot wide utility easement on the previously vacated Street, Jeffrey Drive, with a second from Councilor Montero; carried unanimously. (Posalski/Montero)

Mr. Van Thiel read Ordinance 2022-10 second reading by title only.

Mayor Barber stated this will be on the agenda for our first meeting in, December for the final reading and potential adoption.

#### **LIQUOR LICENSE APPLICATIONS**

Liquor License Application Full On Premises Commercial. Trucke's One Stop, 1921 S. Roosevelt, Seaside. New Owner: Imran Ali.

Mayor Barber stated a liquor license application. I think the result of the sale of a property. Please come up, sir. Tell us about, your plans for Trucke's.

Imran Ali, Trucke's One Stop Owner, stated currently I am owner of, Gorilla Gas and Market. I basically, I am a, a retired pharmaceutical engineer and moved here in 2019 to buy the Gorilla Gas after retirement. And now, Trucke's came in the market, I said might be a good opportunity to, to buy it. I will try to combine and in future probably there might be a possibility to put up some kind of apartment houses or something for the low income people.

Mayor Barber stated wonderful. That would be a great addition.

Mr. Ali stated that property goes all the way up to the city yard.

Councilor Montero stated will you continue with the, RV Park that they have there.

Mr. Ali stated there won't be any change in that. And the store will remain as it is. Employees will be working same way. I'm not going to make any changes at this moment. Maybe in future. I don't know.

Mayor Barber stated my wife is here tonight and she would want me to ask you this question. Why don't you have, why don't you offer Supreme grade gas at Trucke's.

Mr. Ali stated we have at Gorilla, we are selling non-ethanol gas. We might add up that because the two tanks are sitting right now in Trucke. We might use that one for the Supreme.

Mayor Barber stated that would be great.

Mr. Ali stated right now. We have moved the U-Haul on the backside. For all the equipment we are parking in the back.

Mayor Barber stated well I know, the police report found no reason why we should not, support your request. With that, I'll entertain a motion to approve your request.

Councilor Frank so moved that we, approve this change of ownership and the liquor license, with a second from Councilor Phillips; carried unanimously. (Frank/Phillips)



**APPROVAL –  
CM/GC CONTRACTING  
METHOD SEASIDE FIRE  
AND SEASIDE POLICE**

Mayor Barber stated next item is the approval of the construction manager, general contractor, chief.

Joey Daniels, Fire Chief, stated tonight we're looking at the Council to approve the, use of the construction manager, general contractor method. And that's about as much as I know about it. We brought in the professionals, from, WRK Engineers who we hired to run this project for us, Tyler Brumit, and he'll be on phone conference if you guys have any questions

Mayor Barber stated please give, the audience and us a little overview. This is the project that will replace roofing and a lot of other things.

Chief Daniels stated this is our seismic rehabilitation grant. We've got actually two grants. One for the police station and one for the fire station. When we did this process, we went out and hired a company, WRK Engineers, basically to oversee the entire project. And this is the contracting, to get the bids. This is the way they want to go through using the Oregon State Statute. So we're hoping this is a step. And the next step would be us getting together and figuring out what all the steps will be to, basically seismic upgrade the buildings. And this will be a two year project. We have to have it completed by October, 2024. It's a lengthy project, but it's 3.4 or just shy of 3.5 million we received for both grants.

Mayor Barber stated excellent. You're saying someone is on the phone?

Chief Daniels stated Tyler's on the phone from WRK Engineers. If you guys have any questions.

Mayor Barber stated Tyler, give us a little overview of what the project represents for your, organization.

Tyler Brennan, WRK Engineer, stated these two projects, which would be the police department and the fire station, they would be going under, seismic rehabilitation, which essentially means that we would be rehabbing the building so that if there was a seismic event, it would be still operable. We would be doing it under immediate occupancy conditions, which means that you would still be able to use the structure as an emergency shelter. And anybody that needed to be in there could be after a seismic event. For us, this would be, we would set up a schema design, and when the CM/GC gets on board, which is the construction manager, general contractor, we would work with them so that we can give you the best possible product in a sense, they'll be a part of the design process and be giving us cost estimates along the way, while also having a GMP, which is a guaranteed maximum price that you guys, or that we would be paying through the grant so that nothing ever goes over budget. And this just allows us to be a lot more hands on and a little bit more aggressive in our design because we can get a direct feedback from the contractor. Usually this will result in substantial cost savings and a lot of reduced risk to the city. And it allows you guys to select a contractor or the City Council to select a contractor that, specializes in this type of work. And overall, for these kind of projects, especially with how big the construction market is right now, that it's very important to have things set in stone.

Mayor Barber stated thank you, for that clarification and comment. Any comments from the Council?

Councilor Montero stated I have a question. I had a little trouble following it just because it's on the phone. Is this kind of the same process we went through for the convention center?

Mayor Barber stated yes. It's a very technical project you want on outside, really expert firm to really, tell you what you need to do and, then help retain or, hire the construction firm. I think those are two important gifts.

Council President Wright stated that they bring the gist of it being that there aren't a lot of surprises down the road. You figure it out front. There will still be some I expect.

Councilor Montero stated this may be a premature question, but I'm curious at this point as the building is being rehabbed. Where will our fire staff, fire prevention staff operate from?

Council President Wright stated that's what he said though, was he hopefully can do it with the schedule.

Chief Daniels stated I think the idea is both police and fire can still work in their facilities.

Chief Daniels stated as much as possible. There is a contingency of having to move things around, or even as we open up the buildings, what we don't find, that's the hope anyway. This is the hope. But this is them going to get together with us, I think, in January and come up with a plan, of looking at those type of things and how we could schedule what's best. Obviously the summer's not the best for us to have people in the dispatch center. They're pretty busy. And for us, as long as we could move, if they work during the day, we can move our apparatus outside and stuff. It's just a lot of coordination. And I think that, we picked a good firm that's also doing several other projects in Clatsop County, Knappa, Cannon Beach. Hopefully we'll have several people. They'll always be in the area to help us out.

Councilor Posalski stated can I get a clarification just on this, this process or this piece? This is just us, approving using a particular method for finding a contractor and I guess it's a combination construction manager, general contractor for the project, not approving the actual contractor. Is that correct?

Chief Daniels stated I'm going to punt to you, Tyler.

Mr. Brumit stated that is correct. This is approving us of sending out the finding of fact and putting that in a, public distribution such as a newspaper, we're putting in the Astorian. This will go out tomorrow and it'll be out for 14 days. It'll be in circulation for 14 days. Then we will come back at your next meeting, which I believe is December 12th and then you guys will, hold a public hearing for, to answer any questions and then go ahead and approve us at that point to go ahead with CM/GC again. If there are no comments or anything, or any issues from the public, then we are good to go ahead and issue our RFP, which is the request for proposals where we'll actually send out two contractors and then they will come in, we'll have a meeting, and they will show them the projects at both the police department and the fire station. And then there's are a few other important dates in between there, that we'll get to where then we'll actually receive the proposals, have a selection process, and then they will be presented to you and again, approved.

Councilor Posalski stated it's similar to us deciding whether or not we were going to use a recruiter to find a new city manager.

Mayor Barber stated it's kind of the same idea. Spencer, you had a comment.

Mr. Kyle stated I was just going to add a little bit, maybe some, hopefully some clarification. Hopefully everyone understands that we're using taxpayer dollars. And we're very careful with that. We want to make sure that the money is, spent wisely. In addition, we have an obligation to be competitive, so we're not just offering work to, a Council member or a staff member's brother or something, you know, something like that. There's a public process and a bidding process. And traditionally in the past, you would have a process where you would have an architect design something, then you would take that out to bid and take the lowest bidder or the best bidder, if you will. That's still done for many types of projects. The advantage, the problem with that is you often get, projects that are way overpriced and then you've got to re-engineer it. It's never as good when you design one thing and then under design it to get it down to the cost. And, what we've, what, many cities have found is using this method allows us to get the product that we need at the price we need more effectively while maintaining a public bidding process. There will be competition, involved in, getting the work. It maintains that public process and the jobs will be open to, competitive applicants, but is resulted in a, smoother process, financial savings to cities, and our taxpayers and, a better overall design when the, when the, the, the project is designed from the get go to meet our needs and not redesign several times to get it to the budget. I just thought that that might be helpful understanding why this is a, maybe a different process than some may be used to.

We're going through this process to make sure it's transparent and public and, and we're doing it the right

Mayor Barber stated excellent. Thank you. Any other comments?

Councilor Frank stated I like the guaranteed maximum price though.

Mayor Barber stated I like that. With that I'll entertain a motion to approve the, construction manager, general contractor, CM/GC contracting.

Councilor Frank moved that we, let our department heads there, allow WRK Engineers to use the CM/GC method for bidding for both police and fire stations, with a second from Councilor Phillips; carried unanimously. (Frank/Phillips)

Mayor Barber stated any further comment? Motion carries. Thank you, chief.

**VACANCY –  
PLANNING COMMISSION**

Mayor Barber stated we have a Planning Commission vacancy that needs to be filled. Please get the word out about that. Is this an unexpected vacancy or is this? I think the person has to go recruit, whoever left the vacancy, and it's his job. Seth, it's good to see you here tonight. Our, Councilor elect Seth Morrisey here, but leaving the Planning Commission. We need to fill that role, please get the word out about that.

**COMMENTS –  
CITY STAFF  
AND OTHERS**

Mayor Barber stated with that, we come to the end of our agenda and, we'll pause now for some comments from city staff. Chief Ham, I'll let you go first. Any comments?

Dave Ham, Police Chief, stated I don't know that I have a whole lot. I would like to thank all the public safety people who are working Thanksgiving. I know that, big family event there, and we had several that were on shift. I've got, several with some flu bug types of stuff going on. So it's cold and flu season and, might want to make sure you carry a mask with you and all that. But, other than that, everything seems to be going well at the police department.

Mayor Barber stated Zach. You're not getting off the hook tonight. Give us some comments.

Zach Fleck, Finance Director, stated I'll publicly apologize for every, University Oregon fan for my, team's performance this weekend. It's all good, but no, nothing for me. Thank you.

Mayor Barber stated thank you Zach, our finance officer, in case you, he used to be our finance officer until he wore that shirt. Dale, come and share with us.

Dale McDowell, Public Works Director, stated if you haven't been downtown to Downing Park, it looks just a tad bit different now. The concrete work was finished this last week, and Pam Fleming has plants on their way. We'll get it cleaned out the irrigation in and get it planted here in the next couple of weeks and we'll be done. Just if you do get a chance to walk by, take a peek, see what you think. Thank you very much.

Mayor Barber stated looks beautiful. Jeff, you have anything you'd like to add this evening? Let's hear from the SDDA.

Kerri Lambert stated I actually have nothing to share, Mr. Mayor.

Mayor Barber stated did I miss anybody out there?

Chief Daniels stated I missed the last meeting. I wanted to thank all the voters and our constituents for passing our levy on behalf of all the fire personnel. That does help us dramatically. Also, thank everybody, including our volunteers and all the mutual aid departments for helping us on the Tillamook Head fire, which wasn't our fire, we just ended up taking it over because there was no help. That was a fire that lasted about 12 hours. It was contained in a unit that was already, logged. It ended up being 70 acres and not 20. That's what from the landowner.

But the landowner didn't have any resources left either because they had another fire in the county. I do want to thank on behalf of all of our, staff, the rest of the cities that spent 12 hours covering for us while we were fighting that fire.

Mayor Barber stated great job. Great work. Excellent, Spencer?

Mr. Kyle stated two things. Council, you might notice, if you looked at your electronic version of your packet tonight, we've, Kim's done a lot of work. It's, a little bit different. We'll have some more conversations coming up with the Council on, what the packets may look like, coming next year. A couple of changes to point out and for, our Council and for, for the public who are, using our packet, everything's been, put in there through Adobe Acrobat as opposed to being scanned. Now everything in the document is searchable. You should be able to, take notes and save notes in your electronic packet if you choose to use it. And then also Kim has, created bookmarks. Every item in the packet, you can pull up the bookmark, the left hand screen and easily navigate between each item. For those of you and for anyone in the public that wishes or wants to be able to use an electronic packet, that should make it, a lot easier. If you do have any questions on that, feel free to stop by and come talk to us and we can show you how to navigate that. I've been using it for training. Second item, I may hopefully I'm not jumping ahead of, Jon here. We have, extended an offer and it's been accepted for our new building official. His name is Jerry Wade. He will be starting on December 12th. Two weeks from today. He comes, with 38 years of experience in building inspection, plans, examining. While Bob Mitchell's shoes will be hard to fill, this comes pretty darn close. Very experienced. We're very lucky to, bring him out here is, is getting any kind of, building, inspectors, plans examiners, building officials anywhere. Getting them hired anywhere is difficult, let alone bringing them out to the coast. We're excited to have him. With that hire, I've made, one kind of organizational change, within the city. I wanted to just make sure, kind of announce that and, make sure that the Council was aware of that. We have, taken the Planning Department and the Building Department and combined them into one department. That is now going to be the community development department. The building official will no longer be a department head. And the main reason for that is we can have that individual, in this case Jerry, focus on inspections, plans, examining and being out there doing that kind of work because it's busy enough and taking out some of the administrative roles and meetings. With that, he'll be reporting to a community development director. And, that person is Jeff Flory, our planning director is now our community development director. It's not a significant change other than having the building department report to him. His duties will otherwise remain the same. I appreciate, that, and I recognize that Jeff is really new in his profession already, but he has shown great, aptitude for learning and asking questions and, growing as he can in the position in the job. And this seemed to be a natural fit to have a building and planning kind of in one department. That will be effective on December 1st. Jeff will have a new title, and we'll have our building official on board pretty soon. But appreciate Jeff and all his work, and both for him, his employees and his department, and in our building department for all the work that we've had last couple months since, Bob's retirement.

Mayor Barber stated congratulations, Jeff. Great job. Excellent. Jon, it sounds like you've been pretty busy with, appointments and searches and so forth.

Jon Rahl, Assistant City Manager, stated we're getting close to being full. The only other update that I will add to what Spencer said is, we've agreed to contract with June Garcia, who is a library consultant, and has been involved in approximately 70 executive searches, revolving specifically around library directors for probably the past 20 years. Heavily involved in library searches, had some really good track record. We'll actually kick off a process with her tomorrow, and expect to, fully launch the position opening again in January. Part of our consultation is, really putting a job out there right around the holidays is, not advised. We're holding off, Josh Moorman as our interim library director has done a really good job, been a lot of work, but we thank him and, we'll hope to, make some good progress on this next search.

Mr. Kyle stated maybe I'll add one thing. This, help on the recruitment is really just on the marketing and getting the word out. We're not bringing them in to do the interviews and that whole process. We think we had a good process last time and we'll continue, doing that internally. It's really just marketing materials and more importantly, getting the, word out to contacts that she has in the industry. I think your most recent one, locally was the, county library director for Tillamook County.

And that was just last year, I believe. It's really, paying for some of her expertise and contacts and getting it in front of the right people. Hopefully, attracting, people that may not be looking, but are ready to, make the move. I thought that was a good move.

Mayor Barber stated excellent. Kim, anything? Thank you. Dan, you made it over the hill.

Mr. Van Thiel stated get your skis out Randy. We got snow. The city, continues to be well served by Dale. Renee and I had dinner in Astoria, and as we pulled into Seaside, Renee said, I'd like to see the lights of the city because we could see them coming down 101. We drove around, made the loop around and came back in and, she says, who does this? And I said, fellow by name of Dale, a public works director. And her only response was, doesn't Astoria have a public works director.

**COMMENTS –  
COUNCIL**

Mayor Barber stated comments from the Council. Tom, why don't you kick it off tonight?

Councilor Horning stated I just want to acknowledge the quick response of the fire department to the fire on Tillamook Head, right? And know it was really something to look up there and see the orange glow with underlining the cloud of smoke and of course, belonging to the Land Conservancy and they owned property up there, and having had a house burned down already, little panicky. I understood that it was under control and I was able to sleep, after that.

Mayor Barber stated Dana comment?

Councilor Phillips stated I don't really have any.

Mayor Barber stated I'm going to jump to the other end. David, you've got a lot of stuff going on today. A few things going on.

Councilor Posalski stated at the last meeting I had mentioned that I was meeting with a private landowner about use of their property for, the community garden, a new place to relocate it, upon the building of the softball fields over behind the pool. And I met with the American Legion and they were, amicable to using the property on the west side of their land, which is a big space. And they would love to have it developed into something like we're talking about. And so they want, we're in the process of setting up initial meetings to talk about design and how that would move forward.

Mayor Barber stated wonderful. Great place for lots of sun and, good irrigation. It'll work right there.

Councilor Posalski stated I think it'll be really, a great new place for it. That's, you know, close to the parks off of the highway and it'll be a great opportunity.

Mayor Barber stated good. Tita.

Councilor Montero stated going back to, Tillamook Head, fire on Tillamook Head. I think one of the things that this brought home to our citizens is, the feelings that so many people in California and in Oregon have had, having fires near their homes, which we have been, thankfully able to escape. I think this brought, everything more to people's reality.

I also think it made people think more about, emergency systems and, what, maybe we need to be doing for ourselves. If there's, an emergency or a disaster, another kind of disaster, not tsunami, not earthquake. I also want to compliment the, speed with which information went out to the public. I happened to be in, rehearsals down in Cannon Beach and well, actually it wasn't rehearsal, it was actually one of the plays.

And, during the time somebody said, there's a fire on Tillamook Head. By the time we were done, I was able to read everybody the, nixle and the press release that put everybody at ease, especially those who had to travel from Cannon Beach to Seaside and to Astoria. So, kudos to getting the information and the correct information and, easing the public's worries in such a timely manner.

Mayor Barber stated that was amazing. And you wonder why people vote for levies. There's your answer right there. They value our fire department and, that's just another way for them to underscore how much they appreciate the, security that you provide for our community. Thank you Chief and your volunteers and your staff.

Chief Daniels stated we did activate the EOC and those staff actually did all that press. A lot of credit goes to the department head, city staff and the EOC.

Mayor Barber stated excellent. Randy?

Councilor Frank stated I just echo what's been said and, how effective, the fire was handled and, we could see a little bit of a glow for a while, but it was nice to know that it was contained so we didn't have to wonder about what was going on. I just want to compliment the city and Dale and, the Chamber, SDDA, everybody that, puts in time putting together decorations and, putting on events and the parade, which is, traditional and, thank you, to our song leader, and so many volunteers. You know, we mention a lot, but it really is what, makes a small town quaint and, we appreciate it a lot.

Mayor Barber stated Steve.

Council President Wright stated fire's in November. Wow. Amazing. Never would've thought of that. Just so the public knows, this isn't the only fun we get to have, a number of us, are going to spend all day Wednesday, a long day, taking training in the things that elected officials should know or, should not do, and things we should do and all that. And I, greatly appreciate, the League of Oregon Cities for, allowing us to do that. A couple housing things on Monday, December 5th, right here at six o'clock, we're going to have Kim Travis from Oregon Housing and Community Services, which is kind of the major state department that, handles everything to do with housing, whether it's renting or, helping build housing, all that. She will be here that evening and then the next day, and there's still plenty of room to sign up for it. The North Coast Housing Summit is at the convention center, and if you're curious, or need the, link to log in, it's free. Anybody is more than welcome to attend. There will be people from state, federal, everybody's going to be here. So, looking forward to that.

Mayor Barber stated well, I'll wind up our meeting with a few comments. In regards to the Thanksgiving season. Went to the, parade on, Friday night. And, I was given, the responsibility of choosing the Mayors award float. And, I walked down the line and, came up to this one really spectacular float and I couldn't see who really it, who was sponsoring it. I stuck my head in the window and I said, who are you? And, one of your guys fireman said, I'm from the City of Seaside. And I recognized him immediately when he spoke. And, I really wanted to select that float as the mayor's choice, but I felt like that would be a conflict of interest. So I didn't do that, but it just underscored for me about what makes Seaside the special place that it is, that you had your public works guys in their own time, from what I understand, put together this float. I think it was, a boat or what was it? I can't remember. It was, it was spectacular. Anyway, and they went down the, parade route and I just thought, that's the quality of the place that we live, where we can step back and say, we want to make our community celebrate. And so I really felt that evening. And it just underscored for me as I'm coming to the end of my term, how grateful I am for our, fire department, our police department, our public works department, all the people that work here in City Hall and, those who work in our, wastewater disposal, water plant, all of the things that really make a city beautiful and wonderful. We are really blessed to live in a place like this. And, I just am really thankful and we need, when we see people on the street that we know are volunteering or serving in one of these departments, we need to stop and thank them, for what they're doing. And then for all the volunteers, people that are making such an impact. And the next meeting I'm going to mention a lot of people that I think need to be recognized and thanked. So my closing quote, this evening is from John F. Kennedy, one of my favorites. "We must find the time to stop and thank people who make a difference in our lives. Find the time, take the time." With that we are adjourned.

**ADJOURNMENT**

The regular meeting adjourned at 8:57 PM.

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Kim Jordan, City Recorder

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JAY BARBER, MAYOR

November 28, 2022




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# City of Seaside

## CEDR Presentation

December 12, 2022


## CEDR 2022-Priorities

**Addressing the Labor Shortage in our Region**  
 CEDR is focused on workforce training and development programs in partnership with Clatsop Community College, Col-Pac, the Governors office, and the Workforce Investment Board to maximize local job skills opportunities.  
 Update on OSU & CCC Fermentation Sector Potential Partnership from November visit.  
 Clatsop WORKS Internship program summary later in update.

**Enterprise Zone.**  
 Kevin continues as Enterprise Zone manager. Hyak Maritime & WCT Marine \$31M project at North Tongue Point. 1500 ton capacity electric mobile lift. 50 new jobs to start. Four sponsors approved the agreement and final resolution goes before Clatsop County Commission on January 11, 2023.

**CEDS Update (Comprehensive Economic Development Strategy)**  
 CEDR is working with Col-Pac (Columbia Pacific Economic Development District) on the CEDS which is a "strategy-driven plan" for regional economic development. Mayor-elect Steve Wright represents the City of Seaside on the Board.

**Clatsop County Childcare Advisory Committee**  
 CEDR is a primary member of a county-wide child care advisory committee to find solutions to the Childcare Crisis we are currently facing. Selection committee allocated \$226,500 to 12 Clatsop County Day Care Providers that would add 36% more child care slots to existing capacity. Included Sunset Empire Park & Recreation District. Strengthening Business Cohort delivered to all grant awardees by SBDC & CRR.  
 Clatsop County Job & Career Fair Summary  
 Held May 11<sup>th</sup> at the Clatsop County Fairground's. 650 students participated from seven high schools. 80 employers.. Working on 2023 dates now!

**CEDR Annual Awards Event** was held on May 26<sup>th</sup>. 13 awards were given out, including the first Skip Hauke Spirit of Business Award to Clatsop County Interim Health Director Margo Lalich. **SAVE THE DATE! 2023 CEDR AWARDS EVENT WILL BE HELD ON THURSDAY APRIL 6<sup>TH</sup> AT THE SEASIDE CONVENTION CENTER!**

# CEDR 2022 Budget



Revenue	Baseline	Pct
County Sponsorship	\$70,000	16%
City/Port/SETD	\$40,500	10%
CCCSupport-Required "Cash Match"	\$42,000	10%
Private Sector Sponsorship	\$26,000	6%
Federal/SBDC Grants	\$104,150	24%
Carryover into FY	\$143,516	34%
<b>Total Revenue</b>	<b>\$426,166</b>	<b>100%</b>
<b>Expenses</b>		
Wages & Fringe	\$285,147	67%
Rent (South County)	\$9,000	2%
Contracted Consultants/SBDC Coun.	\$25,000	6%
G&A/Advertising/Travel/Supplies/Misc.	\$38,822	9%
Unallocated (Carry into next FY)	\$68,197	16%
<b>Total Expense</b>	<b>\$426,166</b>	<b>100%</b>

**Confirmed Revenue: Clatsop County \$70,000. Cities of Astoria \$13,500, Pending- Seaside \$12,000  
 Confirmed- Warrenton \$7,500. Cannon Beach \$3,000. Gearhart \$3,000, Port of Astoria \$1,000. Sunset Empire Transportation District \$500  
 Clatsop Community College \$42,000 Cash "Match"  
 Private Sector Sponsorship \$26,000. 2022 Actual \$29,750 Currently at 75. Largest Number ever.  
 Federal/SBDC funding: SBA \$32,150. OBDD/Business Oregon \$72,000. Total= \$104,150  
 Checking Balance Carryover into the new year- \$143,516**

## We'd like to thank our CEDR Members for supporting the work we do!



**Underwriter (\$5000)**

Pacific Power

**Sustaining (\$2000)**

Georgia-Pacific Wauna Mill

**Sustaining (\$1000)**

Astoria-Warrenton Chamber of Commerce  
 Bank of the Pacific  
 Buoy Beer Co. & Pilot House Distilling  
 Columbia Memorial Hospital  
 Craft3  
 Hampton Lumber Mills, Inc  
 Holly McHone Jewelers  
 Lewis & Clark Bank  
 NW Natural Gas Company  
 Providence Seaside Hospital  
 Seaside Chamber of Commerce  
 Versa Corp

**Sponsor (\$500)**

Bornstein Seafoods  
 Columbia Bank  
 Columbia Hospitality  
 Cleanline Surf. Co.  
 Fort George Brewery + Public House  
 Hyak Tongue Point LLC  
 Lewis & Clark Timberlands

**Advocate (\$250)**

High Life Adventures  
 M & N Workwear

**Business (\$100)**

Arbor Care Tree Specialists  
 Arnie's Cafe  
 Astoria Vintage Hardware  
 Baker, Monaghan & Assoc.  
 Bayview Asphalt, Inc.  
 Bowpicker Fish & Chips  
 Bridgewater Bistro  
 Brim's Farm & Garden  
 Bussert, Law, & Associates, LLP  
 Campbell & Popkin, LLC  
 Cannon Beach Chamber of Commerce  
 Cannon Beach Vacation Rentals Coherence  
 Coherence Consulting, LLC  
 Dan Bartlett  
 Dr. Roof  
 Emmons Design  
 Encore Dance Studio LLC  
 Englund Marine & Industrial Supply  
 Fishhawk Fisheries  
 Fultano's Pizza-Astoria  
 Greensmith Landscapes  
 Gimre's Shoes Astoria, Inc.  
 Helligso Construction

Inn at Seaside  
 KABOBJO Foods Inc.  
 Knutsen Insurance  
 Lucy's Books  
 Lum's Auto Center  
 Mai Thai Food LLC  
 N. Landwehr Financial Planner  
 Ohana Media Group  
 P & L Johnson Mechanical  
 Pig N Pancake, Inc.  
 Reach Break Brewing  
 Rickenbach Construction, Inc.  
 Rohne's Brownsmead Island Farm  
 Seaside Temps  
 Senator Betsy Johnson  
 Sundial Travel Services  
 The Astorian  
 The Sharpening Doc  
 The Wine Shack  
 WWC Business Solutions

**Supporter (\$50)**  
 Cann Lawyers PC  
 Da Yang Seafood  
 Linda Dugan Insurance

**Public Sector Partners**

- Cities of:
- Astoria
  - Cannon Beach
  - Seaside
  - Warrenton
- and
- Clatsop County
  - Clatsop Community College
  - Sunset Empire Transportation District
  - Port of Astoria



# Supporting Economic Resiliency & Jobs

## 2020-2022 YTD Results



Small Business Clients Served	701
Counseling Hours	3000
Jobs Created & Retained	383
Women-Owned Businesses Supported	241
Minority-Owned Businesses Supported	180
Business Starts	27
Capital Formation	\$6,208,000
Increased Sales	\$4,672,000



Clatsop SBDC  
Oregon Coast

### Gaetano's Market & Deli

Gaetano's Market & Deli is an Italian-style deli on Oregon's North Coast featuring Italian meats and cheeses, as well as an assortment of homemade pastas, sauces, sausages and lasagna. The idea for the deli came about during the pandemic, when siblings Rachel and Matthew Gaetano, along with Matthew's wife, Julie, realized that they struggled to find the ingredients for their home-cooked Italian meals without a trip out of town.

The Gaetanos connected with the Clatsop SBDC, where they outlined the critical steps needed to put a business plan in place. With the assistance of an adviser, they completed market and customer research, used LivePlan to produce an initial financial forecast, participated in the Small Business Boot Camp, and completed the SBDC's Small Business Management program.

The result was a highly strategic marketing plan that would prove to be more effective than they ever anticipated. When they opened in 2021, the Gaetanos capitalized on the considerable momentum and buzz they had generated on social media and promptly sold out of nearly everything in the store. The days, weeks and months that followed continued to validate their concept, as locals and tourists alike frequented Gaetano's for fresh sandwiches for lunch and ready-to-cook meals for dinner. ■

"I cannot say enough about what a valuable resource the SBDC is to those looking to start a business or improve an existing business."

— Rachel Gaetano, Gaetano's Market & Deli



# Training & Supporting the Workforce



	<b>2020-Present</b>
Training Events	111
Attendees	3882

- **Monthly Free Webcasts**
- **Intensive Bootcamps:** Finance, HR, Digital Marketing
- **Industry focus areas/ partnerships:**
  - Childcare Partnership
  - Food Innovation: Partnership with North Coast Food Web/ Astoria Sunday Market
- Startup Business Bootcamp
- Latino Business Open House & Spanish Language Educational Series



# Other Strategic Priorities

**Small Business Management Program- FTE Program**

**Communications & Information Dissemination: Weekly Small Biz News**

Every Monday (over 2600 individuals)

- Average open rate 31%

**Clatsop SBDC Small Biz News**  
Address Needs & Tips for Your Small Business

**How to Create Loyal Employees (and Why It Matters)**  
Karin Cohen, Clatsop SBC Director

Follow these practical strategies to foster a team that truly cares about your business.

[Read More!](#)

**New offices are still being built, but now with an eye toward hybrid work**  
The Associated Press

If you built a shiny new office building, will your employees show up to work in it?

[Read More!](#)

**International Women's Day & small business: What's changed in the past 50 years?**  
Monica Abrams, USA TODAY

"I thought this would be a good time to look what's changed for female small business owners and entrepreneurs"

[Read More!](#)

**Workshops**

**STRENGTHENING BUSINESS PRACTICES**  
A 90-MINUTE WORKSHOP COVERING BEST PRACTICES AND PROCEDURES FOR EXISTING CHILD-CARE FACILITIES  
STARTS MARCH 14TH!  
Hosted by you SBDC

Starting March 14th (and running through mid-May) we will be doing a 6-part Strengthening Child-care workshop series with Eva Manderson from NW Childcare Resource & Referral. Contact Eva Manderson - Director, Northwest Regional Child Care Resource and Referral at: 602-216-4462

**HOW TO RUN A PROFITABLE MARKET BOOTH**  
FREE WORKSHOP - NO COST TO YOU  
MARCH 16TH @ 2 PM VIA ZOOM

How to Run a Profitable Market Booth



**INVEST IN YOURSELF & YOUR BUSINESS WITH SBM**

APPLY FOR THE 2022-23 SMALL BUSINESS MANAGEMENT PROGRAM TODAY!





**In 2022, the program achieved the strongest results since beginning five years ago.**

- 20 host employers (7 were new to the program!)
- 31 student interns hired
- Students were from all 5 Clatsop County high schools and CCC  
(Astoria HS = 14 / Warrenton HS = 5 / Clatsop CC = 5 / Seaside HS = 4 / Knappa HS = 2 / Jewell HS = 1)
- 8 Professional Development sessions
- 5 interns hired on to continue as part-time employees
- 2 interns hired on to continue as full-time employees

## 2022 results

- 85 students applied for an internship. (15 from Seaside High)
- 58 were contacted by employers for interviews. Of those, 43 interviewed. (10 from Seaside High were contacted by employers for interviews. Of those, 6 interviewed.)
- 31 were hired. (4 from Seaside High)
- 7 CW interns were offered ongoing employment after their internships. (2 of these offers were for full-time career positions!) One of these 7 students was a Seaside High Student!




Seaside High student, Monse, was offered continuing employment after her internship as a Youth Education Recreation Leader with Sunset Empire Park & Recreation District

Seaside High student, Zach, IT intern with Seaside School District

		<h2 style="text-align: center;">2022 HOST EMPLOYERS</h2>				
AUTOMOTIVE / CONSTRUCTION	MARKETING / ADMINISTRATIVE / OFFICE	COMPUTER / IT	EDUCATION / YOUTH	HEALTHCARE / VETERINARY	OTHER	
PNW Automotive, Astoria	Astoria-Warrenton Chamber	Seaside School District	Sunset Empire Park & Rec, Seaside	Columbia Memorial Hospital, Astoria	Fort George Brewery, Astoria	
Lum's Auto, Warrenton	Bree & Assoc Realty, Astoria			Providence Seaside Hospital	Astoria Public Library	
Fast Lube & Oil, Astoria	Clatsop County Planning Dept, Astoria			Safe Harbor Animal Hospital, Warrenton	Hampton Lumber, Warrenton	
Helligso Construction, Astoria	Lower Columbia Preservation Society, Astoria				Cannon Beach Police Dept	
Coastal Restoration, Gearhart	Stahancyk, Kent & Hook Law Firm, Astoria				Haystack Rock Awareness Program, Cannon Beach	

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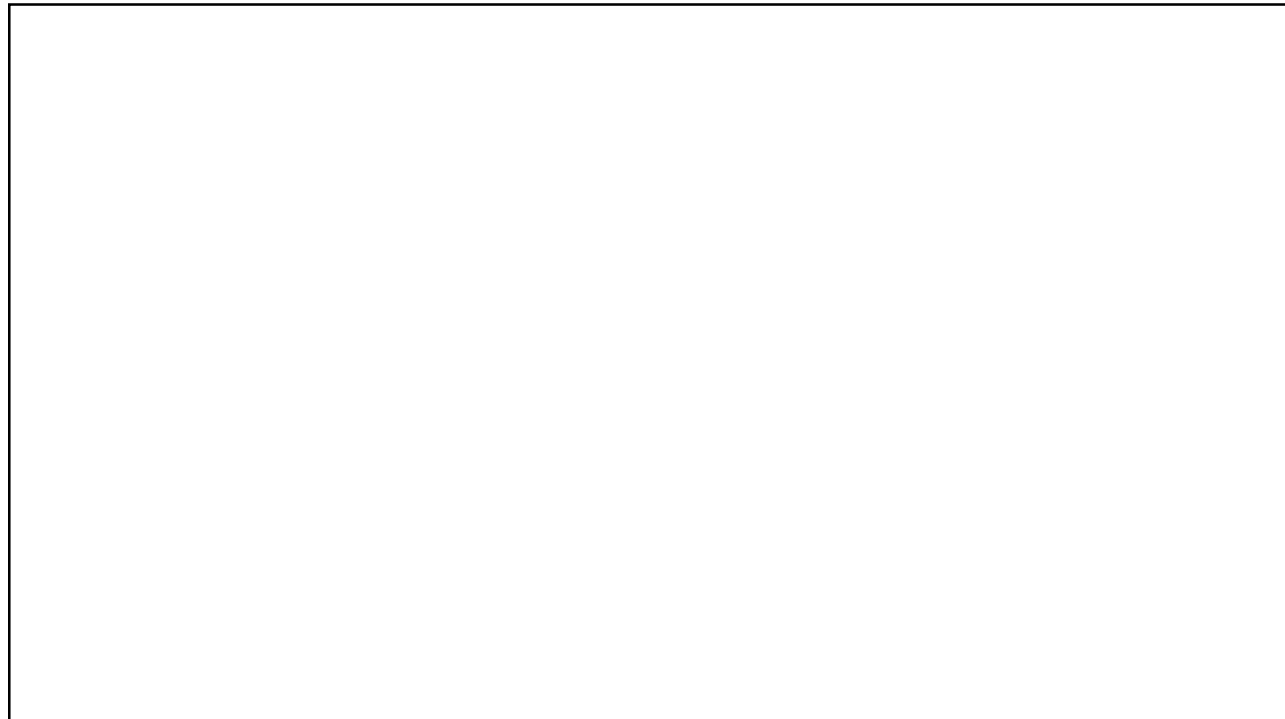
**As of Dec. 2022, we have 15 employers registered as host employers for Summer 2023, and 11 employers who have indicated they will or may be registering.**



- Last summer we had 14 host employers from North county and 6 host employers from South County
- One of our goals is to encourage more South County employers to offer internships. As of now, we have 5 South County employers registered for next summer, including two Seaside employers who are new to the program: Mason Autobody and North Coast Land Conservancy!!

*Seaside High students, Zach & Noah, IT interns with Seaside School District*

	<h3>Meet The Intern</h3>	<h1>CAREER BOUND</h1> 
	<p>This summer I instituted a social media campaign: #MeetTheIntern, which spotlighted each of our interns individually.</p> <p>See each of our intern spotlights on Facebook or Instagram</p> <p><a href="https://facebook.com/Clatsopworks/">facebook.com/Clatsopworks/</a> <a href="https://instagram.com/clatsop.works/">instagram.com/clatsop.works/</a></p>	<p>“ This internship aligns with my career aspirations to become an orthopedic surgeon. Getting a job in the healthcare area has exposed me to how a hospital works and what goes on. What excites me about this position is that I get to work in an actual hospital with many different doctors and healthcare workers such as I hope to be one day. ”</p> <p><b>CW</b> CLATSOP WORKS</p> <p><i>Seaside High student, Brady, healthcare intern with Providence Seaside Hospital</i> #MeetTheInterns</p>





# Staff Report – City Council

Meeting Date: December 12, 2022  
Author: Jeff Flory, Community Development Director  
Department: Community Development  
Subject: Easement Vacation  
Type of Item: Final Ordinance Reading and Adoption

## Introduction:

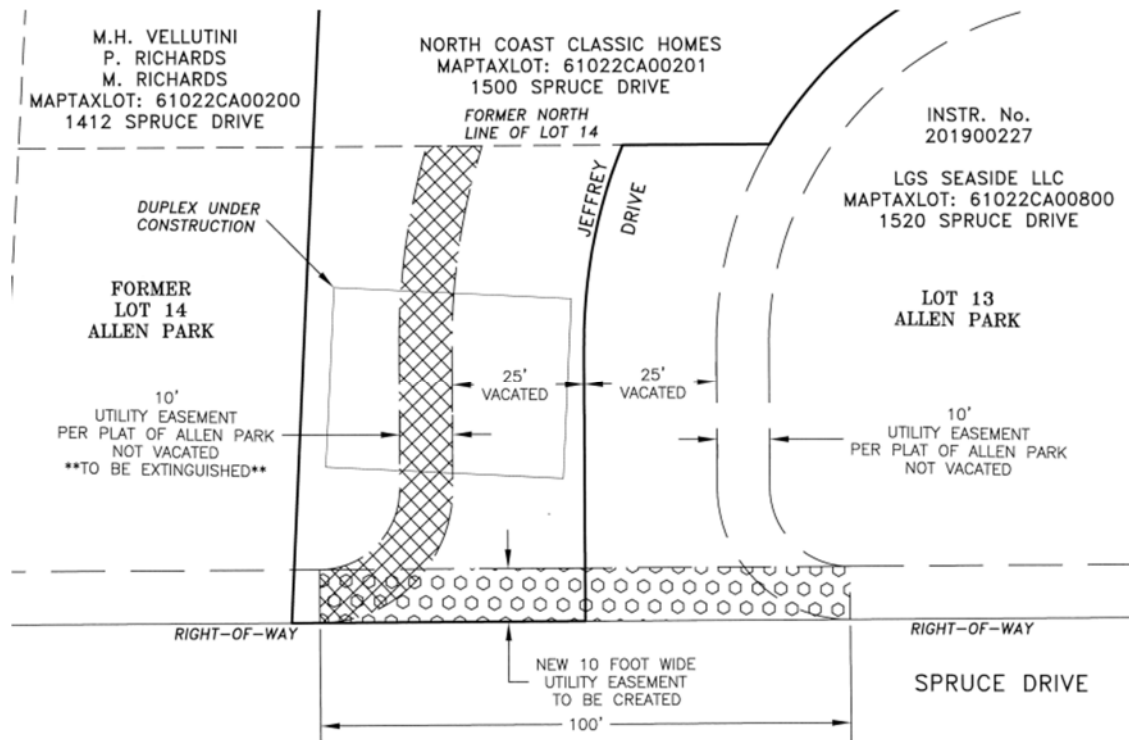
The applicant, Michael Magyar representing North Coast Classic Homes, is requesting the City of Seaside vacate a 10ft wide utility easement that is located on the property at 1500 Spruce Drive. The easement is not utilized by the city and an assessment by Seaside Public Works shows there is no future need for this easement. The applicant has agreed to grant the city a 10ft wide utility easement that runs parallel to the Spruce Drive right of way where utilities are already entrenched.

## Background:

On March 25, 1995 the Seaside City Council vacated the street described as:

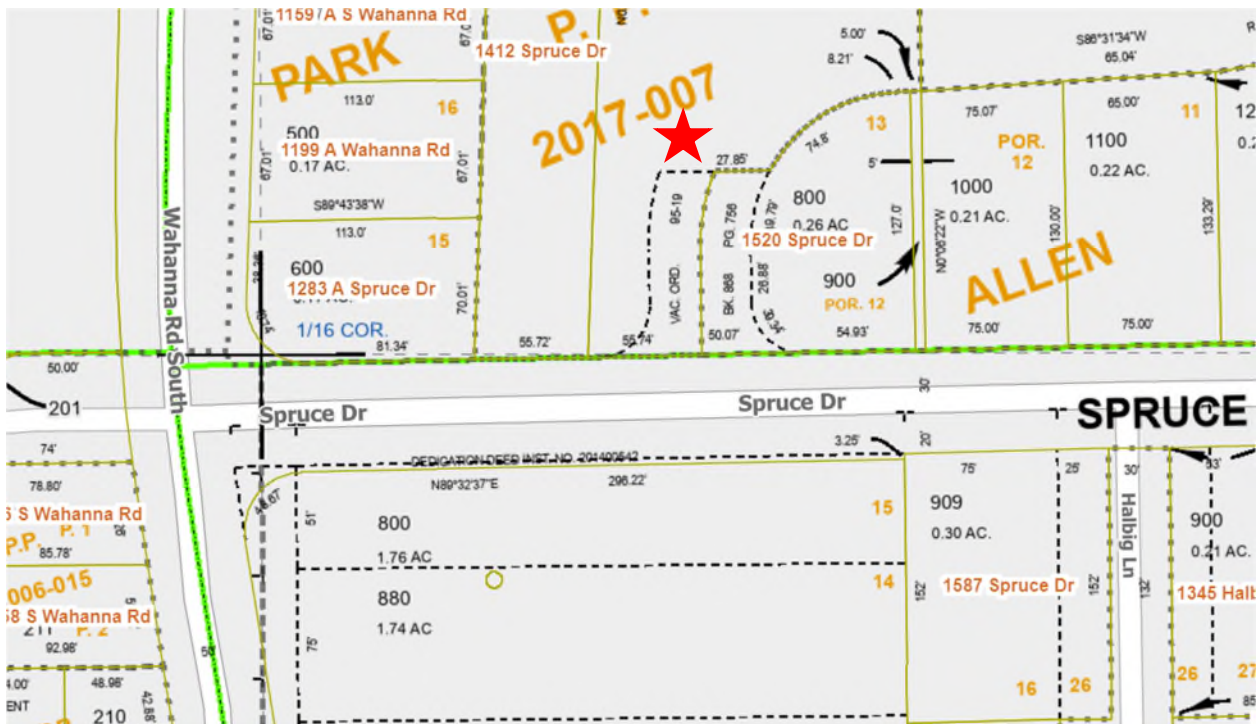
A portion of Jeffrey Drive as part of Allen Park Subdivision, located in the SE ¼ of the SW ½ of Section 22, Township 6 North, Range 10 West, Willamette Meridian, Clatsop County Oregon. All the public right-of-way which lies between lot 13 and lot 14 created by the plat of Allen Park and recorded in Book 12, Page 36, Town Plat Records, Clatsop County Oregon.

The vacated street, Jeffrey Drive, contains a 10ft wide utility easement for the future expansion of the subdivision. The subdivision expansion did not happen thus the City of Seaside vacated this street into private ownership. Although the street was vacated, the 10ft wide utility easement was not. The surveyor discovered this while preparing a property line adjustment as their project is nearing completion.



**Location:**

1500 Spruce Drive and 1520 Spruce Drive



**Budget Impact:**

There is no budget impact to the city.

**Department Review:**

This project has been reviewed by the Planning Department and Public Works. Staff has determined that there is no need to keep the easement as the street was previously vacated and is now under private ownership. However, a 10ft utility easement along the street frontage is necessary for already existing utilities.

A signed letter from the neighboring property owner (LGS Seaside LLC at 1520 Spruce Drive) was submitted by the applicant allowing the extension of the easement along the Spruce Drive frontage of their property to the already existing easement. The remaining easement on 1520 Spruce Drive is still under investigation as to whether utilities, current or future, will necessitate the use of the easement therefore; the existing easement at 1520 Spruce Drive will not be vacated at this time.

**Prior Public Meetings, Public Hearing, and Public Comments:**

On November 14, 2022 the City Council approved Resolution 4012 directing the City Manager to provide notice and schedule a public hearing on the proposed vacation. The public hearing was held at the regularly scheduled November 29, 2022 City Council meeting. There were no public comments offered, in opposition or in favor, of this request at the public hearing. As of the date of this report, December 7, 2022, no written comments have been received by Community Development staff.

On November 29, 2022 the City Council held first and second readings of the proposed Ordinance 2022-10.

**Requested Action:**

Staff recommends the City Council make the following motion for a third and final reading of Ordinance 2022-10:

“I move to read Ordinance 2022-10 by title only extinguishing the ten-foot-wide utility easement on the previously vacated street, Jeffrey Drive.”

Should the council vote in favor of the third and final reading, staff recommends the council make the following motion for final adoption:

“I move to adopt Ordinance 2022-10 extinguishing the ten-foot-wide utility easement on the previously vacated street, Jeffrey Drive.”

Mayor: After motion to adopt, ask for roll call vote.

**Attachments:**

1. Ordinance 2022-10
2. Applicant's Submittal – Existing Conditions Exhibit
3. Ordinance 95-19
4. Letter from Gary Singer
5. Resolution #4012

**Staff and/or Key Contacts:**

Dale McDowell, Public Works Director  
Jeff Flory, Planning Director



**ORDINANCE NO. 2022-10**

**AN ORDINANCE OF THE CITY OF SEASIDE, OREGON, PROVIDING FOR THE VACATION OF A TEN-FOOT-WIDE UTILITY EASEMENT WITHIN THE PREVIOUSLY VACATED STREET, JEFFREY DRIVE**

**WHEREAS**, THE City Council of the City of Seaside has determined that the vacation of the easement on the hereinafter described property will not prejudice public interest and will be for the general welfare and benefit of the City of Seaside; and

**WHEREAS**, notices and hearings as required by law have been given and held.

**NOW, THEREFORE, THE CITY OF SEASIDE ORDAINS AS FOLLOWS:**

**SECTION 1.** That the following described easement located in the City of Seaside, is hereby vacated:

A 10-foot-wide utility easement on the following property in the City of Seaside, County of Clatsop, State of Oregon, as platted in Allen Park, Book 12, Page 36, Clatsop County Records and further described below:

All of the ten-foot-wide utility easement on Parcel 1 of Partition Plat 2017-007, situated in the Southwest quarter of Section 22, Township 6 North, Range 10 West, Willamette Meridian, County of Clatsop, State of Oregon, recorded July 13, 2017 as Instrument No. 201705649, Clatsop County Records. The easement runs north and south abutting the west line of the previously vacated platted street, Jeffrey Drive. Jeffrey Drive was vacated by Ordinance 95-19, as recorded in Book 868, Page 756, Clatsop County Records.

**SECTION 2.** The Seaside City Council has established the following findings to support their favorable decision to extinguish this easement:

1. The Seaside City Council did hold a public hearing on November 28, 2022 during which the public was given an opportunity to testify in favor and in opposition of the easement vacation.
2. The above-described easement is within the previously vacated Jeffrey Drive that is now under private ownership and there is no need for the use of this easement for public utilities.

**SECTION 3.** The Seaside City Council hereby approves this vacation thus extinguishing the easement on the now privately owned property that was previously a platted street, Jeffrey Drive.

**ADOPTED** by the City Council of the City of Seaside on this \_\_\_ day of \_\_\_\_\_, 2022, by the following roll call vote:

YEAS:  
NAYS:  
ABSTAIN:  
ABSENT:

**SUBMITTED** to and **APPROVED** by the Mayor on this \_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
JAY BARBER, MAYOR

ATTEST:

\_\_\_\_\_  
Spencer Kyle, City Manager

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

*Michael Magyar*

OREGON  
JULY 12, 2016  
MICHAEL G. MAGYAR  
PLS 90788

EXPIRES: DEC. 31, 2022

MAGYAR LAND SURVEYING LLC  
POB 1309, ASTORIA, ORE. 97103  
503-338-9958

## EXISTING CONDITIONS EXHIBIT

1500 & 1520 SPRUCE DRIVE, SEASIDE, ORE.  
SUBDIVISION OF ALLEN PARK & PARTITION PLAT 2017-007  
MAPTAXLOT: 61022CA00201  
NOV. 1, 2022



### SURVEY NARRATIVE

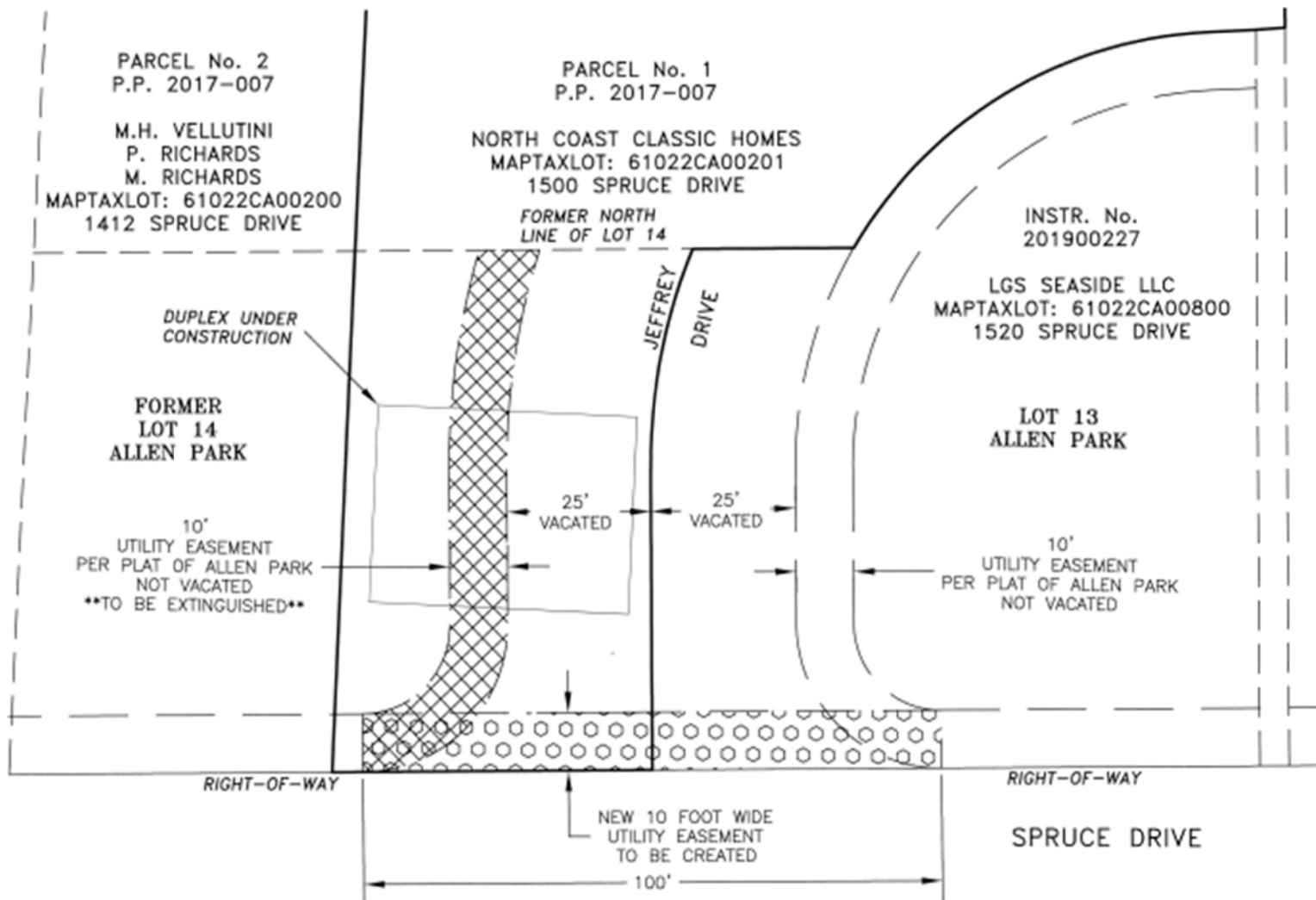
The purpose of this exhibit is to show the existing, 10' wide utility easements as platted in Allen Park, Book 12, Page 36, Clatsop County Maps, that adjoin the platted road "Jeffrey Drive"; said roadway has since been vacated per Ordinance No. 95-19 as recorded in Book 868, Page 756, Clatsop County Records.

It appears the 10' wide utility easements adjoining "Jeffrey Drive" were not vacated at the time of said Ordinance and currently encumber Parcel No. 1 as partitioned in Partition Plat 2017-007.

The client, North Coast Classic Homes, has been given a permit for construction of a duplex which is now placed over the existing 10' wide utility easement, as shown by the cross-hatched area to the right. The City has determined that NO utilities currently occupy the easement across Parcel No. 1.

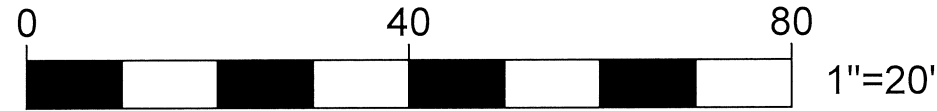
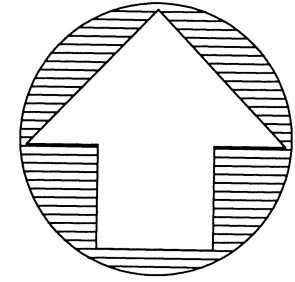
Furthermore, that portion of vacated "Jeffrey Drive" adjoining the existing Spruce Drive right of way does not currently have a utility easement across its width. It is my understanding that public utilities occupy trenches in that area.

It is recommended that the cross-hatched easement area be vacated immediately so that North Coast Classic Homes can continue to construct its duplex and a new 10' wide easement adjoining the Spruce drive right of way be created asap; that is, a 50' long section will encumber North Coast Classic Homes and another 50' long section will encumber LGS Seaside LLC to the east. Two separate easements need to be negotiated with the two underlying landowners.



# EXISTING CONDITIONS EXHIBIT

1500 & 1520 SPRUCE DRIVE, SEASIDE, ORE.  
 SUBDIVISION OF ALLEN PARK & PARTITION PLAT 2017-007  
 MAPTAXLOT: 61022CA00201  
 NOV. 1, 2022



REGISTERED  
 PROFESSIONAL  
 LAND SURVEYOR

*Michael Magyar*

OREGON  
 JULY 12, 2016  
 MICHAEL G. MAGYAR  
 PLS 90788

EXPIRES: DEC. 31, 2022

MAGYAR LAND SURVEYING LLC  
 POB 1309, ASTORIA, ORE. 97103  
 503-338-9958

## SURVEY NARRATIVE

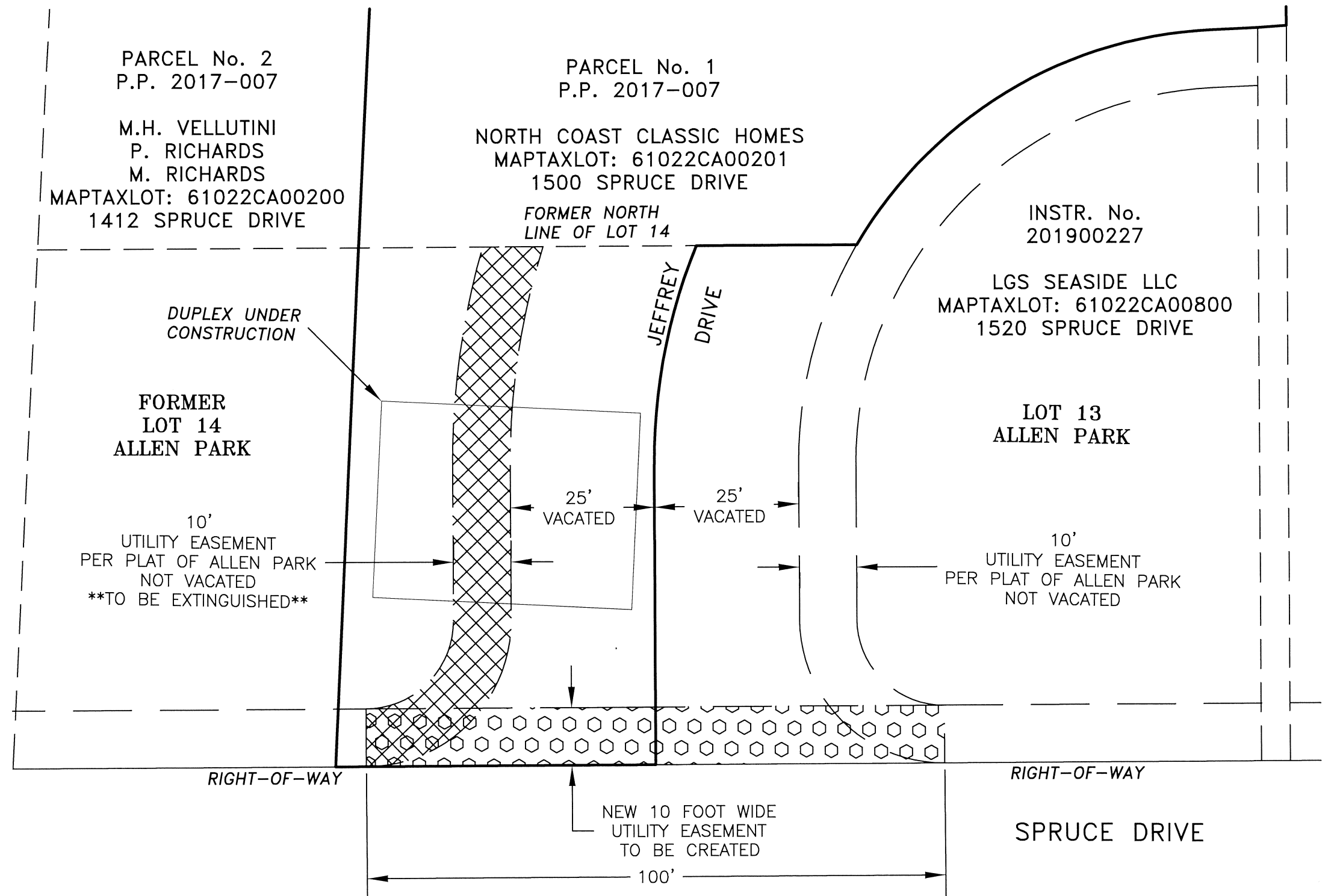
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ORDINANCE NO. 95-19

AN ORDINANCE OF THE CITY OF SEASIDE, OREGON, PROVIDING  
FOR THE VACATION OF A PORTION OF JEFFREY DRIVE;  
LOCATED EAST OF WAHANNA ROAD AND NORTH OF SPRUCE  
DRIVE

WHEREAS, the City Council of the City of Seaside has determined that the vacation of the hereinafter described property will not prejudice public interest and will be for the general welfare and benefit of the City of seaside; and

WHEREAS, notices and hearings as required by law have been given and held and the requisite consent has been filed.

NOW, THEREFORE, THE CITY OF SEASIDE DOES ORDAIN AS FOLLOWS:

Section 1. That the following described property, located in the City of Seaside, be and the same is hereby vacated, to-wit:

A portion of Jeffery Drive as part of Allen Park Subdivision, located in the SE1/4 of the SW 1/2 of Section 22, Township 6 North, Range 10 West, Willamette Meridian, Clatsop County, Oregon, described as follows:

All the public right-of-way which lies between lot 13 and 14 created by the plat of Allen Park and recorded in Book 12, Page 36, Town Plat Records, Clatsop County, Oregon.

ADOPTED by the City Council of the City of Seaside on this 27th day of March, 1995.

YEAS: VERNOR, BOUCHARD, BATCHELDER, RAY, WYSONG, BAKER-MONAGHAN

NAYS: NONE

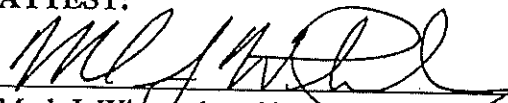
ABSENT: HAYWARD

ABSTAIN: NONE

SUBMITTED to and APPROVED by the Mayor on this 28th day of March, 1995.

  
OLIVER VERNOR, MAYOR

ATTEST:

  
Mark J. Winstanley, City Auditor

RETURN TO: CITY OF SEASIDE  
989 BROADWAY  
SEASIDE, OR 97138

November 1, 2022

Jeff Flory  
Planning Director  
City of Seaside  
1389 Avenue U  
Seaside, Ore. 97138

Re: In support of a Proposed 10-foot-wide utility easement adjoining Spruce Drive across that portion of Jeffrey Drive vacated in City of Seaside Ordinance 95-19 and inured to Lot 13, Allen Park.

Hi Jeff,

My wife Linda and I recognize that the aforementioned vacation Ordinance neglected to create a new 10 foot-wide utility easement adjoining Spruce Drive where the vacated Jeffrey Drive was platted in Allen Park. It is our understanding that City utilities occupy that section of the vacated Jeffrey Drive.

In reference to the accompanying exhibit entitled Existing Conditions Exhibit for 1500 & 1520 Spruce Drive dated November 1, 2022, Linda and I agree to record an easement across the southerly 10 feet of our tract so that existing utilities can be protected for the greater public good.

Best regards,



[Gary Singer \(Nov 1, 2022 16:47 PDT\)](#)

Gary Singer







# Gary and Linda Singer Approval for Spruce Drive Easement

Final Audit Report

2022-11-01

Created:	2022-11-01
By:	Michael Magyar (mike@magyarlandsurveying.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAZsymYQIU2ofYZW45Smz20I7yQsPtyh5q

## "Gary and Linda Singer Approval for Spruce Drive Easement" History

-  Document created by Michael Magyar (mike@magyarlandsurveying.com)  
2022-11-01 - 8:09:38 PM GMT- IP address: 47.36.175.206
-  Document emailed to nemersinger@gmail.com for signature  
2022-11-01 - 8:10:10 PM GMT
-  Email viewed by nemersinger@gmail.com  
2022-11-01 - 11:43:36 PM GMT- IP address: 66.249.84.93
-  Signer nemersinger@gmail.com entered name at signing as Gary Singer  
2022-11-01 - 11:47:54 PM GMT- IP address: 174.204.193.143
-  Document e-signed by Gary Singer (nemersinger@gmail.com)  
Signature Date: 2022-11-01 - 11:47:56 PM GMT - Time Source: server- IP address: 174.204.193.143
-  Agreement completed.  
2022-11-01 - 11:47:56 PM GMT

**RESOLUTION #4012**

**A RESOLUTION OF INTENT TO VACATE CERTAIN PROPERTY AND THE  
EXTINGUISHMENT OF EASEMENTS IN THE CITY OF SEASIDE, OREGON,  
DIRECTING THE CITY MANAGER TO GIVE PUBLIC NOTICE AND SET A  
DATE OF HEARING**

**WHEREAS**, the City Council of the City of Seaside has determined that the extinguishment of easements of the hereinafter described property and should be considered:

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SEASIDE:**

**SECTION 1.** The Seaside City Council intends to vacate the 10-foot-wide utility easement on the following described property in the City of Seaside, County of Clatsop, State of Oregon, as platted in Allen Park, Book 12, Page 36, Clatsop County Maps and further described below:

The ten-foot utility easement that runs north and south adjacent to the west side of the platted road, Jeffrey Drive, that was previously vacated by Ordinance 95-19, as recorded in Book 868, Page 756, Clatsop County Records.

**SECTION 2.** That the City Manager be, and is hereby directed to give notice as provided for in Oregon Revised Statutes, Chapter 271.

**SECTION 3.** That a hearing be held on the matter, as provided for by law, on the 28<sup>th</sup> day of November, 2022.

**PASSED** by the City Council of the City of Seaside this 14 day of November, 2022.

**SUBMITTED** to the Mayor and **APPROVED** by the Mayor on this 15 day of November, 2022

  
\_\_\_\_\_  
JAY BARBER, MAYOR

ATTEST:

  
\_\_\_\_\_  
Spencer Kyle, City Manager



## Staff Report – City Council Meeting

Meeting Date: December 12, 2022  
Author: Kim Jordan, City Recorder  
Department: Business Office  
Subject: Commission and Committee Vacancies  
Type of Item: Discussion - Vacancies

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### **Introduction:**

The Convention Center Commission has one vacancy and there have been no applications received.

The Parks Advisory Committee has one vacancy and one application received from Dave Eilenberger, who was nominated on November 14, 2022.

The Planning Commission has one vacancy and there have been no applications received.

### **Background:**

The City relies upon volunteers to help advise the City Council relating to the operations, oversight and priorities of various programs and facilities. These committees, boards, and commissions regularly have vacancies that need to be filled.

### **Budget Impact:**

None

### **Department Review:**

The Convention Center Commission had two vacancies and the City Council interviewed and appointed applicant Linda Benjamin at the November 28, 2022, City Council meeting. Linda Benjamin's term expiration is October 25, 2025. This leaves the City Council with one vacancy to fill and there have been no applications received.

The Parks Advisory Committee has one vacancy and the City Council has been accepting applications for the vacant position. The applicant Dave Eilenberger was nominated at the November 14, 2022, City Council meeting, and the City Council called for interviews on November 28, 2022. Dave Eilenberger was not able to attend the interview scheduled and was rescheduled to December 12, 2022, 5:45 PM. The term expiration to be filled by the Parks Advisory Committee applicant is March 31, 2024.

The Planning Commission has one vacancy announced at the November 28, 2022, City Council meeting. There have been no applications received for the vacancy.

### **Alternatives:**

The Convention Center Commission vacant position opened the process to receive applications. There are no alternatives until applications are received.

The Parks Advisory Committee vacant position opened the process to receive applications. The City Council will interview Dave Eilenberger on December 12, 2022, 5:45 PM. The City Council may choose to not appoint Dave Eilenberger and keep the vacancy open to receive additional applications.



The Planning Commission vacant position opened up the process to receive applications. There are no alternatives until applications are received.

**Requested Action:**

Convention Center Commission: The City Council will keep the vacancy open and accept applications.

Parks Advisory Committee: Motion: "I move to appoint Dave Eilenberger to the Parks Advisory Committee". The term expiration will be March 31, 2024.

Planning Commission: The City Council will keep the vacancy open and accept applications.

**Attachments:**

1. Convention Center information sheet and members list.
2. Parks Advisory Committee information sheet, application, and members list.
3. Planning Commission information sheet and members list.

## **SEASIDE CIVIC AND CONVENTION CENTER COMMISSION**

**(Meetings are scheduled the second Thursday of every month at 5:00 PM)**

The purpose of the Seaside Convention Center Commission is to be an advisory body to make recommendations to the City Council on matters concerning the Civic and Convention Center. The Commission shall make recommendations concerning policy matters related to the Civic Convention Center. The Civic and Convention Center Commission shall advise the Convention Center Manager, City Manager and City Council on all items relating to the operation of the Civic and Convention Center including but not limited to: Contracts; Building Improvements; Employment of Civic and Convention Center Manager; Rentals; and Budget.

The commission consists of seven members who are not employees of the city and shall be residents, or owners or employees of businesses within the city limits of Seaside.

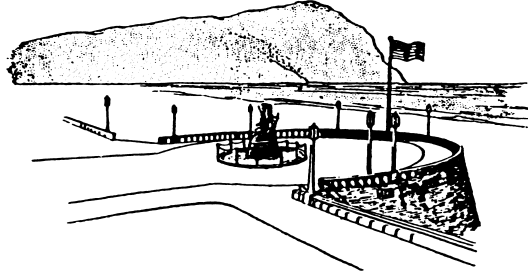
Each year, at the first Commission meeting in November, the members shall appoint one of their members as Chairperson and one as Vice-Chairperson. The center manager shall serve as Secretary to the Civic and Convention Center Commission.

The Commission shall hold a regular meeting at least once each month of the calendar year. The meetings shall be open to the public. Any person appointed to serve on this committee who misses three or more regularly scheduled meetings during a 12-month period shall be notified by letter that the position must be vacated. The individual may appeal the decision to the City Council. (A 12-month period is defined as beginning in January of each calendar year.)

The members shall serve without salary or compensation of any nature.

# CITY OF SEASIDE

OREGON'S  
FAMOUS  
ALL-YEAR  
RESORT



989 BROADWAY  
SEASIDE, OREGON 97138  
(503) 738-5511

## CONVENTION CENTER COMMISSION

Term of Office: 4 years

Number of Members: 7

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>TERM EXPIRES</u>
VACANCY (TOLAN)			10/25/2022
ROBERT PERKEL	2039 HUCKLEBERRY DR.	971-320-0008	10/25/2024
ERIK MARSTON**	2472 NEAWANNA	503-739-2057	10/25/2024
SHAUN WAGNER	300 N. PROM	440-1911	10/25/2025
LINDA BENJAMIN	911 1 <sup>ST</sup> AVENUE	949-292-1921	10/25/2025
ROBERT FULLER	361 HILLTOP DR.	503-807-0332	10/25/2025
NANCY MCCUNE	PO Box 315	503-260-8905	10/25/2026

\*CHAIR

\*\*VICE CHAIR

## **SEASIDE PARKS ADVISORY COMMITTEE**

**(Meetings are scheduled the first Thursday of every month at 6:00 PM)**

The purpose of the Seaside Parks Advisory Committee is to act as an advisory body to the City Council, the City Manager, and the Public Works Director regarding issues concerning the Seaside Parks.

The committee shall consist of seven members who are not officials or employees of the City and who will be appointed by the City Council. A minimum of six members shall reside within the city limits, and a maximum of one member may reside within the Urban Growth Boundary, or be an owner or employee of a business located in the city limits. No more than two members shall be engaged in the same kind of occupation, business, trade, or profession. The Mayor shall appoint one member of the City Council as Council liaison, and the City Manager or his designee, shall be the Staff liaison to the Committee.

The members shall serve without salary or compensation of any nature.

All members shall be appointed by the City Council and shall serve for a term of three years. The initial terms will be: two members shall be appointed for a term of one year, two members for two years, and three members for three years. As those terms expire, all vacancies will be filled for three-year terms.

Each year, at the first Committee meeting in January, the members shall appoint one of their members as Chairperson and one as Vice-Chairperson. One of the Committee members will serve as Secretary. Minutes of all meetings will be filed with the City Council.

The Committee shall hold a regular meeting at least once each month of the calendar year. The meetings shall be open to the public. Any person appointed by the City Council to serve on this committee who misses three or more regularly scheduled meetings during a 12-month period shall be notified by letter that the position must be vacated. The individual may appeal the decision to the City Council. (A 12-month period is defined as beginning in January of each calendar year.)

Please Note: It is Council policy that applicants must be a city or urban growth boundary resident, business owner or employee of a business for at least one year, depending on committee/commission residency requirements.

CITY OF SEASIDE  
Interest Form for Committee/Commission/Board Vacancies

NAME Eilenberger Dave PHONE 971/ 320-0825  
Last First

ADDRESS 240 6th Ave Seaside OR 97138

MAIL ADDRESS (DIFFERENT THEN ABOVE) \_\_\_\_\_

BUSINESS ADDRESS (IF APPLICABLE) \_\_\_\_\_

EMAIL ADDRESS DirtBike Dave 38 @ GMail.com

LENGTH OF TIME IN SEASIDE 21 years ARE YOU A REGISTERED VOTER IN SEASIDE: Yes  No

OCCUPATION Carpenter

PAST OCCUPATIONS Auto Service

List committee/commissions on which you would like to serve: Parks Board

List committee/commissions you are currently appointed to: \_\_\_\_\_

List employment and volunteer activities, which may relate to service on committee/commissions:  
Volunteer at Museum in Seaside Landscpe Maintenance Work on and Maintenance Pump Truck

List skills and special knowledge that you may have acquired from these activities:  
my son and I have spent a lot of time in our parks.

Have you ever been convicted, pled guilty or pled "no contest" to any crime, offense, or major traffic violation? Yes ( ) No  If yes, what offense? \_\_\_\_\_

When? \_\_\_\_\_ Please explain: \_\_\_\_\_

Please list 3 references including an employer or supervisor, and people that have known you for at least 2 years. (No City Council Members, Please)

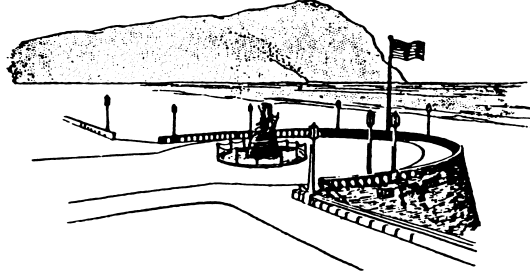
NAME	RELATIONSHIP	ADDRESS	PHONE
<u>Laure Churchill</u>	<u>Friend</u>	<u>240 6th Seaside</u>	<u>503-298-0872</u>
<u>Justin Kimble</u>	<u>Friend</u>	<u>1382 Ave J Seaside</u>	<u>360-348-0855</u>
<u>Chris Quackenbush</u>	<u>employer</u>	<u>Gresham</u>	<u>503.440-2827</u>

I authorize, any person or entity contacted by the City of Seaside to furnish information relating to my appointment to the Commission/Committee/Board indicated above and I release any such person or entity from any and all liability for furnishing such information. I also release the City of Seaside from any and all liability for conducting such an investigation.

DATE 11-4-22 SIGNATURE Dave Eilenberger

# CITY OF SEASIDE

OREGON'S  
F A M O U S  
A L L - Y E A R  
R E S O R T



989 BROADWAY  
SEASIDE, OREGON 97138  
(503) 738-5511

## PARKS ADVISORY COMMITTEE

Term of Office: 3 years  
Number of Members: 7  
Chairperson\*  
Vice Chairperson\*\*  
Secretary\*\*\*

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>TERM EXP.</u>
MARY BLAKE	1668 Whispering Pines	717-3810	3/31/2023
WILLIAM MONTERO**	2471 SUNSET BLVD.	206-250-5919	3/31/2023
DAFFNE MEJIA ALVAREZ	1610 SPRUCE DR. APT. 'F'	503-739-0926	3/31/2023
(VACANCY) HINTON			3/31/2024
NANCY HOLMES*	1520 COOPER ST.	717-1614	3/31/2024
PAM BIERLY***	120 12TH AVENUE	738-8107	3/31/2025
JIM KUHN	910 5TH AVENUE	503-709-8799	3/31/2025
TOM HORNING	808 26TH AVENUE	738-5770	<a href="mailto:horning@pacifier.com">horning@pacifier.com</a>
DALE MCDOWELL	1387 AVENUE 'U'	738-5112	<a href="mailto:dmcowell@cityofseaside.us">dmcowell@cityofseaside.us</a>

## **SEASIDE PLANNING COMMISSION**

**(Meetings are scheduled the first and third Tuesday of every month at 6:00 PM)**

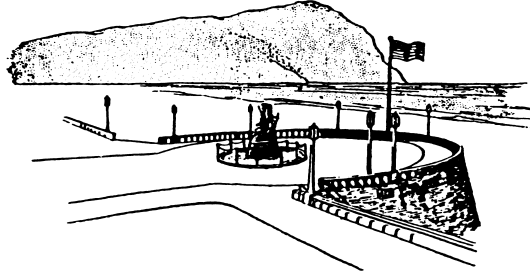
The purpose of the Seaside Planning Commission is to recommend and make suggestions to the Council and to other public authorities concerning the laying out, widening, extending and locating of public thoroughfares, the parking of vehicles, the relief of traffic congestion, betterment of housing and sanitation conditions, and the establishment of districts for limiting the use, height, area, bulk and other characteristics of buildings and structures related to land development. The Planning Commission is to recommend to the Council and other public authorities plans for regulating the future growth, development and beautification of the city with respect to its public and private buildings and works, streets, parks, ground and vacant lots, and plans consistent with future growth and development of the city in order to secure to the city and its inhabitants sanitation, proper service of public utilities, including appropriate public incentives for overall energy conservation, and plans for shipping and transportation facilities.

The commission consists of seven members who are not officials or employees of the city and who will be appointed by the Mayor, subject to the approval of the City Council. A minimum of five members shall reside within the city limits; a maximum of two members may reside within the urban growth boundary, but outside the city limits. All members shall serve for a term of four years. A Planning Commissioner's term of office shall commence on the first day of November of the first year of his or her term.

No more than two members of the Commission may engage principally in the buying, selling or development of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation, which engages principally in the buying, selling or developing of real estate for profit.

The members shall serve without salary or compensation of any nature.

# CITY OF SEASIDE



OREGON'S  
F A M O U S  
A L L - Y E A R  
R E S O R T

989 BROADWAY  
SEASIDE, OREGON 97138  
(503) 738-5511

## PLANNING COMMISSION

Term of Office: 4 years

Number of Members: 7

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>TERM EXPIRES</u>
ROBIN MONTERO*	2471 SUNSET BLVD.	206-852-1810	11/01/2023
LOUIS NEUBECKER	1859 BROADWAY	717-0153	11/01/2023
BRANDON KRAFT	760 S. EDGEWOOD ST.	503-984-2455	11/01/2024
KATHY KLECZEK**	2080 ALDERCREST	440-3232	11/01/2024
CHRISTOPHER ROSE	930 13 <sup>TH</sup> AVENUE	440-0764	11/01/2025
(VANCANCY) MORRISEY			11/01/2026
DON JOHNSON	1285 6 <sup>TH</sup> AVENUE	717-3746	11/01/2026

EX OFFICIO MEMBERS: MAYOR, CITY ATTORNEY, CITY MANAGER, CITY ENGINEER, CODE ENFORCEMENT OFFICER

\*CHAIR  
\*\*VICE CHAIR





# Staff Report – City Council Meeting

Meeting Date: December 12, 2022  
Author: Joey Daniels, Fire Chief  
Department: Fire  
Subject: CM/GC Contracting Method  
Type of Item: Approval of CM/GC Contracting Method

---

## Introduction:

In 2022 the City of Seaside received two Seismic Rehabilitation Grants for both the Police and Fire Stations. We are asking the City Council to allow us to use the Construction Management / General Contractor (GM/CG) method of construction contracting which is allowed under the Oregon State Statutes. This is recommended by WRK Engineers the coordinators for this project.

## Background:

In June of 2022 the City of Seaside was awarded by Business Oregon Seismic Rehabilitation Grants for both the police station (\$1,627,897) and the fire station (\$1,707,595)

At the City Council meeting on November 28, 2022, the City Council approved moving forward with the public hearing advertisement being placed in the Daily Astorian on November 29, 2022.

## Budget Impact:

There is currently no budget impact expected with using this method that is not covered by the grants.

## Department Review:

After discussion about the CM/CG method with Dale McDowell the Public Works Director this is a commonly used method for contracting and we are requesting that we allow WRK Engineers use this method. Please refer to the attached "City of Seaside CM/CG Finding of Fact Document" for more information and justification for this method of purchasing.

FINDINGS OF FACT FOR THE USE OF THE CONSTRUCTION MANAGER/GENERAL CONTRACTOR (CM/GC) CONTRACTING METHOD Before the City of Seaside City Council November 28, 2022 Regarding the City of Seaside Police Department and Main Fire Station Seismic Rehabilitation In 2022, the City of Seaside (hereafter referred to as "City") received two Seismic Rehabilitation Grants from the Oregon Infrastructure Finance Authority of the Business Development Department for the City of Seaside Police Department & Fire Station. The total grant awards for Seaside Police Department and Seaside Fire Station were \$1,627,897 and \$1,707,595 respectively. Planning and design are currently underway for both projects. The City of Seaside Police Department is a two-story building originally constructed in circa 1967 with a large addition in 1991. The building is rectangular shaped in plan, approximately 55 feet by 110 feet, with a maximum roof height of approximately 25 feet above exterior grade. The building consists of offices, 911 Dispatch, interview rooms, locker rooms, training rooms, laboratories, kitchen/dining, and mechanical spaces.

The seismic rehabilitation per the grant requirements is to upgrade the facility to meet a performance level for Immediate Occupancy as defined in ASCE 41-17. The City of Seaside Main Fire Station is a two-

story, wood frame and reinforced masonry building originally constructed in 1989. The building is rectangular in plan, approximately 100 feet by 101 feet, with a maximum roof height of approximately 24 feet. The building consists of offices, dining areas, training areas, sleeping rooms, a hose tower, and truck apparatus bays. The seismic rehabilitation per the grant requirements is to upgrade the facility to meet a performance level for Immediate Occupancy as defined in ASCE 41-17. Construction activities will take place within the existing buildings. The seismic rehabilitation will be performed on existing buildings with a high degree of unknowns in each structure. Construction will occur during extremely volatile and uncertain economic conditions within the construction industry. In consideration of these facts, an alternative method of construction should be considered; therefore, under the Oregon Statutes and based upon the following findings, the City of Seaside's City Council is authorizing the use of Construction Management/General Contractor (CM/GC) method of construction contracting. The guiding applicable statute is ORS 279C.335 which requires, with certain exemptions, that all public contracts be based on competitive bidding and be awarded to the lowest responsive and responsible bidder. ORS 279A.060, ORS 279C.335(2) and ORS 279.330 permit the City of Seaside's City Council to act as the public contract review authority and to grant, under certain conditions and upon certain findings, specific exemptions from the requirement for competitive bidding.

**Alternatives:**

The City Council approved the CM/CG method for bidding for the police and fire station at the November 28, 2022, City Council meeting. The intent is to review the findings and receive public comments. However, the City council could choose to forgo this construction method and follow a traditional design and bidding process.

**Requested Action:**

To allow WRK Engineers to use the CM/CG method for bidding for both the Police and Fire Stations. In consideration of these facts, an alternative method of construction should be considered; therefore, under the Oregon Statutes and based upon the following findings, the City of Seaside's City Council is authorizing the use of Construction Management/General Contractor (CM/GC) method of construction contracting.

The City Council will open the public hearing asking for any comments from the public and close the public hearing.

City Council moves to approve the use of the CM/CG method for bidding for both the Police and Fire Stations.

**Attachments:**

City of Seaside Advertisement for a public hearing in the Daily Astorian.  
City of Seaside CM/CG Finding of Fact Document.

**Staff and/or Key Contacts:**

Joey Daniels – Fire Chief  
Dale McDowell – Public Works Director

## CITY OF SEASIDE POLICE DEPARTMENT AND MAIN FIRE STATION SEISMIC REHABILITATION

November 29, 2022

### CITY OF SEASIDE POLICE DEPARTMENT AND SEASIDE MAIN FIRE STATION SEISMIC REHABILITATION NOTICE OF PUBLIC HEARING

The City of Seaside City Council will conduct a public hearing before the Local Contract Review Board at their next regularly scheduled City Council meeting. The intent of this hearing is to review the findings and receive public comment. In the Matter of Exemption Request of Seaside Police Department and Seaside Main Fire Station Seismic Rehabilitation FINDINGS OF FACT ORS 279C.335(1) requires, with certain exceptions, that all Public Improvement contracts be based on competitive bids and, under ORS 279C.375, awarded to the lowest responsive and responsible bidder. ORS 279C.335(2) permits the Local Contract Review Board, as the City of Seaside City Council contract review authority, to grant, under certain conditions, specific exemptions from the requirement for competitive bidding upon the approval of specified findings. OAR 137-049-0620, division 249 allows the Local Contract Review Board to exempt a Public Improvement contract from the requirements to be competitively bid, provided written findings supporting the use of non-competitive bid process show compliance with OAR 137-049-0600 to 137-049-0690 and applicable statutes. The written findings report is available for review at the City of Seaside Main Fire Station and City Hall prior to the public hearing. Please contact Tyler Brumit of WRK Engineers at (360) 695-9731 for a copy of the findings. The hearing for review of these findings will be held at 7:00 PM on December 12, 2022, at 989 Broadway, Seaside, Oregon 97138 as published in the public notice section in The Daily Astorian.

# **FINDINGS OF FACT FOR THE USE OF THE CONSTRUCTION MANAGER/GENERAL CONTRACTOR (CM/GC) CONTRACTING METHOD**

**Before the City of Seaside City Council**

**November 28, 2022**

## **Regarding the City of Seaside Police Department and Main Fire Station Seismic Rehabilitation**

In 2022, the City of Seaside (hereafter referred to as “City”) received two Seismic Rehabilitation Grants from the Oregon Infrastructure Finance Authority of the Business Development Department for the City of Seaside Police Department & Fire Station. The total grant awards for Seaside Police Department and Seaside Fire Station were \$1,627,897 and \$1,707,595 respectively. Planning and design are currently underway for both projects.

The City of Seaside Police Department is a two-story building originally constructed in circa 1967 with a large addition in 1991. The building is rectangular shaped in plan, approximately 55 feet by 110 feet, with a maximum roof height of approximately 25 feet above exterior grade. The building consists of offices, 911 Dispatch, interview rooms, locker rooms, training rooms, laboratories, kitchen/dining, and mechanical spaces. The seismic rehabilitation per the grant requirements is to upgrade the facility to meet a performance level for Immediate Occupancy as defined in ASCE 41-17.

The City of Seaside Main Fire Station is a two-story, wood frame and reinforced masonry building originally constructed in 1989. The building is rectangular in plan, approximately 100 feet by 101 feet, with a maximum roof height of approximately 24 feet. The building consists of offices, dining areas, training areas, sleeping rooms, a hose tower, and truck apparatus bays. The seismic rehabilitation per the grant requirements is to upgrade the facility to meet a performance level for Immediate Occupancy as defined in ASCE 41-17.

Construction activities will take place within the existing buildings. The seismic rehabilitation will be performed on existing buildings with a high degree of unknowns in each structure. Construction will occur during extremely volatile and uncertain economic conditions within the construction industry.

In consideration of these facts, an alternative method of construction should be considered; therefore, under the Oregon Statutes and based upon the following findings, the City of Seaside’s City Council is authorizing the use of Construction Management/General Contractor (CM/GC) method of construction contracting.

The guiding applicable statute is ORS 279C.335 which requires, with certain exemptions, that all public contracts be based on competitive bidding and be awarded to the lowest responsive and responsible bidder. ORS 279A.060, ORS 279C.335(2) and ORS 279.330 permit the City of Seaside’s City Council to act as the public contract review authority and to grant, under certain conditions and upon certain findings, specific exemptions from the requirement for competitive bidding.

## Finding of Fact

Use of the CM/GC method to construct the City's project will: (a) result in substantial costs savings and reduce risk to the City; (b) allow the City to select a contractor with the specialized expertise required; (c) benefit the public by improving safety and coordination during construction; and (d) not encourage favoritism or diminish competition.

Specific findings which substantiate these conclusions are as follows:

1. **Finding:** The City Council finds that the CM/GC method will result in substantial savings and reduced financial risk to the City. Reduced risk provides a significant value and potential savings.

- a. **Reduced Financial Risk:** The project will occur during challenging economic conditions within the construction industry, including the COVID-19 pandemic. It would be very costly and disruptive if these economic conditions created undue risk and potentially negative financial impacts to the City's project. Using the CM/GC process will allow the City to look deeply into the contractor's financial strength and eliminate participation by those companies' who do not have the financial strength to successfully complete the project.
- b. **Guaranteed Maximum Price (GMP) establishes a maximum price prior to starting construction:** The CM/GC will be able to obtain a complete understanding of the City's needs, the architect and engineer's design intent, the scope of the project, the condition of the existing facilities, and the operational needs of the City by participating in the development of the design documents. With the CM/GC's participation in this phase of the project, they will offer suggestions for cost savings and improvements to the design. With the benefit of this knowledge, the CM/GC will be able to guarantee the maximum price paid by the City for the project.
- c. **Fewer Change Orders:** When the CM/GC participates in the design process, fewer change orders will occur during the construction process. This is due to the CM/GC's better understanding of the owner's needs and the designer's intent. As a result, the project is more likely to be completed on time and within the grant funding allocation. In addition, fewer change orders reduce project management costs for both the City and the contractor.
- d. **GMP Change Orders Cost Less:** The traditional Design-Bid-Build method typically results in contractors charging up to 15% mark-up on change orders. The CM/GC method applies predetermined mark-ups. The experience of the industry has been to establish the mark-up in the range of 5% to 10%.
- e. **GMP Savings:** Under the CM/GC method the City will enjoy the full savings, if actual costs are below the GMP. When the CM/GC completes the project, any savings between the actual costs and the GMP are returned to the City.
- f. **Contractor Fee is Less:** Contracts with the CM/GC are designed to create a better working relationship between all parties resulting in reduced risk to the contractor. As a consequence, the overhead and profit fee is generally in the 3% to 5% range which is lower than the mark-up usually applied to traditional design-bid-build projects.

2. **Finding:** The City Council finds that the CM/GC method is necessary to take advantage of specialized expertise of the contractor.

- a. **Specialized Project:** Utilizing the CM/GC process will allow the City to select a contractor who has a proven track record and capacity to successfully complete seismic rehabilitations of historic buildings.
- b. **Exploratory Demolition and Constructability Review during the design phase:** During the design phase, the CM/GC will be expected to perform exploratory demolition, to verify and understand existing conditions, and to review the constructability and cost implications for proposed design options. This input during the design phase will reduce the possibility of discovering unknown conditions during construction and create smoother coordination with subcontractors, which will reduce the risk of additional cost and schedule delays.

3. **Finding:** The City Council finds that the CM/GC process will result in improving public safety during construction activities.

- a. Construction activities will take place adjacent to and within the City's existing Police Department and Fire Station. As the Police Department and Fire Station cannot be closed during construction, a well-thought-out safety and coordination plan must be implemented to ensure members of the public, emergency response personnel and volunteers are kept safe and response activities are not disrupted. Utilizing the CM/GC process will allow the City to select a contractor who has the sensitivity and experience to safely and successfully work in close proximity and in direct coordination with ongoing activities.

4. **Finding:** The City Council finds that there will be no impact to the funding source as a result of this exemption.

- a. The City's funding source for this project will remain the same whether accomplished through a traditional design-bid-build process or through the CM/GC process. No adverse impact on the funding source will occur as a result of this exemption.

5. **Finding:** The City Council finds that competition will not be inhibited, nor will favoritism be encouraged as a result of this exemption. The CM/GC will be selected through a competitive negotiation process in accordance with the cost and qualification-based process authorized by the City of Seaside's City Council.

- a. **Solicitation Process:** Pursuant to ORS 279C.400 the CM/GC Request for Proposal (RFP) solicitation will be advertised in local and regional publications of general and industry specific circulation.
- b. **Full Disclosure:** To ensure full disclosure of information, the RFP will include the following information:
  - i. Detailed Description of the Project
  - ii. Contractual Terms and Conditions
  - iii. Selection Process
  - iv. Evaluation Criteria

- v. Role of the Evaluation Committee
  - vi. Provision for Comments
  - vii. Complaint Process and Remedies
- c. **Selection Process:** Highlights of the selection process will include:
- i. During the pre-proposal period, interested parties will, at any time prior to 10 business days before the close of the solicitation, be able to ask questions and request clarifications if they believe that any of the terms and conditions of the solicitation are unclear, inconsistent with industry standards or unfair and unnecessarily restrictive of competition.
  - ii. Sealed proposals will be submitted to the City's Fire Chief at a time specified in the advertisements.
  - iii. The following evaluation process will be used:
    1. Proposals will be evaluated for completeness and compliance with the requirements of the RFP.
    2. Proposals considered complete and responsive will be evaluated to determine if they meet the qualifying criteria of the RFP. If a proposal is unclear, the proposer may be asked to provide written clarification. Those proposals that do not meet the requirements will be rejected.
    3. Proposals will be independently scored against predetermined criteria by the voting members of the Evaluation Committee. Scores will be combined and assigned to each proposal.
    4. The Evaluation Committee may convene to select from the highest ranked proposals a finalist(s) for interviews.
    5. The Evaluation Committee may conduct interviews.
    6. The Evaluation Committee may use the interview to confirm the scoring of the proposal and to clarify questions. Based on the revised scoring, the Evaluation Committee will rank the proposals and provide an award recommendation.
    7. The City and legal counsel will negotiate a contract with the top ranked firm. If an agreement cannot be reached, the City will have the option to enter into an agreement with the second ranked firm, and so on.
  - iv. Competing CM/GC firms will be notified in writing of the selection of the apparent successful proposal and will be given seven (7) calendar days after receipt of the notice to review the RFP file and evaluation report at City Hall. Any questions or concerns about the selection process must be delivered to the City's Fire Chief within seven (7) calendar days after receipt of the selection notice. No protest of the award selection shall be considered after this time period.
  - v. The contract achieved through this process will require the CM/GC to use an open and competitive selection process for all components of the project.

6. **Finding:** The City Council finds that there will be no adverse impact on the operation, financial or budget if this exemption is provided. Whether this project is secured through a traditional design-bid-build method or through the CM/GC process, the operational, financial and budgetary impact will be the

same – other than the potential savings mentioned in the Finding #1. More importantly, there will be no adverse impact on operations, financial or budgetary data through the use of the CM/GC process.

**Conclusion of Findings of Fact**

It is in the best interest of the City to utilize the CM/GC project delivery method. The CM/GC method will (a) result in substantial costs savings and reduce risk to the City; (b) will allow the City to select a contractor with the specialized expertise required; (c) benefit the public by improving safety and coordination during construction; and (d) not encourage favoritism or diminish competition.





## Staff Report – City Council Meeting

Meeting Date: December 12, 2022  
Author: Kim Jordan, City Recorder  
Department: Business Office  
Subject: Financial Contribution to CEDR  
Type of Item: Resolution

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### **Introduction:**

Resolution #4014 - A Resolution regarding Clatsop Economic Development Resources. Kevin Leahy, from Clatsop Economic Development Resources (CEDR) will make present the annual report of CEDR and is requesting the City of Seaside continue its support with a contribution of \$12,000.

### **Background:**

Historically Kevin Leahy, Clatsop Economic Development Resources (CEDR), attends the City Council meeting to present the annual report to receive money allocated by the Budget Committee and approved in the City of Seaside Budget by the City Council.

### **Budget Impact:**

The current proposed amount of \$12,000.00 to CEDR is allocated in the budget and was approved by the City Council June, 2022.

### **Department Review:**

The goals of CEDR are to expand, retain and recruit business and industry in order to expand and retain industry clusters, increase per-capita income, diversify the economy and promote managed economic growth through year-round family wage jobs. The City partners with CEDR to help realize our economic development goals.

### **Alternatives:**

This expense has been approved and budgeted in the current budget; however, the City Council has discretion to amend the amount of the contribution.

### **Requested Action:**

“I move to read Resolution #4014, by title only, and approve the contribution of \$12,000.00 to CEDR”

“Move to adopt Resolution #4014.”

### **Attachments:**

1. Resolution #4014

**RESOLUTION #4014**

**A RESOLUTION OF THE CITY OF SEASIDE, OREGON,  
REGARDING CLATSOP ECONOMIC DEVELOPMENT RESOURCES (CEDR)**

**WHEREAS**, the goals of Clatsop Economic Development Resources (CEDR) are to expand, retain and recruit business and industry; and

**WHEREAS**, the targets for expansion and retention include industry clusters, increasing per-capita income, diversifying the economy and promoting managed economic growth through year-round family wage jobs, and to lead delivery of professional economic development services by bringing together multi-organizational efforts; and

**WHEREAS**, the Seaside City Council, has determined that endorsement of the establishment of Clatsop Economic Development Resources would be a benefit to the communities throughout the County.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SEASIDE:**

**SECTION 1.** The Seaside City Council agrees to partner with Clatsop Economic Development Resources and hereby approves the contribution of **\$12,000,00** for the **third (3) year** as financial support for this program.

**PASSED** by the City Council of the City of Seaside this \_\_\_ day of \_\_\_\_\_, 2022.

**SUBMITTED** to the Mayor and **APPROVED** by the Mayor on this \_\_\_ day of \_\_\_\_\_, 2022.

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JAY BARBER, MAYOR

ATTEST:

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Spencer Kyle, City Manager



## Staff Report – City Council Meeting

Meeting Date: December 12, 2022  
Author: Kim Jordan, City Recorder  
Department: Business Office  
Subject: Committee and Board Term Expirations  
Type of Item: Vacancy – Term Expirations

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### **Introduction:**

The Budget Committee has one vacancy with a term expiration December 31, 2022, for Kathleen Peterson.

The Library Board has one vacancy with a term expiration December 31, 2022, for Eve Marx.

The Tourism Advisory Committee has two vacancies with two term expirations December 31, 2022, for Marci Utti and Sadie Mercer.

### **Background:**

The City relies upon volunteers to help advise the City Council relating to the operations, oversight and priorities of various programs and facilities. These committees, boards, and commissions regularly have vacancies that need to be filled.

### **Budget Impact:**

None

### **Department Review:**

The Budget Committee members that serve as volunteers have term expirations. Kathleen Peterson has been serving on the Budget Committee and her term is expiring on December 31, 2022. Kim Jordan, City Recorder, contacted Kathleen Peterson enquiring if she would like to continue serving on the Budget Committee and Kathleen Peterson would like to continue serving on the Budget Committee.

The Library Board members that serve as volunteers have term expirations. Eve Marx has been serving on the Library Board and her term is expiring on December 31, 2022. Kim Jordan, City Recorder, contacted Eve Marx enquiring if she would like to continue serving on the Library Board and Eve Marx would like to continue serving on the Library Board. On the Library Board all terms of office shall be four years beginning on December 31<sup>st</sup>, and no member shall hold office for more than two full consecutive terms. Eve Marx was appointed to the Library Board on January, 2019 and if appointed by the City Council this would be her second term.

The Tourism Advisory Committee members that serve as volunteers have term expirations. Marci Utti and Sadie Mercer have been serving on the Tourism Advisory Committee and both terms are expiring on December 31, 2022. Kim Jordan, City Recorder, contacted Marci Utti and Sadie Mercer, enquiring if they would like to continue serving on the Tourism Advisory Committee and Marci Utti and Sadie Mercer would like to continue serving on the Tourism Advisory Committee.

**Alternatives:**

The City Council can choose to not reappoint the members of the Budget Committee, Library Board, and Tourism Advisory and open the vacancies for new applicants.

**Requested Action:**

Budget Committee Motion: "I move to reappoint Kathleen Peterson to the Budget Committee."

Library Board Motion: "I move to reappoint Eve Marx to the Library Board."

Tourism Advisory Committee Motion: "I move to reappoint Marci Utti and Sadie Mercer to the Tourism Advisory Committee."

**Attachments:**

1. Budget Committee information sheet and members list.
2. Library Board information sheet and member list.
3. Tourism Advisory sheet and member list.

## **SEASIDE BUDGET COMMITTEE**

### **(Meetings are held in April and May of each year)**

The Seaside Budget Committee meets publicly to review the budget documents as proposed by the budget officer. The budget committee receives the budget and budget message and provides an opportunity for the public to ask questions about and comment on the budget. The committee also approves a budget, and, if ad valorem property taxes are required, approves an amount or rate of tax for all funds that receive property taxes.

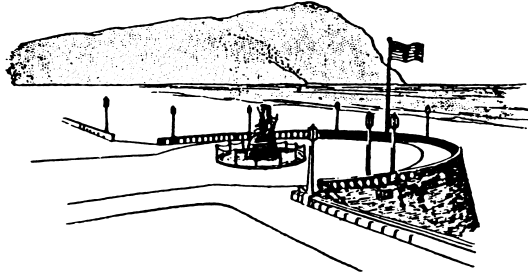
The budget committee is composed of the governing body and an equal number of electors appointed by the governing body. All members of the budget committee have equal authority. An elector is a qualified voter who has the right to vote for the adoption of any measure. If the governing body cannot find a sufficient number of electors who are willing to serve, those who are willing and the governing body become the budget committee.

Applicants for the Budget Committee need to be registered voters of the City of Seaside for at least one year prior to serving on the Committee. The appointive members of the budget committee cannot be officers, agents or employees of the local government. Spouses of officers, agents or employees of the local government are not barred from serving on the budget committee if they are qualified electors and not themselves officers, agents, or employees. Appointive members of the budget committee are appointed for three-year terms.

The committee shall elect a presiding officer from among the members at the first meeting. No member of the budget committee may receive any compensation for their services as a member of the committee.

# CITY OF SEASIDE

OREGON'S  
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989 BROADWAY  
SEASIDE, OREGON 97138  
(503) 738-5511

## BUDGET COMMITTEE

Term of Office: 3 years  
Number of Members: 14 (Includes City Council)

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>TERM EXPIRES</u>
KATHLEEN PETERSON	1640 HUCKLEBERRY DR.	440-5543	12/31/2022
JAMES SHIPLEY	284 ALPINE ST.	717-0392	12/31/2023
REBECCA BUCK	P O BOX 1152	738-3045	12/31/2023
NANCY MCCUNE	822 NECANICUM #101	503-260-8905	12/31/2023
ROBERT PERKEL	2039 HUCKLEBERRY DR.	971-320-0008	12/31/2024
KATHLEEN MACDONALD	77 7 <sup>TH</sup> AVENUE	971-404-7192	12/31/2024
CHRISTINE BINNICKER	309 HIGHLAND DRIVE	720-933-6796	12/31/2025

## **SEASIDE LIBRARY BOARD**

**(Meetings are scheduled the first Tuesday of each month at 4:00 PM)**

The Seaside Public Library Board acts in an advisory capacity to the Library Director and Seaside Public Library on behalf of Seaside City Council regarding the operations of the City Library. The Seaside Public Library Board advises the Library Director on matters that relate to library services, policies, and funding. The Seaside Library Board shall approve bylaws, recommend library policies to the city council, follow Oregon's open meetings law and public records laws, build a good community support for the library's services, while actively listening and responding to the community requests for library services.

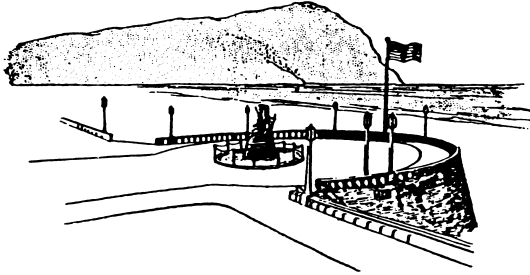
The board consists of five members appointed by the Mayor subject to City Council approval. The Seaside Public Library is advised by the library board. All terms of office shall be four years beginning on December 31<sup>st</sup>, and no member shall hold office for more than two full consecutive terms.

The board shall meet at least once a month in the library at a designated time and special sessions may be called by the chair of the board should the chair deem it necessary.

The board shall elect a chairman and vice-chair at the beginning of each serving year, and in the absence of the chairman, the vice chair shall assume the duties of the chairman. The board, should it so desire, may appoint the librarian as secretary to the board to take minutes and to keep a record of its actions.

The members shall serve without salary or compensation for services rendered.

# CITY OF SEASIDE



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989 BROADWAY  
SEASIDE, OREGON 97138  
(503) 738-5511

## LIBRARY BOARD

Term of Office: 4 years

Number of Members: 5

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>TERM EXPIRES</u>
EVE MARX	2356 S. DOWNING ST.	914-588-7051	12/31/2022
KATHLEEN TEEPLE	33230 BEERMAN CREEK LANE	738-3155	12/31/2023
TESS RATTY	89637 LAKESIDE CT. WARRENTON, OR 97146	738-5055	12/31/2024
CHERYL ADAMSCHECK	3345 BAYVIEW TERRACE	206-434-2216	12/31/2024
MEAGAN HUGHES	1581 WHISPERING PINES DR. #6	509-439-9384	12/31/2025

\*CHAIR



## **TOURISM ADVISORY COMMITTEE**

**(Meetings are scheduled the third Wednesday of every month at 3:00 PM)**

The purpose of the Tourism Advisory Committee is to advise the Tourism Director, City Manager and City Council concerning issues related to the marketing of the City. The Seaside Tourism Director and General Manager of the Seaside Civic and Convention Center shall be the staff liaisons to the Committee.

The Committee shall consist of five members none of whom are employees of the City of Seaside. One must be a resident of Seaside while the remaining four shall be residents, or owners, or employees of businesses within the Seaside City limits. Nominees shall be recommended to the Council for appointment and preference given to the following:

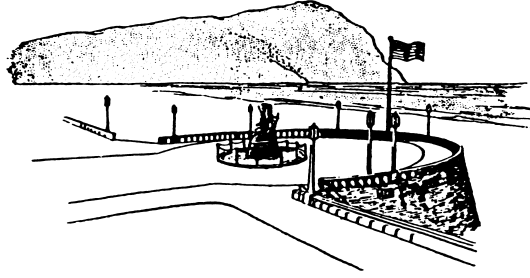
- a) Representative from the Seaside Chamber of Commerce
- b) Representative from the Downtown Development Association
- c) Representative from the lodging businesses
- d) Representative from the restaurant or catering industry
- e) Representative from the at large who resides within the Seaside City limits.

All members shall serve for a term of three years. Any portion of a term exceeding one-half the period of the term shall be considered a term.

Each year, the first meeting of the Committee, the members shall appoint one of their members as Chairperson and one as Vice-Chairperson. One of the Committee members will serve as Secretary. Minutes of all meetings will be filed with the City Council.

The committee shall hold a regular meeting at least once each month of the calendar year. The committee may at any regular or special meeting cancel one of the monthly meetings, and/or may change the location site. The meeting shall be open to the public. Any person appointed by the City Council to serve on this committee who misses three or more regularly scheduled meetings during a 12-month period shall be notified by letter that the position must be vacated. The individual may appeal the decision to the City Council. (A 12-month period is defined as beginning in January of each calendar year.)

# CITY OF SEASIDE



OREGON'S  
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989 BROADWAY  
SEASIDE, OREGON 97138  
(503) 738-5511

## TOURISM ADVISORY COMMITTEE

Term of Office: 3 years  
Number of Members: 5

Chairperson\*  
Vice Chairperson\*\*

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>TERM EXP.</u>
MARCI UTTI*	1423 S FRANKLIN	440-1018	12/31/2022
SADIE MERCER	580 BEACH DR. #4	541-513-1781	12/31/2022
RUTH SWENSON**	PO BOX 1006	738-6273	12/31/2023
KEITH CHANDLER	200 N. PROM	440-4040	12/31/2024
LINDA WYSS	1998 HUCKLEBERRY DR.	717-0292	12/31/2024



# Staff Report – City Council Meeting

Meeting Date: December 12, 2022  
Author: Spencer Kyle, City Manager  
Department: City Manager  
Subject: 2023 City Council Meeting Times  
Type of Item: Discussion

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## **Introduction:**

Staff would like to engage the City Council in a discussion regarding the starting times of City Council meeting in 2023.

## **Background:**

The City currently holds City Council meetings on the second and fourth Mondays of each month. These meetings have historically been held beginning at 7:00 pm. Chapter IV, Section 14 of the City charter states that the meeting's time and place will be set by ordinance ([link](#)). Chapter 30.01 of the City Code states that "The City Council shall meet the second and fourth Mondays of each month at City Hall" ([link](#)). Based upon the City Charter and code, the City Council may set the start times of the City Council meetings as their discretion.

## **Department Review:**

As City Manager I have some recommendations for the City Council to consider regarding the start time of our meetings. I also have some recommended changes to our meeting format that I hope will make the work of the City Council more effective.

### Meeting Format

Historically, the City Council has held "workshops" to discuss specific items on an as needed basis. I see the need for the City Council to engage in regular "work sessions" where the City Council can have discussions on issues in a more informal setting. I am proposing that the City Council begin holding a regular "work session" an hour prior to each City Council meeting. There are many discussions I have with individual Councilors during my one-on-one meetings with you. I believe the City would be better served by having the entire City Council engage in some of these discussions, rather than many individual discussions. These work sessions would also be a good opportunity for the City Council to discuss upcoming meeting topics that are not yet ready for formal action. In my experience, these discussions offer more transparency to the public and help ensure staff is on the right track as we work towards City Council goals and priorities. Regular work sessions also help the City Council make better final decisions at later meetings as policy issues have had time to be properly communicated, discussed, pondered and fleshed out.

These meetings are open to the public; however, the public does not usually participate in the discussion unless they have been invited to participate prior to the meeting. Typically, these meetings are not held with the City Council sitting around the Council dais, but around a table where you can better engage with each other in informal discussion.

### Meeting Times

I am recommending that we move the start time of our City Council meetings to an earlier time. Currently, many of our staff members wait two hours after their workday for the City Council meetings to begin. Some employees go home and return, but many wait at work for the meetings to begin. All of

the City's committees, boards, and commissions begin at earlier times, including the Planning Commission. City staff would appreciate holding our meetings earlier so that employees can return to their families earlier in the evening. In addition, there may be a reduction in overtime hours for our non-exempt employees who must attend the meetings.

#### Proposed Meeting Times

Work Session: 5:00 pm

Policy Session 6:00 pm

Interviews with potential committee, board or commission candidates could take place during the work session or prior to the work session, depending upon how full the work session agenda is.

One of the biggest considerations on start times is the availability of individual City Council members. It appears that the 2023 City Council members are in a position to determine their own schedules and shouldn't have regular conflicts with work. If this situation changes, the City Council can reconsider meeting start times.

Also, staff recommends seeking input and feedback from our incoming, newly-elected City Council members before making a decision.

#### **Budget Impact:**

Not a significant budget impact. There may be some financial savings due to lower amounts of accrued overtime for non-exempt employees who attend City Council meetings.

#### **Alternatives:**

The City Council may consider the request outlined above, may keep the current meeting start time or may consider other options.

#### **Requested Action:**

Staff is not looking for a formal motion, as much as general direction on what time the City will hold meetings in January 2023. As long as some consensus is reached, staff will work with that direction from the City Council.



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Submission information

Form: [Public Comment Submission or Registration](#) [1]

Submitted by Anonymous (not verified)

December 8, 2022 - 8:30pm

2600:6c55:6d00:681:e93d:d37f:fa0c:2118

**Full Name:**

Emily Reyneke

**Full Address (Providing your address is required to offer public comment):**

110 NW 4th St, Spc D13, Warrenton, 97146

**Phone Number:**

5418468511

**E-mail Address:**

csufiredog@gmail.com

**Confirm E-mail Address:**

csufiredog@gmail.com

**Is this comment for the City Council or the Planning Commission?**

City Council

**Meeting Date you will be providing public comment (Council Meets 2nd and 4th Monday of Month, Planning Meetings 1st Tuesday of Month)**

December 12, 2022

**Select which option you will be using to attend the meeting:**

In-Person

**In-Person Instructions:**

I have read and understand the in-person instructions.

**Is this comment for the general (open) comment period or for a specific agenda item?**

General Comment

**Please state the topic on which you would like to offer comments:**

Broadway Building

**If you would like to submit a photo or other documents along with your comment please upload them here:**

**Please select one of the following required options:**

I am stating that I do not wish to add this to a City Council packet, but rather wish to make my comments known to city staff.

**Source URL:** <https://www.cityofseaside.us/node/15991/submission/9871>

**Links**

[1] <https://www.cityofseaside.us/city-council/webforms/public-comment-submission-or-registration>