

**WALDPORT CITY COUNCIL
FEBRUARY 9, 2017
MEETING NOTICE AND AGENDA**

The Waldport City Council will meet at 2:00 p.m. on Thursday, February 9, 2017 in the City Council Meeting Room, 125 Alsea Highway to take up the following agenda:

1. CALL TO ORDER
2. ROLL CALL
3. MINUTES: *January 12, 2017*
4. PUBLIC COMMENTS/PRESENTATIONS
5. DISCUSSION/ACTION ITEMS
 - A) *Consideration of Resolution Recommending Restoring Recreational Immunity Rights*
 - B) *Update for Providing Sanitary Sewer to South Waldport*
 - C) *Goal Review*
 - D) *Other Issues*
6. COUNCIL COMMENTS AND CONCERNS
7. REPORTS
 - City Manager*
 - City Librarian*
 - Public Works Director*
8. EXECUTIVE SESSION - *Pursuant to ORS 192.660(2)(h): To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.*
9. ACTIONS, IF ANY, FROM EXECUTIVE SESSION
10. GOOD OF THE ORDER
11. ADJOURNMENT

The City Council Meeting Room is accessible to all individuals. If you will need special accommodations to attend this meeting, please call City Hall, (541)264-7417, during normal office hours.

* Denotes no material in packet

Notice given this 3rd day of February, 2017 - Reda Q. Eckerman, City Recorder

**WALDPOR CITY COUNCIL
JANUARY 12, 2017
MEETING MINUTES**

1. CALL TO ORDER: Mayor Woodruff called the meeting to order at 2:00 p.m.
2. OATH OF OFFICE FOR COUNCIL MEMBERS: City Recorder Eckerman administered oaths of office to Mayor Woodruff and Councilors Bob O'Brien, Pat Warwick and Greg Dunn, who then took their seats at the Council table.
3. ROLL CALL: Mayor Woodruff and Councilors O'Brien, Warwick, Dunn, Christenson and Cutter answered the roll. Councilor Holland was excused. A quorum was present.
4. ELECTION OF COUNCIL PRESIDENT: Mayor Woodruff nominated Councilor Cutter as Council President. There were no other nominations, and the vote of the Council was unanimous for the appointment.
5. MINUTES: The Council considered the minutes from the December 8, 2016 meeting. Councilor Cutter **moved** to approve the minutes as presented. Councilor Christenson **seconded**, and the motion **carried** unanimously on a voice vote.
6. PUBLIC COMMENTS/PRESENTATIONS: None.
7. CORRESPONDENCE: The Council considered the letter from the County Commissioners regarding the scheduling of their annual joint meeting. **Consensus** of the Council was to schedule the meeting for June 14th.
8. DISCUSSION/ACTION ITEMS:
 - A. Approval of Budget Schedule for FY 17/18: It was noted that there was one vacancy on the Budget Committee. Councilor Cutter **moved** to approve the Budget Schedule. Councilor Christenson **seconded**, and the motion **carried** unanimously.
 - B. Signatory Resolution: The Council considered the proposed signatory resolution. No changes were made. Councilor Cutter **moved** to approve Resolution 1218, Councilor Dunn **seconded**, and the motion **carried** unanimously on a voice vote.
 - C. Industrial Park Master Plan Update: City Manager Kemp noted that the requested action was to review and approve the revised scope of work and authorize the signing of the award letter for the Lincoln County Economic & Community Development Grant. The proposed revision to the scope of work was to add an access road analysis. Following a brief discussion, Councilor Cutter **moved** to approve the revised scope of work and authorize signing of the award letter. Councilor Warwick **seconded**, and the motion **carried** unanimously on a voice vote.
 - D. Affordable Housing Program: Mr. Kemp noted that the next month's agenda would include a review of the City's goals, and this item is part of that list. The issue was on the agenda to ascertain whether the Council desired to direct staff to work on specifics, or refer the issue to the Planning Commission for review. Councilor Cutter suggested a workshop to discuss the constraints and challenges, and to invite property owners, renters, lenders, and construction companies. Mr. Kemp responded that it may be more effective to initiate the conversation with the entities prior to scheduling a workshop. He will work on developing a list of potential participants for a focus group to discuss the issue.
9. COUNCIL COMMENTS AND CONCERNS: Councilor Warwick thanked the Public Works department for keeping the roads accessible during the recent cold weather. Councilor Cutter raised the issue of cable and internet providers, and suggested that the City's franchises be reviewed to ensure fairness. A subcommittee consisting of Councilors

Cutter and Christenson, along with City Manager Kemp, will commence the review. Staff will also research the possibility of a limited franchise for Charter, in order to allow citizens inside the City limits but north of the Alsea Bay bridge to receive cable services. Mayor Woodruff indicated she had received a thank-you letter from the Council of Governments for the City's annual donation to the Meals on Wheels program. She also mentioned receipt of information from "Travel Oregon" about an expanded tourism grant program, and noted that they were apparently also looking at grants for private businesses. The issue of the condition of the Mercantile building was raised, and Councilor Cutter suggested that the League of Oregon Cities and the Council of Governments may have information about what the City can do when an owner allows a building to fall into disrepair. Mr. Kemp will try contacting the owner to ascertain his intent.

The Council discussed the memo from Councilor Holland regarding a proposed public art project suggested by the Waldport Arts Group. Their idea was to paint certain crosswalks in a rainbow display. **Consensus** of the Council was favorable to the idea, and City staff will look at what will need to be done to obtain ODOT approval and the costs involved.

10. **REPORTS:** Written reports from the City Manager, City Librarian, Public Works Director, City Planner and Code Compliance Officer were included in the packet materials. City Manager Kemp also distributed a questionnaire from the Lincoln County Transportation District with regard to transportation needs.

11. **GOOD OF THE ORDER:** It was noted that Mayor Woodruff and Councilors Dunn and Warwick would be attending the upcoming "Elected Essentials" workshop. City Recorder Eckerman reviewed the idea of "e-billing" for water and sewer customers, mentioning that there would be no cost for the upgrade to the software. This will allow customers to view their billing online, as well as make payments. Public Works Director Andry noted that the department had constructed a de-icing unit which was successfully deployed to keep the roads safe during the recent bout of storms.

12. **ADJOURNMENT:** At 4:00 p.m., there being no further business to come before the Council, the meeting was adjourned.

Respectfully submitted,

Reda Q. Eckerman, City Recorder

APPROVED by the Waldport City Council this ____ day of _____, 2017.

SIGNED by the Mayor this ____ day of _____, 2017.

Susan Woodruff, Mayor

RESOLUTION NO. _____

A RESOLUTION OF THE WALDPORT CITY COUNCIL RECOMMENDING RESTORING RECREATIONAL IMMUNITY RIGHTS

WHEREAS, in 1995, the Legislative Assembly declared it to be the public policy of the State of Oregon to encourage landowners to make their land available to the public for recreational purposes by limiting their liability toward persons entering thereon for such purposes, and;

WHEREAS, recreations purposes includes, but are not limited to, outdoor activities such as hunting, fishing, swimming, boating, camping, picnicking, hiking, nature study, outdoor educational activities, water sports, winter sports, viewing or enjoying historical, archaeological, scenic or scientific sites or volunteering for any public purpose project, including the above aforementioned activities, as well as: gardening, woodcutting and for the harvest of special forest products, and;

WHEREAS, the Public Use of Lands Act has increased the availability of land for free recreation by citizens and visitors alike by limiting liability to cities, counties, park districts, irrigation districts, schools and private landowners, including property-owner associations, farmers and timber companies that, by virtue of this act, allow members of the public to use or traverse their lands at no charge for recreation purposes, and;

WHEREAS, for twenty years, the Public Use of Lands Act has been broadly interpreted to extend this immunity from liability to apply not only to landowners but also to the landowner's employees agents, and volunteers, and;

WHEREAS, in *Johnson v. Gibson*, the Oregon Supreme Court held that when the Legislature passed the Public Use of Lands Act, it intended to immunize only the landowner, otherwise the Legislative Assembly would have included employees, agents and volunteers in the Act, and;

WHEREAS, this ruling effectively undermines a landowner's recreational immunity from tort liability under the Act because public employers are statutorily required to represent and indemnify their employees and most, if not all, landowners who allow access to their lands free of charge will ultimately be responsible for the negligence of their employees that results in injury to a member of the public or property, and;

WHEREAS, landowners will likely face substantially increased insurance premiums for this new risk exposure and/or have to close their property or amenities to Oregonians trying to recreate due to the result of this decision.

NOW, THEREFORE, let it be known that the Waldport City Council supports legislation in the 2017 Oregon Legislative Assembly promulgated to restore recreational immunity to landowners and their officers, employees, agents or volunteers who are acting within the scope of their employment or duties so to allow Oregonians to access their lands

for recreational use and enjoyment.

ADOPTED by the Waldport City Council this _____ day of February, 2017.

SIGNED by the Mayor this _____ day of February, 2017

Susan Woodruff, Mayor

Attest:

Reda Eckerman, City Recorder



CITY COUNCIL MEETING AGENDA COVER SHEET FOR DISCUSSION / ACTION

TITLE OF ISSUE: Update for providing Sanitary Sewer to south Waldport

REQUESTED BY: City Manager, Public Works Director

FOR MEETING DATE: February 9, 2017

SUMMARY OF ISSUE:

Many years have passed since the initial Phase One assessment (2006) was levied (Ordinance 703) on south Waldport properties. Would like to provide benefitting properties with an update, the preliminary project cost estimated in 2008, and see if City Council and property owners are interested in moving forward with Phase Two of sanitary sewer construction for south Waldport.

STAFF RECOMMENDATION or ACTION REQUESTED:

Review and approve attached informational mailing.

BACKGROUND:

The previous Local Improvement District (LID) accomplished the construction upgrade to the Ocean Hills pump station to receive and pump future flows from the entire south Waldport sewer service area at a cost of \$659,000. This improvement was completed in December 2005. A grant from USDA-RD of \$267,400 contributed to the improvement and benefitting property owners were assessed \$387,130, with a small balance paid for by assessed interest. Ordinance 703 provides an outline of the LID process and is attached.

The proposed Phase Two LID would provide a new wastewater collection system for the south Waldport area, providing local sewer collector service and local conveyance from the northern portion of the south Waldport sewer service area to the completed Ocean Hills pump station.

An overview map of the proposed LID is presented in Figure 4.1. Improvements consist of the construction of a new gravity sanitary sewer system. The LID area has elevation differences. Due to the presence of a deep ravine on the west side of the area, properties along Corona, Seaview, LaBarre, and Sherwood are not able to drain by gravity across Highway 101; therefore, a pump station must be provided to lift sewage from the low elevation areas to the gravity sewer system which will flow to Ocean Hills pump station.

ATTACHMENTS: Informational mailing, Ordinance 703



SOUTH WALDPOR - NORTH SUBSECTION LOCAL IMPROVEMENT DISTRICT SANITARY SEWER PROJECT

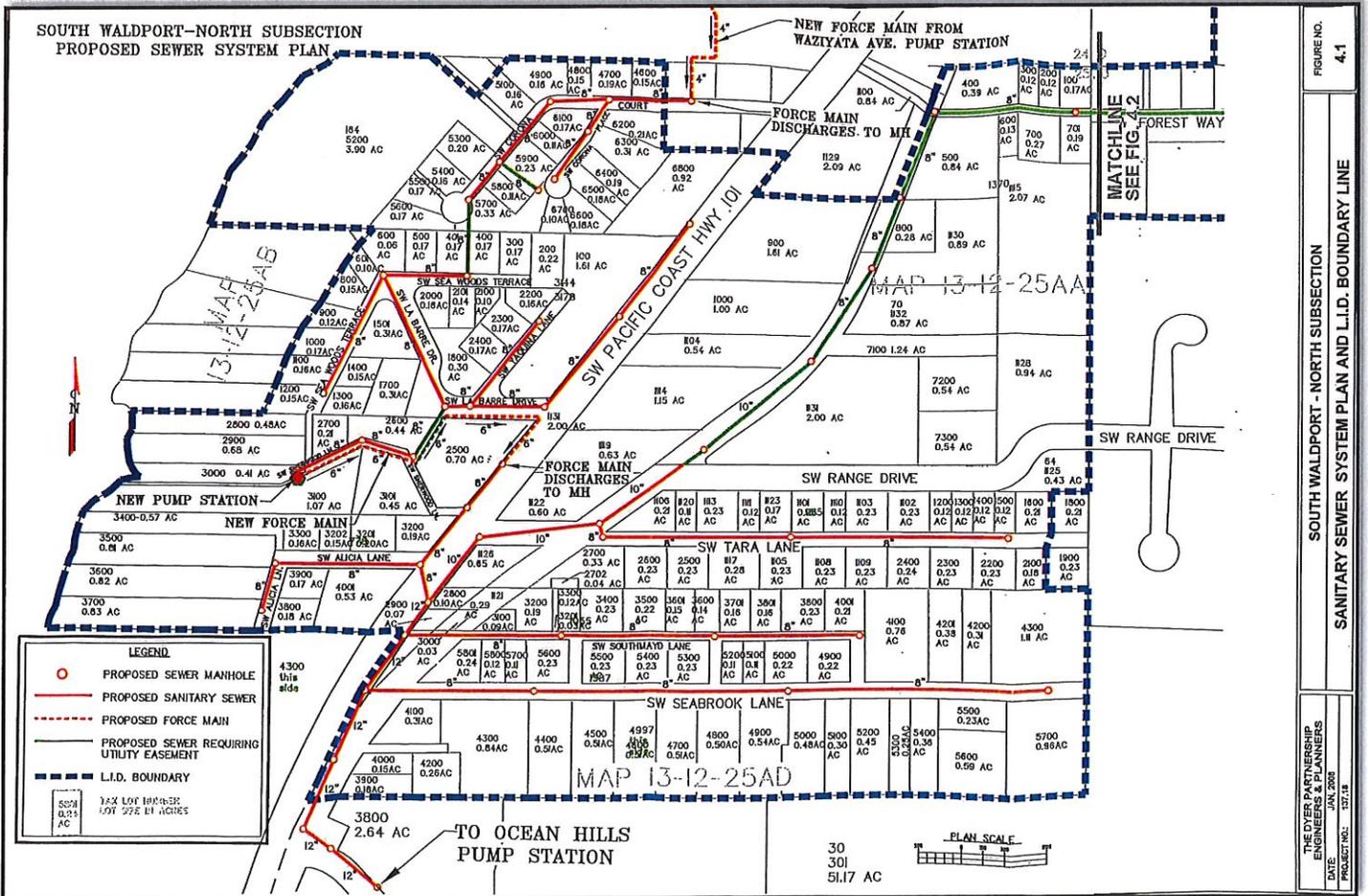
Project Update - February 2017

City of Waldport
 PO Box 1120
 125 Alsea Highway
 Waldport, OR 97394
 541-264-7417
 www.waldport.org

If you are a property owner within the Local Improvement District, ("LID") please review this brochure. We would like to hear from you to see if you would like to proceed or not with Phase 2 of the sewer project.

If we find that a majority of owners would like to go ahead with construction (and its mandatory assessment), the city will revisit the project. LID formation may be by petition from any number of property owners with at least 60% supporting its formation.

To answer your questions or for more information, please contact the city at 541-264-7417.





Ocean Hills Lift Station

Phase 1 – Lift Station

New wastewater collection systems are typically paid for by the properties that benefit. Back in the early 2000's, the city's goal was to form a Local Improvement District ("LID") to fund bringing sewer to the neighborhood. Phase One of the LID, the initial assessment of \$496 per Equivalent Residential Unit ("ERU"), provided for the engineering design and the infrastructure to be able to handle the future sewer lines.

The Phase One LID completed a major upgrade the Ocean Hills pump station to receive and pump future flows from the South Waldport sewer service area, as well as major pipeline conveyance modifications.

These improvements were completed in December 2005, funded by grant from USDA-Rural Development and the assessment charged to the benefiting property owners. Phase One did not and was never intended to pay for the sewer lines themselves.

Phase 2 – Main Lines

As described in the April 2008 Engineering Report, the proposed Phase Two LID would provide a new local wastewater collection system, providing sewer collector and conveyance from the northern portion of the south Waldport sewer service area to the completed Ocean Hills pump station.

The city was planning to begin Phase Two in 2008, but that is when the economy crashed. Therefore, the consideration of implementing Phase Two was deferred.

The preliminary plan for the improvements is to construct sanitary sewer lines, manholes, force mains, and a new pump station to lift sewage from the low elevation areas to the gravity sewer system that will flow to Ocean Hills pump station.

(A recommended concurrent improvement is a redirection of existing wastewater flows to the new gravity system, which will be constructed at the City's expense.)

Preliminary Cost Estimate (2008)

Improvement bonds are typically issued to finance special assessments such as LIDs. The legal basis of a special assessment is that it is a charge imposed upon property owners that receive special benefits from an improvement beyond the general benefit of all citizens in the community.

The Engineering Report estimated the cost for sanitary sewer improvements at approximately \$2,4 million. Properties located within the district would be assessed on a unit price basis per ERU, as previously established for the Phase 1 LID assessment. The assessed price per EDU would be determined based on the total project cost.

2008 Estimated Project Cost	\$2.4M
Total ERU within LID Boundary	251
2008 Estimated Cost per ERU	\$9,600

Phase 3 – Property Hookups/Annexations

At the completion of Phase 2, property owners would then be able to connect to the system for new service and to construct their own sewer laterals from the residence or business to the new sanitary sewer lines. At that time new services would need to pay system development charges (SDC), is a one-time charge for benefits from the rest of the municipal sewer system.

Hookups for new services will reimburse for existing wastewater collection, pumping and treatment systems that are have already been built in anticipation of the new services. A small portion of the SDC also contributes to that part of the system needed for new growth. The intention is that neither existing users nor new users subsidize the other, but rather that each pays its fair share of the overall system.

Some properties within the LID boundaries are currently within the County, and would need to be annexed into the City to be provided sewer service.

ORDINANCE NO. 703

AN ORDINANCE SPREADING ASSESSMENTS FOR SOUTH SEWER LOCAL IMPROVEMENT DISTRICT; DETERMINING THE AMOUNT TO BE ASSESSED AGAINST SPECIFIC PROPERTIES; AND PROVIDING FOR THE FINANCING OF ASSESSMENTS

The City of Waldport, Oregon, finds:

A. On December 7, 2000, the City Council considered the formation of a local improvement district, discussed the properties that would be included in the district, and requested city staff to proceed to form the district.

B. An engineer's report (the "Report") was prepared pursuant to City Code Section 3.8.020 to, among other things, describe the local improvement district-supported project (the "Project").

C. On September 5, 2002 the City Council passed Resolution No. 1013, which accepted and adopted the recommended "Alternative B" financing plan in the Report, called for notice of the Council action regarding the local improvement district formation to be given to affected property owners, stated that the engineer's report is on file and subject to public examination, called for the holding of a public hearing, and described the manner of doing work for the Project.

D. Notice of the South Local Improvement District (the "District") and the hearing regarding the District was given by newspaper publication in the October 8, 2002 and October 15, 2002 issues of the *South Lincoln County News* and was mailed to affected property owners in a letter dated September 23, 2002.

E. A public hearing on the District was held on October 23, 2002 and November 20, 2002.

F. At the December 5, 2002 City Council meeting the Council determined that an insufficient number of remonstrances to table the proposed improvements were received and moved to proceed with the Project.

G. The Project proceeded to construction.

H. The Project has been completed and a proposed assessment roll covering the total cost of the Project has been prepared.

I. Proposed assessment notices were mailed to all affected property owners in a letter dated December 1, 2005 and the letters provided a December 20, 2005 deadline to submit objections to the proposed assessments.

J. The time for filing objections has expired and the City has addressed all objections received.

K. The final assessments to be charged against each property benefitted by the Project are set forth in the assessment roll attached as Exhibit A.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF WALDPOROT DOES ORDAIN AS FOLLOWS:

Section 1. The Project has been completed.

Section 2. The total cost of the Project to be financed by assessments to property in the District is \$387,129.60.

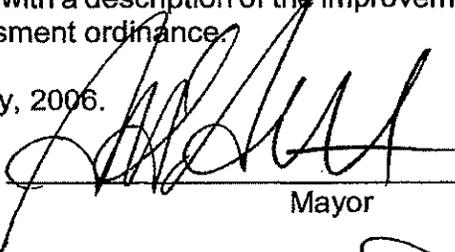
Section 3. The City Council determines the assessments set forth in the assessment roll attached as Exhibit A shall be charged against the lots described in the assessment roll. The Council spreads the assessments set forth in the assessment roll attached as Exhibit A. The city recorder is directed to cause notice of the final assessments to be given pursuant to City Code Section 3.08.100 within 10 days after the effective date of this assessment ordinance. The city recorder is further directed to publish notice of the final assessments pursuant to ORS 223.210.

Section 4. The property owners assessed by Section 3 may file written application to pay the assessments in installments.

Section 5. Pursuant to City Code Section 3.08.110, the city recorder shall enter in the docket of city liens a statement of the amounts assessed upon each particular lot, parcel of land or portion thereof, together with a description of the improvement, the name of the owners and the date of this assessment ordinance.

Enacted this 12 th day of January, 2006.

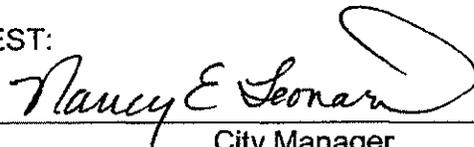
By



Mayor

ATTEST:

By



City Manager



CITY COUNCIL MEETING AGENDA COVER SHEET FOR DISCUSSION / ACTION

TITLE OF ISSUE: Goal Review
REQUESTED BY: City Council
FOR MEETING DATE: February 9, 2017

SUMMARY OF ISSUE:

The City approved goal statements in 2015 and 2016, which have been updated for review.

STAFF RECOMMENDATION or ACTION REQUESTED:

Review goals update and provide direction as necessary.

BACKGROUND:

On February 12, 2015, City Council held a goal setting workshop, facilitated by Wes Hare, Albany's City Manager. There was further discussion and refinement at the City Council meeting March 12, 2015, and Council reviewed a final outline of 2015 goals at a workshop meeting April 2, 2015. The City Council approved an update to the goals at its meeting on March 2, 2016. Attached for review and consideration is a draft 2017 update, with the following significant changes from last year's format:

1. Removed cost estimates column – handle individually as items come up for discussion and/or during budget process
2. Form Parks and Recreation...is changed to Implement Parks, Recreation & Trails Master Plan
3. Deleted Community Center
4. Combine Impediments to development and housing development
5. Deleted hotel attraction and development
6. Added franchise agreements
7. Moved Crestline and Range improvements to Urban Renewal
8. Deleted Community Development Block Grant and Industrial Finance Authority general goal – handle individually as projects are identified
9. Moved expending Urban Renewal #1 remaining funds to its own line item

Attachment: City of Waldport Goals (Updated February 2017)

CITY OF WALDPOR GOALS

J) COMMUNITY SERVICES	Partners	Constraints & Opportunities	Priority	Timeframe (from 2017)	UPDATE 2017
A) Complete MOU for former HS Open Space Project	LCSD				Completed; Pending receipt of final \$11,000 from LCSD for feasibility study
B) Update Waldport Parks and Recreation Master Plan		Amount of funding for feasibility study is enough for amphitheater analysis	High	6 months	Completed Pending spending \$15,000 Grant towards feasibility study Feasibility study proposals under review, will soon be contracted
C) Implement Parks, Recreation & Trails Master Plan		Prominent City-owned lands in central location; costs of developing and operating; recreational immunity issue	High	6 months – 1 year	Research and consider revenue enhancements Prepare maintenance plan and schedule Prioritize, evaluate and select projects
D) Evaluate library building, operations, and programming 1) Maintain existing building while evaluating its life span; research long-range building options 2) Review and adopt library standards and policies 3) Evaluate job descriptions and salary ranges 4) Programming meets best practices	Lincoln County Library District, Chinook Network, Friends of the Library, Oregon State Library		Medium	6 months-1 year	Building is at physical capacity; maintaining at level to be serviceable and functional Standards and policies ongoing Job descriptions and salary ranges updated Programming being expanded into adults and teens

Goals – UPDATE 2017

II) COMMUNITY DEVELOPMENT	Partners	Constraints & Opportunities	Priority	Timeframe (from 2017)	UPDATE 2017
<p>A) Prepare Streetscape Plan for Highway 34 from Bayfront terminus to Lint Slough Bridge, including public improvements, vehicle and pedestrian circulation, and on-street parking</p>	<p>ODOT, Chamber of Commerce</p>	<p>TGM Grant funding Coordination w/ ODOT and business community Prepare plans utilizing existing curb cuts</p>	<p>Low</p>	<p>6 months</p>	<p>On hold; ODOT did not approve grant application Focus next on Transportation System Plan cycle; applications due June 2017</p>
<p>B) Identify and evaluate effects on workforce affordable housing and commercial development:</p> <ol style="list-style-type: none"> 1) Land values 2) Construction costs 3) Lending requirements 4) Insurance requirements 5) Development Code/fees 6) System Development Charges <p>C) Evaluate options and tools to facilitate development and growth</p>		<p>County-wide coalition efforts</p>	<p>High</p>	<p>6 months</p>	<p>Local focus group/task force being formed</p>
<p>D) Participate in business and tourism support and marketing efforts</p> <ol style="list-style-type: none"> 1) Partnering with Port, Chamber, Downtown or other business groups, Yachats, Seal Rock, Travel Oregon 2) Events support 3) Marketing & promotions plan 4) Video 5) Image/branding 	<p>Port of Alsea, Chamber of Commerce, Shop Waldport, Yachats, Seal Rock, Lincoln County, Travel Oregon</p>	<p>Integrate currently fragmented marketing efforts Branding effort can be esoteric and demanding</p>	<p>Medium</p>	<p>Ongoing</p>	<p>Assess and budget annual contribution to Chamber and requirements/ accounting for use of funds (Budget Committee) Assess and budget other annual contributions (Budget Committee) Develop options for use for former Central Oregon Coast Association monies</p>

Goals – UPDATE 2017

II) COMMUNITY DEVELOPMENT	Partners	Constraints & Opportunities	Priority	Timeframe (from 2017)	UPDATE 2017
E) Incorporate public art in projects and the community	LCSD, OCCC, local artists, "Waldport Arts Group" (WAG)	Need plan, funding model WAG as advocate Artists Associations	Medium	6 months – 2 years	Sea Lion placement (awaiting ODOT approval) WAG – Crosswalks/work with ODOT
G) Prepare master site plan for the industrial area	County & Economic Development Alliance, State DLCD and ODOT, Business Oregon, property owners and businesses	Multiple property owners and businesses Much of potential road routes in county Funding for acquisition & construction Regulations	High	6 months – 1 year	Feasibility study completed & master plan underway
H) Prepare maps and engineering plans for sewer to industrial area	Port, Urban Renewal, State	Funding; Port as funding conduit?	High	6 months – 18 months	Commence upon completion of master plan
I) Secure shovel-ready certification for industrial area (Source: <i>Industrial Site Readiness & Certification/Decision Ready Checklist</i>)	County, Economic Development Alliance, Business Oregon, Property Owners and Businesses	Water/sewer Transportation linkages to 101	Medium	1 – 2 years	Regionally Significant Industrial Area (RSIA) application not fully approved by State Certifications more than likely developed on a property-by-property basis
J) Identify and pursue viable industry or business clusters	EDA, Business Oregon	Locational considerations	Medium	2 – 4 years	Subsequent to master planning effort

Goals – UPDATE 2017

II) COMMUNITY DEVELOPMENT	Partners	Constraints & Opportunities	Priority	Timeframe (from 2017)	UPDATE 2017
K) Continue forming core Alsea Highway Scenic Byway Committee, and soliciting funds or in-lieu services for preparation of the Corridor Management Plan	Lincoln, Linn & Benton Counties, Cities of Philomath, Corvallis & Tangent, Alsea Community Effort (ACE) Federal & State agencies, COG, BLM, US Forest Service				Completed
L) Prepare Corridor Management Plan for the Alsea Highway Scenic Byway	See above				Completed; submitted to State
M) Evaluate franchise agreements	Franchisees		Medium	6 months – 1 year	Assessment and evaluation of opportunities and constraints underway To form subcommittee with Councilors Cutter and Christenson

Goals – UPDATE 2017

III) PUBLIC WORKS, INFRASTRUCTURE AND FACILITIES	Partners	Constraints & Opportunities	Priority	Timeframe (from 2017)	UPDATE 2017
A) Update Utility Master Plans 1) Water System Master Plan 2) Wastewater System Master Plan 3) Storm Water Master Plan	State		High	6 months – 2 years	Undergoing water treatment plant assessment and water system planning State safe drinking water revolving loan approved on reimbursement basis
C) Evaluate City and community facilities, in conjunction with other entities as needed 1) Library 2) Community Center 3) City Hall 4) Fire Station 5) Museum	Fire District, Museum	Cohesive look at all facilities Include State facilities, such as Visitor/Interpretive Center?	Medium	2 years	Civic plaza concept plan provided in Parks, Recreation & Trails Master Plan
D) Prepare digital maps for water distribution, wastewater collection, and land use					Completed water and sewer; land use tried and canceled (not very useful)
E) Prepare and implement street maintenance program	County, State	Funding	High	Ongoing	Street inventory complete; annual prioritization ongoing as part of capital improvements/budget cycle

Goals – UPDATE 2017

IV URBAN RENEWAL	Partners	Constraints & Opportunities	Priority	Timeframe (from 2017)	UPDATE 2017
A) Expend remaining Urban Renewal #1 funds		Needs to be downtown or old town area	High	6 months – 18 months	Banners & signs Façade and sign improvement grants/low interest loans (e.g., up \$5,000 with 1:1 match for building facades and signs on commercial buildings along Hwy. 101)
B) Amend Urban Renewal #2 or create Urban Renewal #3	County, other taxing agencies	May add 20% to current plan, 25% to overall land in city	Lesser	1 – 2 years	A. Adopt another minor amendment to UR#2 (e.g., to include former Public Works shop and Lint Slough Road) B. Adopt major amendment to UR#2 C. Adopt new project area
C) Prepare maps and engineering plans for street and sidewalk improvements along Crestline and Range Drives	County, Urban Renewal, LCSD	ROW width, utilities in ROW where walkway is located Safe Routes to School?	Medium	1 – 2 years	County graded and improved walking path on east side of Crestline Evaluate new development requiring undergrounding of utilities (currently required for new streets in subdivisions)

Goals – UPDATE 2017

M) COMMUNITY RESILIENCY	Partners	Constraints & Opportunities	Priority	Timeframe (from 2017)	UPDATE 2017
A) Relocate Public Works facility					Completed
B) Designate Emergency Operations Center			Medium	Ongoing	Establishing City EOC at PW facility
C) Continue purchasing and storing supplies and equipment	County, Central Oregon Coast Fire and Rescue District, LCSD	Annual funding – long list; storage	High	Ongoing	Applying for County matching grant in partnership with LCSD and COCFRD to purchase tents and other supplies
D) Train staff and conduct response exercises	County, Fire District, LCSD	Use LCSD and FEMA resources	Medium	Ongoing	ICS or other training as needed Participated in Cascadia Rising event June 2016 Presented at Tsunami Conference Dec 2016
E) Enter into Cooperative Agreements	County, Fire Districts, Yachats, Dahl, businesses	FEMA Guidelines	Low	1 – 2 years	Deferred per County; to be revisited
F) Prepare communications plan and standard operating procedures	Other agencies, businesses and non-profits, Lincoln County Amateur Radio Club		High	6 months – 1 year	Purchased ham radios; available for other operators; coordinating with local ham operators, city operator's licenses TBD
G) Educate citizens on preparedness	County, Fire District, LCSD, Citizens Patrol, CERC	Communication platforms	High	Ongoing	Preparedness Fairs

CITY COUNCIL MEETING – February 9, 2017

CITY MANAGER REPORT

1. *Mercantile Building*

I had a fairly in-depth phone conversation with Frank Gargas, owner of the Mercantile Building on Highway 101. He said he has ideas for reconstructing the building, needs to hire somebody to do a quick engineering feasibility study and concept plans. For the meantime, I am giving him the benefit of the doubt and a chance to proceed, while also holding in abeyance our code compliance case.

2. *Open Space Feasibility Study*

After reaching out to scores of possible firms, we received two responses to the feasibility study Request for Proposals: EcoNorthwest and Webb Management Services. Staff is currently reviewing the two proposals – along with former Economic Development Planner Rachel Cotton – and will be selecting one of the firms to proceed with the study. Please note that the primary focus on establishing whether or not there is a market for an amphitheater in town, and the approved budget of approximately \$25,000 is not sufficient funding to suitably tackle and answer the alternative use scenario. This will need to be done in a follow up study, if warranted by the results of the initial study. Preferred concept plans and analysis of governance and operating parameters would also be subsequent studies, if warranted.

3. *Workforce/Affordable Housing*

City Planner Larry Lewis and I are assembling a tentative list for members of our local focus group on housing, and will reach out to gauge interest and get feedback. In addition, the Economic Development Alliance of Lincoln County is holding a working lunch with employers, bankers, and realtors on February 28th, which I will also be attending.

4. *Central Lincoln PUD Building*

Former Central Lincoln PUD office is for sale, located at 480 NW Hemlock Street. Attached is information from the multiple listing service.

5. *Emergency Grant – Lincoln County*

The City is partnering with the Lincoln County School District and Central Coast Fire & Rescue District has submitted a joint application for the 2017 grant. Attached is information. If approved, the City's match will be \$2500.

6. *City Auditor*

After soliciting 32 firms from 10 counties, staff received 2 proposals for auditing services. Our existing auditor did not submit, as they feel they can no longer commit due to changing circumstances in their office. We thank Hough, MacAdam, Wartnik, Fisher & Gorman for their efforts the past five years.

After evaluating each proposal, including external peer review reports, as well as checking references and the State Board of Accountancy for any complaints or disciplinary actions, we have selected Emerald CPA Group, LLP, as City auditor. We also had a phone interview with two of the principals. It's a small firm located in Eugene, bringing years of experience in the field. Their city clients are, although smaller, similar in characteristics to Waldport. The agreement is for five years of audit services, with each successive year dependent upon successful completion of the prior year. The fee is \$18,500 annually, which is an amount in line with our recent budgets. Average price for single component unit audits would be \$2,500. The other submittal, from Boldt, Carlisle & Smith, was for \$27,140 in the first year.



480 NW HEMLOCK ST, Waldport, OR 97394
MLS #17-162

Former Central Lincoln PUD office. Great location...1 block from 101 on Hwy 34. Remodeled in 1994 with newer carpet and built-in cabinets. Large break room has a sink. Very good condition! Excellent Fire Alarm System, GENERATOR and uninterrupted power supply, built-in safe, loading-dock. Designated parking spaces-5, shared parking spaces-6

Contract Information

Approved by MLS	Yes	Listing Member	Wendy Birchfield Office: 541-272-9190 http://wendybirchfield.withwre.com/
Listing Office	Windermere WCP Real Estate Gallery 707500511 Office: 541-563-3862 Fax #: 541-563-3863	Co-listing Agent	Chris Watkins, Broker, GRI of Windermere WCP Real Estate Gallery cell number: 541-270-6774 FAX: 541-563-3863 Office Phone: 541-563-3862 216 http://www.chriswatkinsre.com
Days On Market	2	Cumulative DOM	2
Original List Price	305,000	List Price	305,000
Begin Date	01/24/2017	End Date	01/24/2018
BA Comm	3	BA Comm Type	%
Listing Type	Exclusive Right To Sell	Commission Code	None
Office File #	5732	Owner	Central Lincoln
Bank/Lender Owned?	No	Sh Sale/3rd Pty App?	No

General Property Description

Property Type	Commercial	Book Section	Commercial
Realtor.COM Type	Commercial	Major Area	SWAL - Waldport
Area	SWAL - Waldport	Frontage	None
View	None	View 2	None
Total Bathrooms	2	Total SqFt.	3,378
Sq Ft Remarks	per appraisal	Year Built	1994
Year Built Remarks	remodeled	Lot Size	10,890 sq. ft.
# of Acres	0.25	Garage Type	None
Garage Stall	0	Garage Remarks	Loading Dock

Location, Tax and Other Information

Cross Street	Hwy 101	County	Lincoln
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Property ID	R167345	Taxes	0
Tax Remarks	non-profit		
Tax Year	2016	Parcel Nbr	131119BD-2100-00
Subdivision	Keady's - Waldport	Zoning	Downtown District - Waldport
Hwy 101	East Side		
Directions	Cross bridge into Waldport. At 1st (Hwy. 34) light, turn east. Bldg between Napa and Public Library.		
Private Remarks	Not in flood zone per FEMA # FM41041Co662D loading doc is 262 sq ft 2 HVAC systems Pitched metal roof, built over flat roof		

Status Change Info

Status	Active	Status Change Date	01/24/2017
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Details

Legal:	Tax Map#: 131119BD; Tax Lot#: 021; Block: 3; Lot: 0000; Tax District: Keady's Addition	Walls:	Paint
General Info:	Building Type: commercial; Condition: updated/remodeled; # Units: 1; Levels: 1; Possession: COE	Utilities:	Sewer: City; Water: City; Electric: On Property; Gas: None
Roof:	Metal/Aluminum	Heating:	Electric; Forced Air
Outbuildings:	None	Alternate Heat:	None
Siding:	Stucco	Water:	City
Foundation:	Slab	Electric:	On Property
Street Surface:	Paved	Gas:	None
Internal Features:	Water Heater: Electric	Sewer:	City
Ceiling:	Flat	Showing Instructions:	Appointment Phone #: 541-272-9190; Call Listing Office; Key Box: SentiLock LCBR; Key Box Location: gate at loading dock
Flooring:	Carpet; Other	Sellers Terms:	1031; Cash; Conventional

Information is not guaranteed and should be verified by you. See [copyright notice](#). Prepared by Wendy Birchfield on Thursday, January 26, 2017 9:15 AM. The information on this sheet has been made available by the MLS and may not be the listing of the provider.



Board of Commissioners

Courthouse, Room 110
225 W. Olive Street
Newport, Oregon 97365
(541) 265-4989
FAX (541) 265-4176

**Emergency Preparedness Matching Grant Program
Application 2016-2017**

1. Applicant: Lincoln County School District
City of Waldport & Central Coast Fire & Rescue
2. Amount requested: \$ 2500 match = \$7,500 total
3. Matching funds available and will be spent for post disaster relief purposes?
 Yes No
4. Attach any updates to the adopted plan for emergency preparedness and disaster recovery showing how these funds will be used.

Please see attached proposal.

Terms and Conditions of Grant Understood and Agreed to:

By: Susan Graves
Signature of Authorized Entity Representative

Printed Name and Title: Susan Graves ~~the~~ Safety Coordinator, LCSD

Address: PO Box 1110 Newport, OR 97365

Phone: 541-270-4367

WALDPOR DISASTER SUPPLY CACHE PROJECT
An Emergency Preparedness & Disaster Response/Recovery Plan
January 23, 2017

SUMMARY

Lincoln County School District, The City of Waldport, and Central Coast Fire & Rescue are all applying for a \$2,500 matching grant from the *Lincoln County Emergency Preparedness Matching Grant Program*. We will partner together and combine all of our funds (\$15,000 in total) to purchase additional basic survival supplies for the existing Disaster Caches in Waldport for use after a large earthquake and tsunami or other disaster requiring these resources. The water filter straws and many of the tents will be located at the cache at the Waldport schools. That cache is designated for use by the approximate 700 students and staff at Crestview Heights School and Waldport High School if school is in session during a disaster or for use by surviving community members if school is not in session. Some of the remaining supplies purchased with this grant may be divided into The City's two other disaster caches.

DESCRIPTION

Right along the Oregon coast lies the *Cascadia Subduction Zone*, capable of producing magnitude 8+ earthquakes with several minutes of intense shaking & destructive tsunami waves for 10+ hours. Bridge failures, landslides & tsunami inundation will cut off normal transportation routes and cause families to be separated. We will need to survive for days & possibly weeks without normal infrastructure and services. Scientists have discovered that large earthquakes occur on our Cascadia Subduction Zone at an average interval of 240 years. It has been nearly 317 years since the last one.

Earthquake damage to schools and buildings along with hundreds of aftershocks will make shelter an immediate need in order to avoid hypothermia. The cache will include heavy-duty Shelter Tents to provide temporary shelter for all 700 students and staff. Drinking water is also needed to survive. The cache already contains 43 large, 55-gallon water barrels but we need to replace the water purifier solution. We will also purchase 750 water filter straws that will each filter 30 gallons of water from natural water sources that have not been contaminated by tsunami waters. This will provide immediate survival needs of shelter & water for 750+ people. We will also purchase heavy-duty construction bags for cleaning up debris or to use as rain ponchos or for shelter; visqueen for covering broken windows or for shelter; and hand wipes for sanitation purposes.

The City of Waldport, Central Coast Fire and Lincoln County School District recognize that while we cannot prevent an earthquake and tsunami, preparing in advance with basic survival supplies will greatly reduce suffering and promote resiliency during and after the disaster. Thank you for your consideration in partnering with us to accomplish these important objectives. A copy of our final report, including an updated inventory list will be provided to the Lincoln County Emergency Services Manager for their records upon completion of the project.

Thank you,
Sue Graves, 541-270-4367, susan.graves@lincoln.k12.or.us

**Waldport Disaster Cache
Proposed Budget**

Item	Qty	Cost each	Total
Tents (10 x 20, Steel frame)	35	\$250	\$8,750
Water Filter Straws	750	\$5.00	\$3,750
Water Purifier Solution (for the 43 water barrels)	43	\$10.79	\$463.97
Construction/Contractor Bags	66 boxes	\$15.15	\$1,000
Visqueen	5 rolls	\$100.00	\$500
Hand Wipes (box of 300, individually wrapped)	26	\$20.61	\$536.03
TOTAL			\$15,000

**Proposed Funding
(using 2017 County Grants & Agency Matching Funds)**

Lincoln County School District match			\$2,500
City of Waldport match			\$2,500
Central Coast Fire & Rescue match			\$2,500
Lincoln County Commissioners Grant			\$7,500
TOTAL			\$15,000



Board of Commissioners

Courthouse, Room 110
225 W. Olive Street
Newport, Oregon 97365
(541) 265-4989
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January 4, 2017

**Emergency Preparedness Matching Grant Program
Fiscal Year 2016-2017**

The Lincoln County Board of Commissioners is pleased to announce continuation of the matching grant program for emergency preparedness and disaster recovery. Funding is available for cities of Lincoln County, Rural Fire Protection District (separate from City Fire Departments), Lincoln County School District, Oregon Coast Community College and the Confederated Tribes of Siletz Indians to stockpile emergency preparedness or post-disaster relief. Lincoln County has made available up to \$35,000 for the program for fiscal year 2016-2017 on a **first come first served** basis. Individual grants, up to \$2,500 per entity, are available on a dollar-for-dollar match to qualifying entities through a simple grant application. Applications can be submitted at any time between **January 4, 2017 and 5:00 p.m., March 3, 2017**. A follow up report on how the funds were spent will be due by June 30, 2017.

The Board of Commissioners is now requiring qualifying entities to provide any updates to their formal governing body's adopted plan for emergency preparedness and disaster recovery showing how these funds will be used. The application process is simple and, we hope, effective. We do ask that you coordinate information about your grant project with Jenny Demaris, our County Emergency Services Manager.

Disaster recovery in a major emergency will require coordination of county, state and federal services and resources, but immediate needs will need to be addressed locally. We feel this program will serve those local needs.

If you have any questions about the program, please contact Tanya Graham in our office at (541) 265-4100.

Sincerely,

LINCOLN COUNTY BOARD OF COMMISSIONERS

BILL HALL, Chair

TERRY N. THOMPSON, Commissioner

DOUG HUNT, Commissioner



Lincoln County
Emergency Preparedness Matching Grant Program
FY 2016-2017

Purpose:

To provide matching funds to qualifying local governments, Lincoln County School District, Oregon Coast Community College and Confederated Tribes of Siletz Indians to stockpile emergency supplies or equipment (e.g. foodstuffs, water purification equipment, bedding, cots, sanitation, first-aid supplies, warning radios or other devices, and similar supplies or equipment) for emergency preparedness or post-disaster relief.

Qualifying Entities:

Applicants for these funds include:

- Incorporated cities in Lincoln County;
- Fire departments and Rural Fire Protection Districts in Lincoln County;
- Lincoln County School District; Oregon Coast Community College and
- The Confederated Tribes of Siletz Indians

Note: Rural fire protection districts that also service cities may jointly administer separate grants for both entities in a coordinated program.

Amounts Available:

A maximum amount of **\$2,500** is available for each qualifying applicant. Note: amounts need to be matched by an equal commitment of funds by the applicant.

Other Requirements:

The Board of Commissioners is now requiring qualifying entities to provide any updates to their formal governing body's adopted plan for emergency preparedness and disaster recovery showing how these funds will be used. Each applicant must submit a written certification generally identifying what supplies or equipment will be purchased and how those supplies or equipment will be stored, accessed and used for emergency preparedness or post-disaster relief in the community.

In addition, information on the emergency preparedness purchase or post-disaster relief plan for these supplies must be filed with the County Emergency Services Manager, and any changes in the location or use of those supplies or equipment must be reported to the Manager immediately. Application on back of page.

**Waldport Public Library
Board of Trustees
Minutes of Regular Meeting November 8, 2016**

Members Present:

Shirley Hanes, Chairman
Jan Hansen, Vice Chairman
Gary Hodges
Barbara Smith-Huggins

Others Present:

Sue Bennett, Library Director

Members Absent:

Brian Fodness

Call to order, introductions & review of agenda: Chair Shirley Hanes called the meeting to order at 9:00 a.m. There was change to the agenda. The date of the December meeting was corrected to December 13, 2016

Minutes: The minutes for the regular meeting of October 11, 2016 were unanimously approved.

Financial Report: The financial report was reviewed. The budget is on track. Ms. Bennett mentioned the library may need to replace the routers at the library and City Hall, which would be a large expense but it is not the exact cost for the library's portion. We have asked Orco Tech for an explanation of the cost. Ms. Hanes attended the Library District meeting and reported the decrease in funds from the incorporation of South Beach would not happen until 2018.

Committee Reports: None.

Director's Report: Ms. Bennett provided a review of the programs that occurred during the month of October. Circulation for October totaled 5,861. Public computer sessions totaled 1018 and 194. Attendance for the children's programs are up from last month as well as a significant increase in new cards issued.

The Director is working on ideas for programs for next year for both adults and teens. She plans to investigate where the library can partner with other organizations in the community to expand programming.

Old Business: Shirley Hanes revisited the decision the Board made last month regarding the library being open for Veteran's Day. She was concerned that the community would have an issue with the library open and wanted to ensure the board was still comfortable with the library being open for Veteran's Day. The Board felt they were honoring Veterans by being open. The Director will be noting community comment regarding the library being open and will report back to the Board at the next meeting.

New Business:

Gary Hodges provided several examples of dictionary stands to the Board for purchase from the memorial funds of Vic Bucy. The examples were given to Ms. Bennett to decide which stand would work best in the library. There is approximately \$700 left from the donation. A plaque will be made for the stand in memory of Mr. Vic Bucy.

Board Members concerns: None stated.

Actions or Recommendations to the City Council: None.

Public Comment: None.

Announcements: None.

Next Regular Meeting: Tuesday, January 10, at 9:30 a.m.

Adjournment: Ms. Hanes adjourned the meeting at 10:15 a.m.

Waldport Public Library Monthly Circulation FY 2016-17

Patron Category	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
LCLD-Adult	3,073	3,068	2,655	2,874	2,858	3,093	3,178						
LCLD-Youth	176	174	117	96	60	37	65						
Waldport Adult	2,200	2,070	1,854	1,860	1,920	1,951	1,807						
Waldport Youth	126	110	67	56	79	52	64						
CITLES (Adult & Juv)	58	28	26	41	30	25	40						
Temporary 1 yr	49	64	62	81	64	66	52						
Temporary	152	62	3	15	8	2	0						
OCCC	1	21	19	20	22	4	0						
Oregon Passport	86	60	71	77	92	67	97						
Interlibrary loan out	<u>50</u>	<u>64</u>	<u>80</u>	<u>83</u>	<u>60</u>	<u>50</u>	<u>91</u>						
Chinook Circ	5,971	5,721	4,954	5,203	5,193	5,347	5,394	0	0	0	0	0	0
% circ in public lib	50%	48%	48%	45%	48.40%	48.67%	46.87%						
*Non-cataloged Library2Go *	766 <u>179</u> 945	n/a <u>186</u> 186	n/a <u>202</u> 202	438 <u>220</u> 658	454 <u>238</u> 692	542 <u>177</u> 719	622 <u>225</u> 847	0	0	0	0	0	0
GRAND TOTAL	6,916	5,907	5,156	5,861	5,885	6,066	6,241	0	0	0	0	0	0
<i>Last Year</i>	6,379	6,613	6,016	5,948	5,456	6,097	6,487	6,026	6,333	5,755	5,385	6,363	72,858
Interlibrary loan In	49	53	*35	45	63	59	45						
Computers	1,058	1,268	979	1,018	1,093	1,034	1,004						
WiFi	362	n/a	n/a	194	258	268	301						
Patrons added	36	30	37	53	33	31	34						
Program attendance	552	342	151	329	496	229	129						

*Previous ly

*Beginning reported

Closure: Aug. no Closure: as 229.

July 4 - mag. pb. or Sept 5 - Corrected
9 hours Wifi count 9 hours to 35.

Public Works Department Report for the month of January 2017

Water Treatment Plant

Plant Production:	<u>6.38</u>	MG
Rainfall:	<u>9.9</u>	inches

Wastewater Treatment Facility

Effluent Flow:	<u>9.3</u>	MG
Rainfall:	<u>11.2</u>	Inches

Public Works Dept.

Alarm call outs:	<u>4</u>
Locates:	<u>5</u>
Sewer plugs:	<u>0</u>
Water service installations:	<u>0</u>
Sewer connections:	<u>0</u>
Water Leaks:	<u>1</u>

Department General Overview

The City of Waldport Public Works Department has been working hard as usual during the past month to protect our infrastructure and serve the citizens of Waldport.

Some of the public works crew projects completed in January include reacting to early morning driving conditions, maintenance, degreasing lift stations, tree trimming, and the installation of a new storm drain on Mill & Grant.

As usual the plant operators are doing an exceptional job operating and maintaining the city's water treatment facilities. During January, the Programmable Logic Controller at the water plant failed followed closely by the auto dialer which calls problems to the on-call phone. The plant operators did a great job keeping their overtime down by shifting their schedules and working well as a team until we could solve their mechanical errors.

Administratively, we have been working hard planning our future direction as a successfully operating department. January passed very quickly with numerous issues throughout Waldport's aging infrastructure. Besides reacting to issues, we reevaluated our current staffing and moved some of our team around in hopes that their new positions will better meet their current potentials.