

**AGENDA SEASIDE CITY COUNCIL MEETING  
APRIL 13, 2015 7:00 PM**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. COMMENTS – PUBLIC
6. COMMENTS FROM STUDENT REPRESENTATIVE, Taylor Barnes
7. DECLARATION OF POTENTIAL CONFLICT OF INTEREST
8. CONSENT AGENDA
  - a) PAYMENT OF THE BILLS – \$927,358.65
  - b) APPROVAL OF MINUTES – MARCH 23, 2015 REGULAR MINUTES
9. UNFINISHED BUSINESS:
  - a) VACANCY – CITY TREE BOARD
10. NEW BUSINESS:
  - a) LIQUOR LICENSE APPLICATION – NEW GARDEN ASIAN CUISINE, 300 BROADWAY SUITE#21
  - b) APPROVAL - INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITIES OF ASTORIA, SEASIDE, AND WARRENTON FOR COOPERATION IN THE PROVISION OF LIBRARY SERVICES, Esther Moberg
  - c) APPROVAL – ORWARN MEMBERSHIP AGREEMENT, Neal Wallace
  - d) PUBLIC HEARING - ORDINANCE 2015-04 – AN ORDINANCE OF THE CITY OF SEASIDE, OREGON, AMENDING SEASIDE CODE OF ORDINANCE CHAPTER 110.04: UNLAWFUL, ILLEGAL OR PROHIBITED BUSINESSES NOT AUTHORIZED AND CREATING A NEW CHAPTER 118: MEDICAL MARIJUANA DISPENSARIES
    - > OPEN PUBLIC HEARING
    - > CLOSE PUBLIC HEARING
    - > COUNCIL COMMENTS
    - > MOTION FOR FIRST READING BY TITLE ONLY – ALL IN FAVOR AND OPPOSED
    - > MOTION FOR SECOND READING BY TITLE ONLY – ALL IN FAVOR AND OPPOSED
  - e) APPROVAL – CONTRACT FOR EMPLOYEE ASSOCIATION COLLECTIVE BARGAINING AGREEMENT
  - f) VACANCY – SEASIDE CIVIC AND CONVENTION CENTER COMMISSION
11. COMMENTS FROM THE COUNCIL
12. COMMENTS FROM THE CITY STAFF
13. ADJOURNMENT

Complete copies of the Current Council meeting Agenda Packets can be viewed at: *Seaside Public Library and Seaside City Hall. The Agendas and Minutes can be viewed on our website 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.

## **SEASIDE CITY TREE BOARD**

The purpose of the City Tree Board is to study, investigate, and develop and/or update annually, a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees in parks, along streets, and in other public areas. The Tree Board, when requested by the City Council, shall consider, investigate, make findings, report and recommend upon any special matter or question coming within the scope of its duties and responsibilities,

- (1) Develop criteria for city staff and/or contractors to apply in making decisions entrusted to staff and/or contractor discretion,
- (2) Designate Heritage Trees on public and private lands within the city,
- (3) Promote the planting and proper maintenance of trees through special events including an annual local celebration of Arbor Day, and
- (4) Obtain the annual Tree City USA designation by the National Arbor Day Foundation.

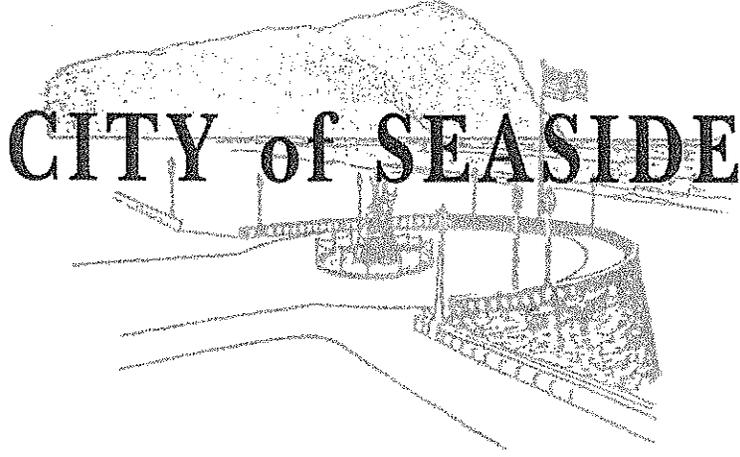
The Board consists of five members, appointed by the City Council for a three-year term, and who are residents, or owners or employees of businesses within the city limit.

The City Tree Board shall schedule meetings as needed and elect a chairperson and a vice-chairperson. No more than 3 unexcused absences allowed in a calendar year.

Tree Board members serve without salary or compensation of any nature.

## COMMITTEE/COMMISSION APPOINTMENT

1. **Date Council Notified:** July 28, 2014  
  
**Name:** Jason Smith  
Richard Bailey  
Jon Wickersham  
  
**Commission/Committee:** City Tree Board Committee  
  
**Resignation Date:** N/A  
  
**Term Expiration Date:** June 30, 2015  
  
**Wants to be considered again:** N/A
2. **Applicants:**
3. **Nominations:**
4. **Appointment:**



# CITY of SEASIDE

OREGON'S  
FAMOUS  
ALL-YEAR  
RESORT

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

## CITY TREE BOARD

Term of Office: 3 years

Number of Members: 5

| <u>NAME</u>   | <u>ADDRESS</u>             | <u>PHONE</u> | <u>TERM EXPIRES</u>     |
|---------------|----------------------------|--------------|-------------------------|
| VACANCY       |                            |              | 6/30/2015               |
| VACANCY       |                            |              | 6/30/2015               |
| CRAIG SORTER  | 840 5 <sup>TH</sup> AVENUE | 440-7201     | 6/30/2016               |
| DALE MCDOWELL | 3760 SUNSET BLVD.          | 717-8084     | 6/30/2017               |
| PAM FLEMING   | 1255 AVENUE 'B'            | 738-5637     | 6/30/2017               |
| NEAL WALLACE  | 989 BROADWAY               | 738-5112     | STAFF<br>REPRESENTATIVE |

## LIQUOR LICENSE APPLICATION

Shujun Qu  
New Garden Asian Cuisine  
300 Broadway Suite #21  
Seaside

This business has applied for a Limited On-Premises Sales Liquor License (change of ownership – was Golden Horse prior).

**Limited On-premises sales license – allows the sale of malt beverages, wine, and cider for consumption at the licensed business, and the sale of kegs of malt beverages to go. Licensees can cater small scale and large-scale private events if they have pre-approval from OLCC.**

The Police Department has reviewed the applicants and business applying for the liquor license and attached is the information received.

## Criteria for consideration

The City Council, after consideration, may determine to make a favorable, unfavorable, conditionally favorable or no recommendation to the OLCC. If the City Council makes an unfavorable or conditionally favorable recommendation to the OLCC regarding any application for liquor license, the recommendation will be based on a finding that one or more of the following conditions exist:

1. There is a history or pattern of illegal or disorderly activity on the premises.
2. There have been disturbances and/or other problems (such as fights, altercations, drug dealing by patrons, furnishing alcohol to minors by patrons, public drunkenness, alcohol related litter, etc.) related to the exercise of the applicant's alcohol license privilege and the applicant has failed to take reasonable and timely corrective action when notified of these problems by the police or the OLCC.
3. There is a continuing problem of noise from this business disturbing neighbors.
4. The applicant would be a poor risk for compliance with liquor laws, as indicated by a felony conviction, which reflects on the applicant's ability to be a responsible liquor licensee.
5. The applicant would be a poor risk for compliance with liquor laws, as indicated by a failure to comply with liquor laws.
6. The applicant has a history of abusing alcohol or other controlled substances and would be a poor risk for compliance with liquor laws.
7. The applicant has made an intentional and materially false statement about a matter that reflects on the applicant's ability to comply with the State's liquor laws.
8. An unlicensable person or a party not named as applicant has an ownership interest in the business to be licensed.
9. The applicant has failed to operate as originally proposed to the City Council, the original proposal having been a deciding factor in the Council's favorable recommendation to the OLCC.
10. The applicant has expanded the boundaries of the licensed premises to areas not originally considered by the Council and without City and OLCC approval.
11. The business is located within 500 feet of a school, child care facility, church, hospital, nursing or convalescent care facility, a park or child oriented recreation facility, or an alcohol and other drug treatment facility and there is evidence that the business will adversely impact the facility.

# *Seaside Police Department*

April 8, 2015

## **MEMORANDUM**

**TO:** Mayor and City Council  
**FROM:** Kim Jordan, Administrative Assistant  
**SUBJECT:** New Garden Asian Cuisine

The Seaside Police Department has reviewed the liquor application for New Garden Asian Cuisine at 300 Broadway Suite #21. This is a change of ownership and the owner is requesting a "Limited On-Premises Sales" license.

Our background check did not find anything that would disqualify the owner from obtaining a liquor license.

If you have any additional questions, please let me know.

*Working Together We Can Make A Difference*



# Seaside Public Library

1131 Broadway Seaside, OR 97138

## LIBRARY MEMORANDUM

To: The Mayor and City Council

From: Esther Moberg, Library Director

Date: March 18, 2015

Subject: Continuation of Libraries ROCC! Intergovernmental agreement between the cities of Astoria, Seaside, and Warrenton for cooperation in the provision of a Library services Intergovernmental Agreement (or IGA)

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Since 2010, the Seaside City Council has authorized Seaside Public Library staff to participate in a grant program titled Libraries ROCC (Rural Outreach to Clatsop County). Thanks to this collaboration between the schools of Astoria, Jewell, Knappa, Seaside, and Warrenton, and the public libraries of Astoria, Seaside, and Warrenton, we have been able to remove barriers to learning and reading while providing access to library services for all children in the Seaside school district.

Our goal has been to provide library services to all children in our community, regardless of geographic and socio-economic barriers. We believe that for our community to be successful, all of our youth must have the same opportunities for reading and education. In support of the work of our local educators and schools, the public libraries of Clatsop County have come up with three core areas in our ROCC program that we feel enhance the work of our local schools.

The attached IGA outlines three core areas of support:

- 1) Library cards for all children in Clatsop County ages 0-19
- 2) Courier services between the libraries and schools
- 3) The annual Countywide Summer Reading program.

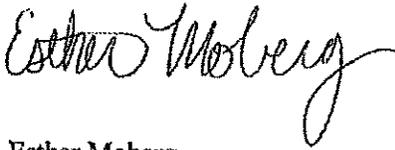
In return for supporting the ROCC program, our library receives additional support and collaboration from the other libraries. We are also able to share materials which strengthens our individual collections.

We have received additional dollars through grants which have allowed us to build our collection, strengthen our summer reading program, and in many ways enhance our presence at the local schools.

We will continue the ROCC program with the understanding that in order for this program to continue, we (the library directors) must secure additional community support and funding. The ROCC program has proven success, is sustainable, and provides resources which the youth of our community need.

As Library Director, I am requesting that the City Council approve the continuation of the ROCC program collaboration by having the city manager sign this intergovernmental agreement. Doing so would say that the City of Seaside supports all children in our community having access to libraries, library books, and library services. It is my recommendation that the City of Seaside's Mayor and City Council approve the signing of this IGA, with the understanding that once approved, it will go into effect on May 1, 2015, and may be dissolved in future after giving 90 days' notice to the other parties.

Sincerely,

A handwritten signature in cursive script that reads "Esther Moberg". The signature is written in black ink and is positioned to the right of the typed name.

Esther Moberg

Library Director  
Seaside Public Library



## MEMO

April 13, 2015

From: Neal Wallace

To: The Honorable Mayor and City Council

Re: ORWARN Membership Agreement

The Oregon Water/Wastewater Agency Response Network (ORWARN) is composed of member utilities providing voluntary assistance to each other during an emergency incident. ORWARN facilitates rapid, short-term deployment of emergency services, in the form of personnel, equipment, and materials that are required to restore critical operations to utilities that have sustained damages from natural or man-made events. Emergencies transcend jurisdictional boundaries so effective coordination is essential in preserving lives and property. ORWARN is part of a national "utilities helping utilities" effort led by the water and wastewater industry to develop a secure, web-based intrastate resource sharing tool. In short, it is a mutual assistance program consistent with the National Incident Management System (NIMS).

ORWARN members establish a board composed of volunteers from participating utilities within the state. A chair is elected by the board to act as administrator for ORWARN. The steering committee organizes the Annual ORWARN Conference for signatory utilities to address concerns and procedures related to mutual assistance and emergency preparedness. ORWARN is free and there is never any obligation for utilities to provide aid. Members establish a contractual relationship under which they are able to share resources, at their discretion, during an emergency.

Membership strengthens the network of mutual assistance resources while meeting FEMA requirements for reimbursement consideration. It contains indemnification and workers compensation provisions to protect participating utilities, and provides for reimbursement of costs between utilities sharing resources. Members have access to the ORWARN website, allowing a member to locate the emergency equipment (pumps, generators, chlorinators, evacuators, etc.) and trained personnel (e.g. treatment plant operators) needed in an emergency.

There are over 100 communities and member utilities in the ORWARN system. Seaside should be among them. Staff recommends approving the agreement and becoming a member of ORWARN.

**CITY OF SEASIDE MEMORANDUM**

**To: Mayor & City Council**  
**From: Community Development Department**  
**Date: April 13, 2015**  
**Subject: Medical Marijuana Dispensary Ordinance 2015-04**

**Request Summary:**

The City Council asked staff to prepare a draft medical marijuana dispensary ordinance as a follow-up to their joint work session with the Planning Commission on March 30<sup>th</sup>. The attached ordinance will modify the current business license ordinance and create a new ordinance (Chapter 118) that will establish additional licensing requirements for medical marijuana dispensaries.

A resolution addressing a potential fees schedule has also been prepared; however, that can be reviewed at a future date if the ordinance is acceptable to the Council.

As with any new ordinance, adoption is at the discretion of Council and the proposed text can be modified in order to address any additional concerns.

**Recommended City Council Action:**

Following public testimony, review the proposed ordinance and consider beginning the adoption process for the new regulations intended to establish new licensing requirements for medical marijuana dispensaries.

## ORDINANCE NO. 2015-04

### AN ORDINANCE OF THE CITY OF SEASIDE, OREGON, AMENDING SEASIDE CODE OF ORDINANCE CHAPTER 110.04: UNLAWFUL, ILLEGAL OR PROHIBITED BUSINESSES NOT AUTHORIZED AND CREATING A NEW CHAPTER 118: MEDICAL MARIJUANA DISPENSARIES.

WHEREAS, the 2013 Oregon Legislature enacted House Bill 3460 (2013) which creates a registration system for medical marijuana facilities; and

WHEREAS, House Bill 3460 (2013) directed that persons who operate or are employed by a registered medical marijuana facility would enjoy immunity from state prosecution; and

WHEREAS, the Oregon Legislature enacted Senate Bill 1531 (2014) which grants a city the authority to adopt ordinances that impose reasonable regulations on the operation of medical marijuana facilities registered under ORS 475.314 that are located in the city's jurisdiction; and

WHEREAS, this is a new industry and the City seeks to develop regulations that protect public health and safety; and

WHEREAS, the City of Seaside wishes to develop reasonable regulations for this industry; and

WHEREAS, the City of Seaside believes it is in the best interest of the health, safety and welfare of the citizens of the city to adopt and include such regulations in the Municipal Code.

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

**SECTION 1:** Chapter 110 of the Code of Seaside is amended to read:

##### 110.04 UNLAWFUL, ILLEGAL OR PROHIBITED BUSINESSES NOT AUTHORIZED.

The levy or collection of a license fee upon any business shall not be construed to be a license or permit of the city, to the person engaged therein, in the event such business shall be unlawful, illegal, or prohibited by the laws of the state or the United States or ordinances of the city. Notwithstanding the aforementioned provisions, a license can be issued for medical marijuana dispensaries that comply with the additional licensing requirements in Chapter 118.

**SECTION 2:** A new Chapter 118 is hereby created and added to the Code of Seaside to read:

#### Chapter 118 MEDICAL MARIJUANA DISPENSARIES

##### 118.01 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the content clearly indicates or requires a different meaning:

*Marijuana.* As defined under ORS 475.005.

*Dispensary.* A medical marijuana facility registered by the Oregon Health Authority under ORS 475.314.

*Cardholders.* Persons authorized under Oregon's Medical Marijuana Program to buy and transfer medical marijuana. This includes patients, designated primary caregivers, person responsible for a medical marijuana facility, and person responsible for a medical marijuana grow site.

*License.* A medical marijuana dispensary license issued pursuant to this Chapter.

##### 118.02 PURPOSE OF REGULATION.

To protect the public health and safety from unlawful use and sale of marijuana, all medical marijuana dispensaries shall be registered in accordance with ORS Chapter 475.300 to 475.346 and the applicable Oregon Administrative Rule (OAR 333-008).

Registration by the Oregon Health Authority is not a guarantee that a dispensary is permitted to operate under applicable local municipal regulations. All dispensaries shall comply with the regulations set forth in the *Code of Seaside*.

The regulations set forth by the City of Seaside in this chapter provide reasonable regulations that supplement the Oregon Health Authority's Medical Marijuana Program. These regulations are intended to solely address the issue of selling or dispensing medical marijuana. These regulations do not address and shall not be applied to any recreational or other use of marijuana that does not relate to the authorized use under Oregon's existing Medical Marijuana Act.

### **118.03 LICENSE REQUIRED.**

- (A) No person shall establish, maintain or operate a dispensary within the city unless an annual license is obtained from the city. Every place or building where a dispensary is established shall be deemed a dispensary subject to the provisions of this chapter. Each licensee shall also obtain a General Business License in accordance with Chapter 110 of the Code of Seaside.
- (B) No license will be issued without proof of registration to operate a dispensary issued by the State of Oregon. The applicant for the license must also provide copies of the written detailed policies and procedures and training for employees on the policies and procedures that are used as the basis for documenting compliance with OAR 333-008-1200 (4).
- (C) The City may deny a license if any owner, manager, operator, employee, agent, or volunteer:
- (1) Has been convicted for the manufacture or delivery of a controlled substance in Schedule I or Schedule II within five years from the date the application for a license was received by the City; or
  - (2) Has been Convicted more than once for the manufacture or delivery of a controlled substance in Schedule I or Schedule II; or
  - (3) Is prohibited by a court from participating in the Oregon Medical Marijuana Program (OMMP).
- (D) Application for a license must include the information necessary for criminal record background checks for any owner, manager, operator, employee, agent, or volunteer. The City of Seaside police department will conduct all necessary background checks.
- (E) No license shall be issued until after a criminal record background check has been completed for the applicant and all individuals employed or volunteering with the dispensary.
- (F) Once the dispensary is licensed, the licensee must notify the city and submit necessary information for criminal record background checks of any new owner, manager, operator, employee, agent, or volunteer.
- (G) Each licensee shall be required to pay the applicable license fee as set by Resolution of the Seaside City Council.
- (H) The requirements of sections 118.01 to 118.04 shall apply to the owners, managers, operators, employees, agents, and volunteers of the licensee's business.

### **118.04 OPERATIONAL REQUIREMENTS.**

- (A) Dispensaries must be located in accordance with ORS 475.314.
- (B) Remain in compliance with all of the applicable provision of OAR 333-008 and specifically recognize local law enforcement officers as government officials that have jurisdiction over some aspect of the registered facility or that otherwise have authority to be on the premises of the registered facility as specified in OAR 333-008-1200 (3) (h).
- (C) Non-Operational Hours. No sale or other distribution of marijuana shall occur upon the premises or via delivery between 8:00 pm and 8:00 am.
- (D) Giveaways. Dispensaries shall not distribute to consumers marijuana or marijuana-infused products free of charge.

**118.05 LICENSE VALIDITY & ANNUAL REVIEW FOR RENEWAL.**

A license will be valid for one calendar year and a new application for a license must be submitted each year. A previously licensed business may continue to operate during the next calendar year until the status of their new application is determined, provided a complete renewal application is submitted in December.

**118.06 REVOCATION OF LICENSE**

- (A) A license is subject to revocation at any time for violation of this chapter or any of the provisions of state law or the applicable Oregon Administrative Rule.
- (B) If at any time facts arise or become known to the City Manager that are sufficient to show violation of this chapter, state law, or Oregon Administrative Rule; the City Manager shall notify the licensee, in writing, that the license is to be revoked and that all dispensary activities must cease within 15 days.
- (C) The violations need not lead to a conviction, but must establish a reasonable doubt about the licensee's ability to perform the licensed activity without danger to property, public health or safety.

**115.13 SUSPENSION OF LICENSE.**

- (A) Upon determining that a licensed activity presents an immediate danger to person or property, the City Manager may suspend the license for the activity.
- (B) The suspension shall take effect immediately on notice being received by the licensee, or being delivered to the licensee's business address, as stated on the licensee's application for the license that is being suspended.
- (C) The notice shall be mailed to the licensee and state the reason for the suspension, and inform the licensee of the procedures for filing an appeal.
- (D) The City Manager may continue the suspension for as long as the reason for the suspension exists, or until a decision by the appellate authority on an appeal regarding the suspension concludes the matter.

**118.99 PENALTY.**

- (A) Any person violating any of the provisions of this chapter shall, upon conviction thereof in the municipal court of the city, be punishable by a fine not to exceed \$700.
- (B) Each day a violation of a provision of this chapter constitutes a separate violation.
- (C) Revocation or suspension of a license is not a penalty for violation of this chapter and it does not relieve a person of any fine for the violation.

**ADOPTED** by the City Council of the City of Seaside on this \_\_\_ day of \_\_\_\_\_, 2015, by the following roll call vote:

YEAS:  
NAYS:  
ABSTAIN:  
ABSENT:

**SUBMITTED** to and **APPROVED** by the Mayor on this \_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
DON LARSON, MAYOR

**ATTEST:**

\_\_\_\_\_  
Mark J. Winstanley, City Manager

## Memo

**To:** Mayor and City Council  
**From:** Trish Downey, Assist. to the City Manager  
**Date:** April 8, 2015  
**Re:** Seaside Employees Association Collective Bargaining Agreement

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On June 30, 2014, the Collective Bargaining Agreement between the City of Seaside, and the Seaside Employees' Association expired. After months of negotiations the City and the Seaside Employees' Association have finally agreed to a new Collective Bargaining Agreement (CBA).

To summarize the current document, the term will run from July 1, 2014 to June 30, 2017 with an agreement to open negotiations for the next contract no later than March 1, 2017.

Article 1 - Bargaining Unit and Recognitions – No changes

Article 2 – Nondiscrimination, Association Membership and Checkoff – No Changes

Article 3 – Workweek – Court Clerk hours were changed to accommodate for court. Changes to Fire Department Association members work hours. Clean-up of language regarding variations from regular work schedules for all Association Personnel.

Article 4 – Holidays - No changes.

Article 5 – Sick Leave – New language for employees hired on or after January 1, 2015 shall be entitled to payment of the value of one half of the value of the employee's sick leave balance up to 500 hours (250 hours) upon retirement.

Language inserted regarding new Oregon FMLA bereavement leave requirements.

Article 6 – Vacations – Language added to cap vacation leave at 500 hours.

Article 7 – Leave of Absence - No change.

Article 8 – Health and Welfare – Employees currently have full medical Blue Cross Plan V-E (\$500 deductible). Employees pay 10% of premium. Effective July 1, 2015 employees will pay 15% of premium.

City has proposed forming a working committee in September 2016 to look at acceptable alternatives to the current Plan.

Article 9 – Compensation - Cost of Living Increase – Effective and retro to July 1, 2014 all employees receive a 3% salary adjustment.

Effective July 1, 2015 employees shall receive a salary adjustment equal to the annual change in the Portland CPI-W for calendar year 2014, not less than two percent nor more than four percent.

Effective July 1, 2016 employees shall receive a salary adjustment equal to the annual change in the Portland CPI-W for calendar year 2015, not less than two percent nor more than four percent.

Language was added to Call Back Time employees whose time off is interrupted but is able to accomplish the issue by telephone will get up to 30 minutes call back time.

Article 10 – Discipline and Discharge - New language to clarify the process for Discipline and Discharge.

Article 11 – Settlement of Disputes - New language to clarify the process for Settlement of Disputes.

Article 12 – Seniority - No change

Article 13 – Stricke and Lockouts – No change.

Article 14 – General Provisions – Added e-cigarettes to no smoking policy.

Article 15 – Education Incentive Program – no change.

Article 16 – Management Rights – No change

Article 17 – Retirement Plan – No change.

Article 18 – Direct Deposit – No change

Article 19 – Term and Termination –The Contract will be from July 1, 2014 through June 30, 2017. The Agreement will open for negotiations no later than March 1, 2017.

The Contract has 2 Memorandum of Understandings (MOU) regarding specific employees' retirement, and a new MOU for an employee who will retire with 30 years, these all address health insurance after retirement.

A Letter of Understanding regarding retirement calculations and compensation is included.

A MOU regarding three long time employees, exempting them from the new maximum accrual of vacation accumulation.

## SEASIDE CIVIC AND CONVENTION CENTER COMMISSION

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.

**COMMITTEE/COMMISSION APPOINTMENT**

**1. Date Council Notified:** April 13, 2015

**Name:** Bob Hugo

**Commission/Committee:** Convention Center Commission

**Resignation Date:** April 6, 2015

**Term Expiration Date:** October 25, 2018

**Wants to be considered again:** No

**2. Applicants:**

**3. Nominations:**

**4. Appointment:**

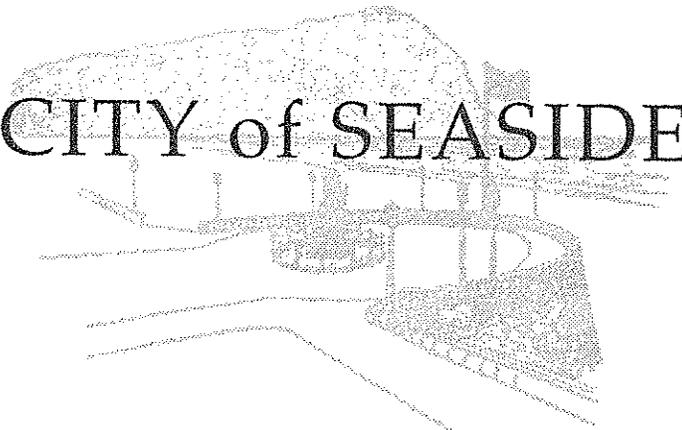
**From:** [redacted]  
**Sent:** Monday, April 06, 2015 6:56 PM  
**To:** Russell Vandenberg  
**Subject:** Re: SCCC Electronic Commission Packet (April)

Greetings Russ,

First, I owe you a big apology. I resigned as GM for Rivertide Suites at the end of January. I have been back and forth to Spokane helping my folks with medical issues. They are both 85 and starting to have all sorts of issues. My time with them is limited I think. I should have communicated this to you in January. I am not able to continue to serve on the SCC advisory board. I am not sure of the proper process to resign my position, but I hope this letter will suffice. It was my pleasure to be on the board, however my folks at this point, trump my ability to be available. I hope the SCC is successful in the expansion plans for the future and you continue to grow. Thank you for the opportunity to serve. Let me know if I can be of any service in the future. I will be working somewhere soon and will keep you apprised.

Sincerely,  
Bob Hugo

Sent from Windows Mail



# 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

## 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> |
|------------------|-----------------------------------|--------------|---------------------|
| ROGER SCHULTZ    | 2481 VENICE BLVD.                 | 738-5641     | 10/25/2016          |
| KAARINA VERA     | 170 SW BIRCH AVENUE<br>WARRENTON, | 717-2282     | 10/25/2016          |
| JEFF KILDAY*     | PO BOX 1031                       | 738-3018     | 10/25/2017          |
| CHUCK MINER      | 2002 MAPLE ST.                    | 440-9240     | 10/25/2017          |
| PATRICK DUHACHEK | 89736 SEALS RD.                   | 858-774-4678 | 10/25/2017          |
| VACANCY          |                                   |              | 10/25/2018          |
| TIM TOLAN        | PO BOX 911                        | 738-3802     | 10/25/2018          |

\*CHAIR  
\*\*VICE CHAIR