

**WALDPORT CITY COUNCIL  
FEBRUARY 12, 2015  
MEETING NOTICE AND AGENDA**

The Waldport City Council will meet at 2:00 p.m. on Thursday, February 12, 2015 in the City Council Meeting Room, 125 Alsea Highway to take up the following agenda:

1. CALL TO ORDER AND ROLL CALL
2. MINUTES: *January 8, 2015*
3. PUBLIC COMMENTS/PRESENTATIONS
4. DISCUSSION/ACTION ITEMS
  - A) *Goalsetting Workshop - Facilitated by Albany City Manager Wes Hare\**
  - B) *Other Issues*
5. COUNCIL COMMENTS AND CONCERNS
6. REPORTS
  - City Manager\**
  - City Librarian*
  - Public Works Director*
  - Code Compliance Officer*
7. EXECUTIVE SESSION: *Pursuant to ORS 192.660(2)(e): To conduct deliberations with persons designated by the governing body to negotiate real property transactions.*
8. ACTIONS, IF ANY, FROM EXECUTIVE SESSION
9. GOOD OF THE ORDER
10. 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 6<sup>th</sup> day of February, 2015 - Reda Q. Eckerman, City Recorder

**WALDPORT CITY COUNCIL  
JANUARY 8, 2015  
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 the oaths of office to Mayor Susan Woodruff and Councilors Dann Cutter, Gregory Holland, and Jack Christenson.

3. ROLL CALL: Mayor Woodruff and Councilors O'Brien, Gates, Christenson, Campbell, Cutter and Holland answered the roll. A quorum was present.

4. MINUTES: The Council considered the minutes from the December 11, 2014 meeting. Councilor Cutter asked to delete the word "faulty" from the first sentence under "Council Comments and Concerns". Councilor Cutter then **moved** to approve the minutes. Councilor Holland **seconded**, and the motion **carried** unanimously on a voice vote.

5. PUBLIC COMMENTS: John Maré addressed the Council regarding the Woodland Trail hike his group had taken that day. He noted that two issues had been recently reported to the City, the Red River Bridge was very slick on one side, and a drain had been washed out near the south end of the trail. When the group later visited those two problem areas, they found that both issues had been promptly taken care of by the Public Works crew. Alan Canfield thanked the Council for the City's donation to the Citizen's Patrol and noted that they had a full house of volunteers at their meeting the previous night, which boded well for their 13<sup>th</sup> year in operation. Cynthia Burgeson, Regional Manager of Student Exchange, addressed the Council, noting that they were currently looking for two host families. She left materials for the Council to review and distribute to those interested in the program.

6. DISCUSSION/ACTION ITEMS:

A. Approval of Budget Schedule for FY 15/16: The Council considered the proposed schedule. City Manager Kemp noted the pre-budget goalsetting workshop was scheduled for the February Council meeting. Councilor Cutter **moved** to approve the proposed schedule. Councilor Gates **seconded**, and the motion **carried** unanimously. Councilor Campbell noted for the record that he may be absent on his annual vacation at the time of the budget hearing.

B. Signatory Resolution: The Council considered the proposed signatory resolution. No changes were made. Councilor Campbell **moved** to approve Resolution 1192, Councilor Cutter **seconded**, and the motion **carried** unanimously on a voice vote.

C. Consideration of Resolution Adopting Revised Council Rules: Councilor Cutter **moved** to approve Resolution 1193. Councilor Holland **seconded**. Discussion ensued regarding the absence notification process. Councilor Cutter **moved** to amend the motion, and to strike the first sentence from Section 2.9. Councilor Holland **seconded** the amendment. The motion, as amended, then **carried** unanimously on a voice vote.

D. Waldport Clinic Water Supply: City Manager Kemp explained that although the

site of the proposed clinic was in Southwest Lincoln County Water District's (District) service area, the City also had the ability to serve the property. The District Board met to discuss the situation, and determined that, due to the additional costs involved to install the infrastructure, it would be in the best interest of the clinic and the community in general if the City would provide the water service as well as the sewer. A memorandum of understanding (MOU) between the City and the District was included in the packet materials. Following a brief discussion, Councilor Cutter **moved** to authorize the Mayor to sign the MOU. Councilor Campbell **seconded**, and the motion **carried** unanimously on a voice vote.

E. Review of Revenue Trends for the General and Community Funds: City Manager Kemp provided a PowerPoint presentation on the subject. Highlights from the presentation included the observation that income from investments and transfers was on the rise, along with an increase in the number of second (vacation) homes. Additionally, though the local lodging tax receipts were increasing county-wide, Waldport's income from this source remained relatively minor. However, it was noted that overall, the majority of revenues for the general and community funds appear to be either stable or increasing.

F. Other Issues: None.

7. COUNCIL COMMENTS AND CONCERNS: Councilor Cutter thanked Public Works Director Andry for the work on the Woodland Trail. Councilor Gates noted that the presence of a nice motel might have a positive impact on the numerous vacant commercial properties around town. Discussion ensued regarding possible steps that could be taken to improve the appearance of the downtown area.

8. REPORTS: The reports from the City Librarian, Public Works Director, and Code Compliance Officer were included in the packet materials. City Manager Kemp noted that he was currently working on the community sign, which would have a logo similar to the one used during the City's centennial. He is communicating with Angell Job Corps about the possibility of having them install the base for the sign. There will be a budget goal-setting workshop scheduled for the February Council meeting, and invitations will be sent to the Budget Committee members as well. Wes Hare, City Manager for Albany, will be facilitating the workshop, and will be emailing a survey to the Councilors prior to the meeting. Mr. Kemp mentioned that CIS will be providing a training for the Council at an upcoming meeting, and there will also be a senior officials workshop for disaster preparedness. Mayor Woodruff noted that she will be attending a meeting at Angell Job Corps on January 16, and asked the Council to forward any issues or concerns she could address with the other elected officials and state representatives that would be attending. A brief discussion ensued regarding the Council representatives on various other committees. Councilor Gates volunteered to fill the vacancy left by outgoing Councilor Brown on the Cascades West Area Commission on Transportation (CWACT). City Manager Kemp finished his report by noting that the year-end statistics from the Code Compliance Officer showed 128 code compliance cases opened, with 107 being resolved.

9. EXECUTIVE SESSION: At 4:00 p.m., the Council recessed into Executive Session pursuant to ORS 192.660(2)(I), for the one-year performance review for the City Manager.

10. ACTIONS, IF ANY, FROM EXECUTIVE SESSION: At 4:55 p.m., the Council meeting resumed in Open Session. Following a brief discussion, Councilor Cutter **moved** to offer a merit increase of 1.5% to Mr. Kemp, with an effective date of July 1. Councilor Campbell **seconded**, and the motion **carried** unanimously on a voice vote.

11. GOOD OF THE ORDER: Nothing further.

12. ADJOURNMENT: At 5:02 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 \_\_\_\_\_, 2015.  
SIGNED by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2015.

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Susan Woodruff, Mayor

**Waldport Public Library  
Board of Trustees  
Minutes of Regular Meeting November 11, 2014**

**Members Present:**

Norm Hooker  
Jan Hansen  
Barbara Smith-Huggins  
Shirley Hanes

**Members Absent:**

Vic Bucy

**Others Present:**

Jill Tierce, Director  
Yvonne Zink

**Call to Order:** The meeting was called to order at 9:31 a.m.

**Minutes** for regular meeting October 14, 2014 were approved with corrections.

**Financial** The Board reviewed a financial report for October 31. Revenues for the month totaled \$135 in fees and contributions. The expenditures for the month were \$11,917 in Personnel Services and \$5,535 in Materials and Services. The fund has collected 32% of revenues budgeted and has expended 26% of Materials & Services. The average would be 33% for the year.

**Committee Reports:** **Friends of the Library** The Friends will hold meeting November 13. At their September 11 meeting they set up a committee to research options for the use of the Sponenberg Trust. Mr. Hooker wanted to point out that though the Friends were given the funds for safekeeping, the Library Board would need to approve any project. With Shirley Hanes and Barbara Smith-Huggins on the committee they can assure the Board's role is maintained. That committee will meet in January. Sharon McCrum, the library's Literacy Outreach coordinator, is requesting assistance in collecting new Lego kits as prizes for the January Lego Story Builders Competition. Shirley suggests requesting people donate their rewards points on their bank cards.

**Director's Report:**

Circulation for October totaled 6,139; this is 5.6% less than the same month last year. October reading programs included satisfactory participation in the weekly Story Times for Babies and for preschoolers. Teens came for a Scream Night of scary stories on October 27, and thirty-five attended the Halloween Family Night on October 23. On October 15 the library participated in the Shake Out by escorting all in the building outside at the appointed time. They were instructed on where they would go in the event of a true earthquake.

Family Night is scheduled for November 20. The group will again decorate and fill boxes for the Food Share Holiday boxes. The Baby group will hold a baby food drive as well. The Lego Story Builders Competition will be held January 23 at 3 pm. The high school category has been expanded to include "adults". Any Board Members willing to be "judges" will receive a reminder email.

Some of the recent updates to the Bywater ILS have had "bugs" that are to be fixed soon. There are some new options that will require the directors to establish their preferences. Ms. Tierce is preparing the final report for the Ready to Read grant and the 2014 Standards report for LCLD.

Ms. Tierce suggested the library hold the Volunteer Holiday party on Sunday, December 7. The Board agreed to this date and to following the format of previous years. We will serve soups, breads and cake. The participants will be asked to contribute a new child's book for the community giving tree.

**Waldport Public Library, Board of Trustees  
Regular Meeting November 11, 2014**

**Old Business: Mission Statement** A proposal had been prepared from the discussion at the October meeting. Discussion brought up new wording from statements researched by Mr. Hooker and Ms. Hansen. Barbara Smith-Huggins moved the adoption of this amended statement. Seconded by Jan Hansen and approved by all.

The mission of the Waldport Public Library is to provide diverse materials and services for community residents of all ages for personal enrichment, enjoyment and educational needs. We especially recognize our responsibility to serve as a place for children to discover the joy of reading and the value of libraries for life-long learning.

**New Business: Internet Policy** In general the Internet policy from 2012 works for the library. Ms. Hanes pointed out the forward statement regarding “library does not filter Internet use” is no longer strictly correct. Since our Internet was used in an attempted infringement upon an HBO copyrighted program in September, our Useful Firewall has been set to block a number of sites that are used to conduct this type of hacking. Alternate wording was suggested. Moved by Shirley Hanes to adopt the Internet Policy with this change; seconded by Barbara Smith-Huggins. So approved.

A part of the Waldport Public Library’s continuing mission is to guarantee all community members access to ideas and information. In support of that mission, the library provides open Internet access.

**Wireless Internet Access** The director suggested small changes in wording to reflect developments in the technology since this statement was first adopted. Ms. Hanes moved to adopt the Wireless Internet policy as emended; seconded by Jan Hansen. So approved.

Policies to be reviewed in January will be Emergency Procedures and Ethics.

**Board members concerns:** Ms. Hanes and Ms. Smith-Huggins requested Ms. Tierce prepare for them a notebook with policies and documents. All members would to receive copies of the existing policies.

**Actions or recommendations to the City Council:** none

**Public Comment:** none

**Announcements:** Shirley Haines shared that Mac Andrew is in hospice. Longtime volunteer, Lada Brouillette died on October 31. An informal memorial will be held at the Moose Club on Sunday November 16<sup>th</sup>.

Holiday Closures: Early closing on December 24, closed Dec 25 and January 1.

**Next Regular Meeting:** January 13, 2015 a.m.

**Adjournment:** Meeting adjourned 11:10

**Approved in regular meeting January 13, 2015 as here corrected.**

Jt/01/2015

Waldport Public Library  
 Monthly Circulation  
 July 2014-June 2015

Patron Category	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
LCLD-Adult	3,238	3,152	2,686	2,830	2,615	2,652	2,575						19,748
LCLD-Youth	167	189	95	71	82	53	63						720
OCCC	0	1	2	7	10	7	14						1
Waldport Adult	2,041	1,895	1,586	1,833	1,856	2,185	2,109						13,505
Waldport Youth	174	207	122	148	70	41	103						865
Adult	71	38	43	55	44	59	83						393
Youth	0	0	0	4	7	0	0						0
Temporary 1-year	69	78	59	102	55	41	17						421
Temporary	111	126	19	8	0	0	6						270
Oregon Passport	65	41	38	29	27	11	16						227
Interlibrary loan out	<u>57</u>	<u>53</u>	<u>47</u>	<u>57</u>	<u>27</u>	<u>46</u>	<u>44</u>						<u>331</u>
Chinook Circ	5,993	5,780	4,697	5,144	4,793	5,095	5,030						36,532
Non-cataloged	563	699	658	814	679	649	594						4,656
Library2Go *	<u>162</u>	<u>196</u>	<u>150</u>	<u>181</u>	<u>134</u>	<u>165</u>	<u>159</u>						<u>1,147</u>
	725	895	808	995	813	814	753						5,803
<b>GRAND TOTAL</b>	<b>6,718</b>	<b>6,675</b>	<b>5,495</b>	<b>6,139</b>	<b>5,606</b>	<b>5,909</b>	<b>5,783</b>						<b>42,325</b>
<i>Last Year</i>	<b>6,328</b>	<b>6,533</b>	<b>6,053</b>	<b>6,508</b>	<b>6,252</b>	<b>6,343</b>	<b>6,636</b>	<b>5,910</b>	<b>6,087</b>	<b>5,836</b>	<b>5,888</b>	<b>6,089</b>	<b>74,463</b>
Interlibrary loan In	43	36	45	34	51	37	42						288
Computers	1,344	1,346	1,193	1,224	1,010	1,038	1,091						8,246
WiFi	237	251	188	255	178	208	179						1,496
Patrons added	30	40	35	33	34	31	32						235

\*calculated at 45% of month's circ in Chinook public libraries

closed January 1 & January 19 = 18 hours

**Waldport Public Library**  
**Statistical Survey Week January 12- January 17 2015**

	Mon 1/12	Tues 1/13	Wed 1/14	Thurs 1/15	Fri 1/16	Sat 1/17	TOTALS	AVG
walk-ins	131	94	146	168	118	89	746	124.3 per day
phone	11	14	12	10	3	2	52	8.6 per day
reference assistance	19	8	7	6	26	9	75	12.5 per day
wifi*	9	8	14	12	14	7	64	10.6 per day
computer sessions **	72	44	44	60	55	27	302	44 per day

\* Wifi is tallied daily of users noticed in the library. More users access from outside.

\*\*Unable to get count for 2 dates. Adjusted using monthly average.

# Public Works Department Report for the month of January 2015

## Water Treatment Plant

Plant Production:	<u>5.83</u>	MG
Rainfall:	<u>5.1</u>	inches

## Wastewater Treatment Facility

Effluent Flow:	<u>7</u>	MG
Rainfall:	<u>5.3</u>	Inches

## Public Works Dept.

Alarm call outs:	<u>5</u>
Locates:	<u>7</u>
Sewer plugs:	<u>0</u>
Water service installations:	<u>0</u>
Sewer connections:	<u>0</u>
Water Leaks:	<u>0</u>

## Department General Overview

The public works department is starting the New Year with some new goal setting strategies. We are very interested in scheduling and maximizing our productiveness to best serve our community. Besides goal setting and system planning, the department engaged in maintaining equipment, servicing roads, inspecting and repairing pipes and ensuring a good product/ service delivery to our patrons. A specific projects that we finished up in January included digging test holes in various locations on the old high school property. Another large project that we started was inspecting and logging manhole conditions throughout our system.

Administratively, Mike and I have been working very hard planning our future and direction as a successfully operating department. We are currently investigating some options for updating our current mapping system. We are also implementing departmental evacuation procedures for natural disaster or industrial incident planning.



# City of Waldport

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February 6, 2015

Subject: Monthly Report-January 2015

As of today, there have been 15 ordinance cases opened in 2015. Of these 7 have been worked to completion.

These cases breakdown into the following:

Attractive Nuisances	1 (Misc. junk on property)
Nuisance Vehicles	8 (Unlicensed/Inoperable vehicles left on public streets)
Structure/Buildings	3 (Dilapidated/Improperly Maintained)
Others	3 (Vegetation, Business License, Fences, Zoning, ect)

In addition to this there are still 16 cases open from 2014 for a total of 24 cases being actively worked at this time.

In January Trish Miller joined the code enforcement team for the city of Waldport. Trish retired from the Lincoln County Sheriff's office several months ago after a thirty five year career in law enforcement where she was a detective the last twenty years. Trish stated she wanted a job to keep her busy in retirement, but was looking for something that would add to her years of community service and helping the public. If you're in City Hall on Friday's, feel free to stop in and meet Trish.

