

**WALDPORT CITY COUNCIL
FEBRUARY 11, 2016
MEETING NOTICE AND AGENDA**

The Waldport City Council will meet at 2:00 p.m. on Thursday, February 11, 2016 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 14, 2016*
4. PUBLIC COMMENTS/PRESENTATIONS
5. DISCUSSION/ACTION ITEMS
 - A) *Consideration of Resolution Authorizing Drinking Water Revolving Loan Fund Application*
 - B) *Consideration of Date for Joint Session with County Board of Commissioners*
 - C) *Review of Electronic Sign Policy*
 - D) *Other Issues*
6. COUNCIL COMMENTS AND CONCERNS
7. REPORTS
 - City Manager**
 - City Librarian*
 - Public Works Director*
 - City Planner*
8. EXECUTIVE SESSION: *Pursuant to ORS 192.660(2)(i): To review and evaluate, pursuant to standards, criteria and policy directives adopted by the governing body, the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member unless the person whose performance is being reviewed and evaluated requests an open hearing.*
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 5th day of February, 2016 - Reda Q. Eckerman, City Recorder

**WALDPORT CITY COUNCIL
JANUARY 14, 2016
MEETING MINUTES**

1. CALL TO ORDER AND ROLL CALL: Mayor Woodruff called the meeting to order at 2:00 p.m. Mayor Woodruff and Councilors Christenson, Campbell, Cutter and Holland answered the roll. Councilors O'Brien and Gates were excused. A quorum was present.

2. MINUTES: The Council considered the minutes from the December 10, 2015 meeting. Councilor Cutter **moved** to approve the minutes as presented. Councilor Holland **seconded**, and the motion **carried** unanimously on a voice vote.

3. PUBLIC COMMENTS/PRESENTATIONS: Tom Cropper distributed copies of the Bill of Rights and spoke regarding the Second Amendment.

4. DISCUSSION/ACTION ITEMS:

A. Planning Commission:

1) Letters of Interest: The Council considered the letters from Ruth Stole and James Rolfe. Following a brief discussion, Councilor Cutter **moved** to appoint Ms. Stole. Councilor Holland **seconded**, and the motion **carried** unanimously.

2. Consideration of Ordinance Amending Municipal Code Chapter 2.04 "Planning Commission": City Manager Kemp explained that this amendment would clarify the language in the Municipal Code regarding the terms for Planning Commission appointments. If a position is vacated, the new appointee will begin a four-year term from the date of appointment. Hearing no objections, Mayor Woodruff read Ordinance No. 759 by title only for the first and second reading. Councilor Cutter **moved** to approve Ordinance No. 759. Councilor Holland **seconded**, and the motion **carried** unanimously.

B. Consideration of Proposed Schedule for 2016/2017 Budget: The Council considered the proposed schedule, no changes were made. City Manager Kemp noted that there were several openings on the Budget Committee. Councilor Cutter **moved** to approve the schedule as presented and to advertise the vacancies. Councilor Christenson **seconded**, and the motion **carried** unanimously on a voice vote.

C. Southwest Lincoln Water District Petition to Form PUD: Two Board members and Superintendent David Whitlock, were present at the meeting. City Manager Kemp reviewed the issue, noting that forming a people's utility district could have certain advantages for Southwest Lincoln Water, but may also have certain impacts on the City of Waldport in providing services to residents within the City limits, as some areas of the District and the City overlap. Discussion ensued. No action was taken. It was noted that the Department of Energy's public hearing on the proposed formation was scheduled for February 4, 2016. A District-wide vote may be possible in the May election. The Council thanked the Southwest Lincoln representatives for attending.

D. Other Issues: None.

5. COUNCIL COMMENTS AND CONCERNS: Councilor Christenson asked if the hydrant on Norwood, that had recently been run into, would be replaced. Public Works Director Andry confirmed, noting that the service was temporarily capped but a new hydrant was

on order. Councilor Campbell reviewed the recent Chamber meeting, noting that one item of discussion had been the sign policy for the new electronic sign. This will be reviewed by the Council at their next meeting. He also noted that Waldport High School had ranked in the top 25% of the nation academically, which was definitely noteworthy. Mayor Woodruff asked about posting the City's goals on the website and City Manager Kemp indicated that the Council would be reviewing them at the next Council meeting. Councilor Holland noted that as John Maré had been so instrumental in working on the City's trail system, it would be proper to name one of the trails after him. Councilor Cutter so **moved**, Councilor Holland **seconded**, and the motion **carried** unanimously.

6. REPORTS: The written reports from the Public Works Director, City Planner and Code Compliance Officer were in the packet materials. City Manager Kemp informed the Council that a series of meetings have been scheduled to discuss various aspects of the Parks and Recreation Master Plan. They will occur on February 1, 8, 22, 29 and March 7. All the meetings will be held at City Hall from 5:00 p.m. to 7:00 p.m. Additionally, a survey has been prepared and will be available online, with copies at City Hall and the Library for those who might not want to complete them electronically. With regard to the Industrial Park, Mr. Kemp noted that he has received only one response from the letters sent out to property owners. He will be following up with another letter to invite the owners to a meeting in February. The motel downtown is now under new ownership, and they are working with the City and ODOT to correct the access point to the highway. Mr. Kemp has met with several interested parties regarding the old Public Works shop, though the zoning issue still needs to be addressed and an appraisal done. The final item in his report was an update on the December 17 storm damage on Eckman Creek Road, where the culvert under the road was incapable of handling water runoff and the road partially washed away, which broke the 6" water main and flooded the pump station. The City is currently working with the County to address a permanent repair.

7. GOOD OF THE ORDER: Mayor Woodruff displayed the mosaic designs that are being used for the planter project.

8. ADJOURNMENT: At 3:37 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 _____, 2016.
SIGNED by the Mayor this ____ day of _____, 2016.

Susan Woodruff, Mayor

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE CITY OF WALDPOROT TO APPLY FOR A SAFE DRINKING WATER REVOLVING LOAN (SDWRLF) FROM BUSINESS OREGON'S INFRASTRUCTURE FINANCE DIVISION (IFA), FOR WATER TREATMENT PLANT IMPROVEMENT AND AUTHORIZING THE CITY MANAGER TO SIGN APPLICATION.

WHEREAS, the Oregon Health Authority (OHA) surveyed and evaluated the entire water system for the City of Waldport and has listed deficiencies and rule violations that will have to be corrected as soon as possible; and

WHEREAS, Civil West Engineering has outlined and described proposed services to assess the existing water treatment facility, design and assist the city with installation of recommended improvements that will correct these issues, and prepare a comprehensive water system plan; and

WHEREAS, an initial letter of interest submitted to IFA received a high ranking on the project priority list, and the public comment period will finalize on February 15, 2016; and

WHEREAS, IFA has invited the City to submit an application for SDWRLF funding which will include an immediate 10 percent in a forgivable loan and an additional forgivable loan for communities that meet "disadvantaged status". The remaining balance of the loan would be at an interest rate as low as 1 percent. The final determination of grant/loan eligibility is made during the application process;

NOW, THEREFORE, The Waldport City Council supports the application for funding water treatment plant improvement and authorizes the City Manager to sign the application.

APPROVED by the Waldport City Council this _____ day of _____, 2016.

SIGNED by the Mayor this _____ day of _____, 2016.

Susan Woodruff, Mayor

ATTEST:

Reda Eckerman, City Recorder



Board of Commissioners

Courthouse, Room 110
225 W. Olive Street
Newport, Oregon 97365
(541) 265-4100
FAX (541) 265-4176

January 11, 2016

City of Waldport
Susan Woodruff, Mayor
PO Box 1120
Waldport, OR 97394

RE: Joint Session with Lincoln County Board of Commissioners - 2016

Dear Mayor Woodruff:

The Lincoln County Board of Commissioners would once again like to schedule a joint work session with your city councilors. The joint work session in your council chambers would begin at 6:00 p.m. and continue to no later than 7:00 p.m., with everyone from your council who could attend. We would then hold our regular weekly Board of Commissioners meeting immediately following the joint session and would include information and discussion items that might be of particular interest to citizens in your area.

We are flexible in scheduling these joint meetings based on your availability and we hope one of the following available meeting dates is convenient for your schedule:

June 1
June 8
June 15

To confirm one of these dates, please contact me at the address and/or phone number listed above, or you may e-mail me at tagraham@co.lincoln.or.us. Our Board looks forward to continuing its ongoing communication and cooperation with you and your council members.

Sincerely,

Tanya Graham
Administrative Assistant
Lincoln County Board of Commissioners

e-c: Reda Eckerman, City Recorder reda.eckerman@waldport.org





CITY COUNCIL MEETING AGENDA COVER SHEET FOR DISCUSSION / ACTION

TITLE OF ISSUE: Electronic Sign Policy

REQUESTED BY: City Council

FOR MEETING DATE: February 11, 2016

SUMMARY OF ISSUE:

The City of Waldport ("City") recently installed a digital sign in front of the Community Center. City staff developed a sign policy and request form, which the City Council would like to review.

STAFF RECOMMENDATION or ACTION REQUESTED:

Review sign policy, provide direction as desired.

BACKGROUND:

The City installed a two-sided electronic reader board sign in front of the Community Chamber. Staff researched similar policies and developed a City policy and request form, which is attached. Below are items to note regarding sign operations and the protocol:

- There are parameters as to the number of impressions in a cycle, and the length of time that each sign is displayed. It is important to not have too many impressions, which dilutes the overall impact and creates clutter and oversaturation. Although we are still working on what the "sweet spot" is, one pattern is to have a maximum of 15 impressions, each lasting four seconds, which would create up to a one minute cycle. Adding impressions or decreasing the length negatively impacts the reader's cognition.
- Non-governmental agencies (non-profits, churches and service organizations) may request to post fundraising events that are not standing meetings that could be known or promoted via different methods. To advertise standing meetings or services opens the door to having to do this for all local organizations, which would greatly increase the volume of messages, necessitating reduction in time to condense the cycle. Many of the unique event or other messages would be lost in the shuffle.
- Government agencies (Port of Alsea, Central Oregon Coast Fire & Rescue District, Lincoln County School District), and Chamber of Commerce, as well as the City, may post additional messages of interest. These could include Chamber luncheon and special meetings, for example. School sporting events are also included, as part of the reasoning for this sign is that it replaces the former Booster sign.
- The greater the number of signs and the frequency in which they change would increase staff time necessary to manage the sign program.

Attachments: Sign Policy and Request Form

ELECTRONIC SIGN MESSAGE REQUEST

Date: _____

Organization Name: _____

Contact Person: _____

Telephone Number: _____

Email Address: _____

Date(s) of Event: _____

Type of Event: _____

Location of Event: _____

Dates(s) Message Should Appear: _____

Content of Message: _____

Note: Messages appear best with four lines per screen. There is a two-screen maximum per message. Characters per line vary depending on the font size - messages appear best with 17 characters per line.

Additional Information: _____

Use this section to describe any special effects, background, etc. that you would like to include.

CITY OF WALDPORT ELECTRONIC SIGN POLICY

Please read this policy before requesting information be placed on the electronic message sign. If you accept the conditions of this policy, then send a request (at least a week prior to the event, if possible) with the following information:

Organization Name
Contact Person
Telephone Number
Email address
Date of event
Type of event
Location of event
Date(s) message should appear on sign
Content of message

Messages appear best with four lines per screen. There is a two-screen maximum per message. Characters per line vary depending on the font size - messages appear best with 17 characters per line.

Electronic Sign Procedure and Policy

Purpose: To establish rules regarding requests for information placed on the City's electronic sign.

POLICY:

Non-profit community and civic groups may request announcements be placed on the electronic sign either by mailing a request to Waldport City Hall, PO Box 1120, Waldport, OR 97394 or by submitting the required information (see above) by email to reda.eckerman@waldport.org.

Requests should include the group's name and a contact person with a contact telephone number and email address, and include who, what, when, where, and why of the event. Requests will be placed on the sign one week prior to the event date, if the City is given appropriate notification of the event. The City has the sole discretion to accept or reject the organization making the request and/or the content of the message, as well as the ability to alter the text accordingly to fit the sign design. In the event there are several requests for any given time period the request will be posted on a first come--first serve basis.

Non-profits, churches, and service organizations will be allowed to post fundraising events only. Governmental agencies (Port of Alsea, Central Oregon Coast Fire & Rescue District, Lincoln County School District) and the Chamber of Commerce, as well as the City may post additional messages of interest to the community at large.

In the event of an emergency the City has the right to suspend all messages and use the sign for emergency purposes only.

No personal requests will be posted on the electronic sign (i.e. birthdays, engagements, weddings, etc.)

RESPONSIBILITY:

It will be the responsibility of the City to manage and submit messages to the electronic sign. If there are any questions regarding whether or not a group requesting use of the sign is authorized per this policy, or regarding the content of a message, the City Manager and/or designee will make a decision regarding the request.

The City reserves the right to modify these rules and regulations at its discretion.

Waldport Public Library
Monthly Circulation FY 2015-16

Patron Category	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
LCLD-Adult	2,738	2,663	2,501	2,567	2,229	2,877	2912						18,487
LCLD-Youth	158	131	87	126	98	71	106						777
Waldport Adult	1,995	2,308	2,279	2,173	1,892	1,998	2182						14,827
Waldport Youth	190	246	103	95	153	113	66						966
CITIES (Adult & Juv)	41	61	45	45	38	49	53						332
Temporary 1 yr	26	55	64	68	115	94	63						485
Temporary	79	87	24	38	1	2	16						247
OCCC	0	0	4	5	3	17	15						29
Oregon Passport	101	113	45	47	92	92	82						572
Interlibrary loan out	<u>63</u>	<u>60</u>	<u>50</u>	<u>67</u>	<u>45</u>	<u>55</u>	<u>72</u>						<u>412</u>
Chinook Circ	5,391	5,724	5,202	5,231	4,666	5,368	5567						37,149
% circ in public lib	45%	49%	47.60%	45.60%	46.60%	49.20%	46.78%						47.20%
Non-cataloged	814	745	814	572	607	539	712						4,803
Library2Go *	<u>174</u>	<u>144</u>	<u>145</u>	<u>145</u>	<u>183</u>	<u>190</u>	<u>208</u>						<u>1,189</u>
	988	889	959	717	790	729	920						5,992
GRAND TOTAL	6,379	6,613	6,016	5,948	5,456	6,097	6,487						42,996
<i>Last Year</i>	6,718	6,675	5,495	6,139	5,606	5,909	5,783	5,410	6,078	5,647	5,434	5,930	70,824
Interlibrary loan In	39	57	68	62	51	50	103						430
Computers	1,348	1,202	1,189	1,271	939	943	950						7,842
WiFi	295	301	252	272	248	260	248						1,368
Patrons added	29	41	33	40	20	33	29						225
Program attendance	651	396	159	277	105	412	164						2164

**Waldport Public Library
Board of Trustees
Minutes of Regular Meeting November 10, 2015**

Members Present:

Shirley Hanes, Chairman
Jan Hansen, Vice Chairman
Barbara Smith-Huggins
Brian Fodness

Others Present:

Jill Tierce, Director
Gary Hodges
Yvonne Zink

Call to Order: Ms. Hanes called the meeting to order at 9:30.

Minutes: The minutes for the regular meeting October 13 were approved as presented.

Financial Report: Revenues for the month of October totaled \$1,344 from contributions by the Friends for audiobooks and for the Bucy Memorial. Expenditures included \$12,750 for Personnel and \$5,125 for Materials and Services.

Committee Reports: Ms. Zink reminded the Board the Friends will hold its annual all members meeting on Saturday, November 21 at the Community Center at 2 pm. Light refreshments will be served and the "Women of Note" will sing seasonal tunes. A photograph of Mark Sponenburgh's sculpture, "Perpetua" will be on display after its recent reframing. This is a limited print given by Mr. Sponenburgh to his friends James and Carolynn Hitchman. They have given this to the library in tribute to Mark's gift to the library. It was advised to publish the meeting in the Skinny including that we are looking for new officers.

Director's Report: October circulation totaled 5,948. Additionally, 1,271 computer sessions and 272 Wi-Fi sessions were logged. Forty patrons were added, and 277 persons attended programs at the library. In addition to the weekly programs and the monthly Family Night the library also sponsored a well-attended Teen Scream. When the popcorn ran out these middle schoolers were unruly – but generally the event went as planned. It was a first time to the library for a number of the participants and first program for some new volunteers.

Public Works installed locking covers for the outdoor plugs. This should end the debate with vagrants "charging" phones all through the night. There have been reports that some of the vagrants have moved to sleeping and partying in the alley between the library and the Moose. The Board recommended having an outdoor light installed to give visibility to this area from the street. The shelf for the repaired east wall should be installed soon.

Last Friday, the directors for the public libraries in Chinook met to discuss whether to continue subscription to Ebrary or subscribe to other databases. Less than 400 user Ebrary sessions were logged for all of last year. For its cost we believe we could add two or three new subscriptions. Other databases the directors discussed were Heritage Quest, NoveList, Chilton's online, and/or a language instruction database. Ms. Hanes emphasized the importance of holding demonstrations of which ever resources the group decides upon.

**Waldport Public Library, Board of Trustees
Regular Meeting November 10, 2015**

Old Business: Bucy Memorial The director and Mrs. Bucy had let the donations roll in for over a month and are now ready to make a decision on the globe to purchase. They will be meeting on Friday to review the options. Board members are welcome to join them in this review.

New Business: Standards Report 2015 Each November the library prepares a report to the Lincoln County Library District (LCLD) reflecting its services as revealed in the recently completed annual Statistical Report. This report is required for the District to begin reimbursements to the library.

The library's services are reviewed in light of the professional standards for public libraries established by the Oregon Library Association (OLA). In April 2015 OLA adopted new standards which are more detailed and hope to establish a baseline from which a library "may strive for excellence." In the draft Ms. Tierce presented, there are areas where the library meets all essential and some enhanced levels of service. In some areas Ms. Tierce suggests activities to achieve "enhanced" ratings described by the standards. Ms. Hanes asked what elements this library was missing to rank higher on the "community" area. Ms. Tierce recalled requirements of involvement in committees, for surveying the community and for strategic planning. She will review her draft again before submitting to LCLD.

Board members concerns: Ms. Hansen shared the dates the band will be playing in the community over the holidays.

There was a discussion about our tradition of being open on Veteran's Day. If the library is going to continue to be open, it should give more attention to observing the holiday in the library. One suggestion was to show films through the day. Another was to create good displays. Ms. Hanson suggested a display on the "Books go to War" article in Atlantic Monthly.

Actions or recommendations to the City Council: Mr. Hodges' appointment will be presented to the City Council in regular meeting November 12. The Board asks the Council approve this appointment.

Public Comment: none

Announcements: Library will be open Veteran's Day November 11.
Friends Annual Meeting will be held November 21, 2 p.m. at Community Center.
Library will be closed November 26 and 27 for the Thanksgiving holiday.
Volunteer and Staff Party December 6, 2 p.m., at the library.
No Board meeting in December.
Library Family Fun Night, December 21, 5:30 p.m.: A Mini Nutcracker performance.
Library will close early (3:00 p.m.) December 24 and December 31.
Library will be closed December 25 and January 1.

Next Regular Meeting: Tuesday, January 12, 9:30 a.m.

Adjournment: The meeting adjourned 10:30 a.m.

Approved in regular meeting January 12, 2016 as here amended.

Public Works Department Report for the month of January 2016

Water Treatment Plant

Plant Production:	<u>6.41</u>	MG
Rainfall:	<u>13.6</u>	inches

Wastewater Treatment Facility

Effluent Flow:	<u>11</u>	MG
Rainfall:	<u>14</u>	Inches

Public Works Dept.

Alarm call outs:	<u>6</u>
Locates:	<u>14</u>
Sewer plugs:	<u>1</u>
Water service installations:	<u>1</u>
Sewer connections:	<u>0</u>
Water Leaks:	<u>4</u>

Department General Overview

The City of Waldport Public Works Department is excited to report the progress they have made the last month. We spent January working on many projects that ensure clean water, maintained equipment, up kept streets. Due to the departments diligence in keeping up on maintenance, we had no storm related situations that could have been avoided with further maintenance. We did identify a problem waterline on Alder & Pine. We added a temporary fix and have plans for further maintenance in that location.

The plant operators are doing an exceptional job operating and maintaining the city's water treatment facilities. Both plants are processing great standards in water quality. The DEQ is currently writing a new NPDES permit for the wastewater plant.

Administratively, Mike and I have been working very hard planning our future and direction as a successfully operating department. Other projects that we are working on include the first phase of the Water Plant study, updating our soon to be operational Beehive mapping software, and evaluating some deficiencies in our infrastructure.

**City of Waldport
2016 LAND USE / BUILDING PERMIT ACTIVITY**

Date	Application/ Activity	Applicant	Zoning	Tax Map/Lot Location	Description	Status
For the Period <u>January 1, 2016</u> through <u>February 5, 2016</u>						
1/8/16	Building Permit	Michael Schlosser	R-1	13-11-20CA/1100 1423 High Meadows Waldport Heights	New single family dwelling	Approved 1/8/16
1/11/16	Building Permit	Approved Home Solutions – Paul Lopez	D-D	13-11-19BD/7000 190 Hwy 101 Waldport Inn	Remodel motel (add dormers, reroof, new siding windows, interior remodel) and construct covered parking structure	Approved 1/11/16
1/28/16	On-Site Waste Management Permit	Michael Schlosser	R-1	13-11-20CA/1100 1423 High Meadows Waldport Heights	New septic system for single family dwelling	Approved 1/28/16
1/29/16	Building Permit	Nancy & Joe Penzola	D-D	13-11-19BD/3500 140 Verbina	Interior remodel	Approved 1/29/16