

**WALDPORT CITY COUNCIL
MARCH 10, 2016
MEETING NOTICE AND AGENDA**

The Waldport City Council will meet at 2:00 p.m. on Thursday, March 10, 2016 in the City Council Meeting Room, 125 Alsea Highway to take up the following agenda:

1. CALL TO ORDER & ROLL CALL
2. MINUTES: *February 11, 2016*
3. PUBLIC COMMENTS/PRESENTATIONS
4. DISCUSSION/ACTION ITEMS
 - A) *Goal Review*
 - B) *Open Space Project Update/MOU Status - Approval of Feasibility Study for Potential Amphitheater/Ballfield Complex*
 - C) *Community Center - Senior Meals Program Contract*
 - D) *Other Issues*
5. COUNCIL COMMENTS AND CONCERNS
6. REPORTS
 - City Manager*
 - City Librarian*
7. EXECUTIVE SESSIONS:
 - A) *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.*
 - B) *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 4TH day of March, 2016 - Reda Q. Eckerman, City Recorder

**WALDPORT CITY COUNCIL
FEBRUARY 11, 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 O'Brien, Gates, Christenson, Campbell, Cutter and Holland answered the roll. A quorum was present.

2. **MINUTES:** The Council considered the minutes from the January 14, 2016 meeting. Councilor Holland **moved** to approve the minutes as presented. Councilor Gates **seconded**, and the motion **carried** unanimously on a voice vote.

3. **PUBLIC COMMENTS AND PRESENTATIONS:** John Maré addressed the Council regarding the excellent progress on Lint Slough Trail, and noted that work will eventually be starting on a connection up to Township 13.

4. **DISCUSSION/ACTION ITEMS:**

A. Consideration of Resolution Authorizing Drinking Water Revolving Loan Fund Application: Following a brief discussion, Councilor Cutter **moved** to approve Resolution No. 1207. Councilor Holland **seconded**, and the motion **carried** unanimously on a voice vote.

B. Consideration of Date for Joint Session with County Board of Commissioners: The proposed dates for the joint meeting were June 1, 8 or 15th. After discussion, **consensus** of the Council was to hold the meeting on June 1.

C. Review of Electronic Sign Policy: The Council reviewed the draft sign policy and discussed content, colors, fonts, timing, and other issues. They asked that copies of the policy be forwarded to the Chamber, Port, Fire Board and School District for their review and comments.

D. Other Issues: None.

5. **COUNCIL COMMENTS AND CONCERNS:** Councilor O'Brien noted that in conversation with Lincoln County Transit it was stated that the turnaround at the new clinic would need to be widened in order to accommodate the bus or they would not be able to provide transportation to the facility. Discussion ensued. It was pointed out that there was plenty of space at the top of Range Drive by the golf course for them to turn around, and historically that is the area that had been used by the bus system. Councilor O'Brien will forward that information to Lincoln County Transit.

Councilor Holland indicated that he would be unable to attend the next Council meeting as he will be out of the country.

Councilor Campbell mentioned that the Chamber was interested in finding out if the City would be willing to take over the banner purchase and placement on Highways 101 and 34. The Chamber's resources are limited, and although Pioneer Telephone has been very gracious to assist in the installation, it was often difficult to coordinate with them. The current banners are in extremely poor condition and will need to be replaced. Councilor Campbell suggested that this might be a good use for the remaining Urban Renewal #1 funds. Discussion ensued. Councilor Gates suggested that it might be good to continue the

banners on down Broadway to help tie the Port area in with the rest of downtown. No decisions were made, as this would be a topic for the Urban Renewal Board to consider.

6. REPORTS: The reports from the City Librarian, Public Works Director and the City Planner were in the packet materials, and City Manager Kemp was absent due to a family emergency.

7. EXECUTIVE SESSION: At 3:00 p.m. the Council recessed into Executive Session, pursuant to ORS 192.660 (2)(I), to review and evaluate the performance of the City Manager. It was noted that although Mr. Kemp was absent, he was aware of the evaluation and did not feel it necessary to postpone the process.

8. ACTIONS, IF ANY, FROM EXECUTIVE SESSION: At 3:30 p.m., the Council reconvened in Open Session. Councilor Campbell **moved** to authorize a 3% increase in wages for Mr. Kemp, in addition to the regular cost of living increase, to be effective as of July 1, 2016.

9. GOOD OF THE ORDER: A brief discussion ensued regarding the idea proposed at the previous meeting for naming one of the City's trails in honor of Mr. Maré. It was decided that Mr. Kemp would be consulted for suggestions as to which trail.

10. ADJOURNMENT: At 3:38 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



CITY COUNCIL MEETING AGENDA COVER SHEET FOR DISCUSSION / ACTION

TITLE OF ISSUE: Goal Review
REQUESTED BY: City Council
FOR MEETING DATE: March 10, 2016

SUMMARY OF ISSUE:

The City approved goal statements in 2015. These goals 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. Attached at the request of Council is an update to the goals, which are delineated into the following categories:

1. Community Services (change from Parks and Recreation to include library and community center moving from Infrastructure and Facilities category)
2. Community Development
3. Public Works (change from Infrastructure and Facilities due to library and community center moving to Community Services category)
4. Urban Renewal
5. Community Resiliency

Major priorities have been and continue to be the Open Space Project, updating the Parks and Recreation Master Plan, the Industrial Park feasibility study and master plan, Highway 34 Scenic Byway designation, water system planning and operations, urban renewal amendment, and disaster preparedness.

Attachment: City of Waldport 2015 Goals (Updated March 2016)

CITY OF WALDPOR 2015 GOALS

COMMUNITY SERVICES	Partners	Constraints & Opportunities	Cost Estimate	Priority	Timeframe (from 2015)	UPDATE 2016
<p>A) Complete MOU for former HS Open Space Project</p> <ol style="list-style-type: none"> 1) Wetlands/Estuary Report 2) Develop site plans 3) Prepare cost estimates and feasibility study 4) Prepare financing plan 5) Form Parks & Rec District (see I.C below) or implement other financing mechanism(s) 	LCSD	<p>\$60,000 in LCSD funding; City in-lieu</p> <p>Further goals of parks/recreation & estuary plans</p> <p>City doesn't own land; FEMA agreement</p>	\$60,000; City in-lieu	High	1 year	<p>Wetlands study completed</p> <p>Community charrette held 9/2015; evaluating site plan and use options</p>
<p>B) Update Waldport Parks and Recreation Master Plan, including:</p> <ol style="list-style-type: none"> 1) Inventory existing assets, including trail systems, within and outside the city limits 2) Prepare needs assessment, including identification of new park or open space land, and improvements to existing assets 3) Identify goals, policies and standards 4) Prepare implementation strategy, including concept plans and construction cost estimates 5) Identify funding sources and financing mechanisms 	<p>Port, County, LCSD, State</p> <p>Yachats</p> <p>Cascades West Council of Governments</p> <p>Regional Solutions Team (RST)</p>	<p>Pull disparate parts into an integrated whole</p> <p>OPRD Local Government Grant</p>	\$30,000 – \$40,000	High	1 year	<p>\$15,000 Grant awarded</p> <p>Survey live January 22, 2016</p> <p>Public meetings scheduled for February/March 2016</p>

Goals – April 2015/UPDATE 2016

J) COMMUNITY SERVICES	Partners	Constraints & Opportunities	Cost Estimate	Priority	Timeframe (from 2015)	UPDATE 2016
<p>C) Form Parks and Recreation District and/or implement other financing mechanisms</p> <ol style="list-style-type: none"> 1) Volunteer/donations 2) Grant funds 3) Utility fee 4) Revise development code requirements 5) SDC for parks 6) Local option levy/bond 7) User fees <p>(Source: 2005 Waldport Master Plan)</p>	<p>Port, Yachats, County, LCSD, OPRD</p> <p>Special Districts Association of Oregon (SDAO)</p> <p>RST</p>	<p>Organize South County assets</p> <p>Need master plan (see above), including economics analysis</p> <p>2 year election cycle (11/2016)</p>	<p>TBD</p>	<p>Medium</p>	<p>2 years</p>	<p>Funding and financing options being researched and outlined</p>
<p>D) Evaluate Community Center operation, uses and budget, including user fees</p>		<p>Historical use as Senior Center, Meals on Wheels</p>	<p>Minimal</p>	<p>Medium</p>	<p>3 – 6 months</p>	<p>Council review COG contract March 2016</p> <p>Refine/update use policy</p>
<p>E) Evaluate library building, operations, and programming</p> <ol style="list-style-type: none"> 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 5) Upgrade online databases 	<p>Lincoln County Library District, Chinook Network, Friends of the Library, Oregon State Library</p>			<p>Medium/High</p>	<p>6 months-1 year</p>	

Goals – April 2015/UPDATE 2016

II) COMMUNITY DEVELOPMENT	Partners	Constraints & Opportunities	Cost Estimate	Priority	Timeframe (from 2015)	UPDATE 2016
<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>TBD</p>	<p>High</p>	<p>1 year (dependent on receiving grant monies)</p>	<p>ODOT did not approve grant application Focus next cycle on project that correlates with Open Space and Scenic Byway (Highway 34)</p>
<p>B) Identify impediments to development, and evaluate strategies and mechanisms for removing or ameliorating them</p> <ol style="list-style-type: none"> 1) SDCs 2) Flood insurance 3) Tax incentives 4) Urban Renewal 5) Image/branding 	<p>County</p>	<p>Could impact local revenues in short term Lead to more development and revenues in long term</p>	<p>TBD</p>	<p>High</p>	<p>6 months</p>	
<p>C) Evaluate options and implement hotel attraction and development program</p>	<p>Port, Property Owners</p>	<p>Port has potential land assets Could impact local revenues in short term Lead to more development and revenues in long term</p>	<p>TBD</p>	<p>Medium</p>	<p>1 – 2 years</p>	<p>Transient lodging tax analysis and evaluation underway</p>

Goals – April 2015/UPDATE 2016

II) COMMUNITY DEVELOPMENT	Partners	Constraints & Opportunities	Cost Estimate	Priority	Timeframe (from 2015)	UPDATE 2016
D) Evaluate opportunities for housing development or assistance 1) Development Code 2) Development Fees/Charges 3) Resource Development (Source: <i>Lincoln County Workforce Housing Toolkit</i>)	Comm. Dev. Commission of Lincoln County, LC Land Trust, HUD, Habitat for Humanity, Community Services Consortium	Discussions in County are Newport-centric	TBD	High	1 – 2 years	Meeting held January 26, 2016 with industry experts and stakeholders
E) Coordinate business support and marketing efforts with other agencies, Chamber of Commerce and other business associations 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	Port, Chamber, Shop Waldport, Yachats, Seal Rock, Travel Oregon	Integrate currently fragmented marketing efforts Branding effort can be esoteric and demanding	TBD RARE	High	6 months	
F) Incorporate public art in projects and the community	LCSD, OCCC, local artists	Need plan, contributions No strong advocate Artists Associations In conjunction with new development	TBD	Lesser	3 – 4 years	
G) Prepare maps and engineering plans for sewer to industrial area	Port?, Urban Renewal	Port as financing conduit?	\$15,000 (to schematics)	High	6 months	Feasibility study & master plan proceeding

Goals – April 2015/UPDATE 2016

II) COMMUNITY DEVELOPMENT	Partners	Constraints & Opportunities	Cost Estimate	Priority	Timeframe (from 2015)	UPDATE 2016
<p>H) Secure shovel-ready certification for industrial area (Source: <i>Industrial Site Readiness & Certification/Decision Ready Checklist</i>)</p>	<p>Port?, County, EDA, Business Oregon, Property Owners and Businesses</p>	<p>Sewer/ Transportation</p>	<p>TBD</p>	<p>High</p>	<p>1 – 2 years</p>	<p>Regionally Significant Industrial Area (RSIA) application submitted Hearing March 2016 (date TBD)</p>
<p>I) Prepare master site plan for the industrial area, including new roadway for ingress and egress to the area</p>	<p>County & Economic Development Alliance, State DLCDC and ODOT, Business Oregon, property owners and businesses</p>	<p>Multiple property owners and businesses Much of potential route not in city Funding for acquisition & construction Regulations</p>	<p>TBD</p>	<p>High</p>	<p>1 year</p>	<p>Feasibility study & master plan proceeding Staff and engineer meeting with property owners scheduled for March 10, 2016</p>
<p>J) Identify and pursue viable industry or business clusters</p>	<p>Economic Development Alliance, Business Oregon</p>	<p>Locational considerations</p>	<p>TBD</p>	<p>Lesser</p>	<p>2 – 4 years</p>	

Goals – April 2015/UPDATE 2016

II) COMMUNITY DEVELOPMENT	Partners	Constraints & Opportunities	Cost Estimate	Priority	Timeframe (from 2015)	UPDATE 2016
<p>K) Continue forming core Alosea Highway Scenic Byway Committee, and soliciting funds or in-lieu services for preparation of the Corridor Management Plan</p>	<p>Lincoln, Linn & Benton Counties, Cities of Philomath, , Corvallis & Tangent, Alosea Community Effort (ACE) Federal & State agencies, COG, BLM, US Forest Service</p>	<p>Multiple commitments needed</p>	<p>Minimal</p>	<p>Medium</p>	<p>6 months</p>	<p>Stakeholder/participant group formed Meetings held November 2015 & February 18, 2016</p>
<p>L) Prepare Corridor Management Plan for the Alosea Highway Scenic Byway</p>	<p>See above</p>	<p>Funding; multi-jurisdictional effort</p>	<p>\$25,000 plus in-lieu</p>	<p>Medium</p>	<p>1 – 2 years</p>	<p>COG to prepare plan; using funds on hand (Lincoln County grant & Waldport), with additional funding TBD. Target for completion 2016.</p>

Goals – April 2015/UPDATE 2016

III) PUBLIC WORKS, INFRASTRUCTURE AND FACILITIES	Partners	Constraints & Opportunities	Cost Estimate	Priority	Timeframe (from 2015)	UPDATE 2016
<p>A) Update Water System Master Plan, Wastewater System Master Plan, and Storm Water Master Plan</p>			\$15,000 each	High	1 – 2 years	<p>Undergoing water treatment plant assessment and water system planning</p> <p>Applying for state safe drinking water revolving loan</p>
<p>B) Prepare maps and engineering plans for street improvements along Crestline and Range Drives, including sidewalks and relocation or undergrounding of utilities</p>	County, Urban Renewal, LCSD	ROW width, utilities in ROW where walkway is located Safe Routes to School	\$15,000 (to schematics)	High	6 months	<p>County proposing to grade and improve walking path on east side of Crestline</p>
<p>C) Prepare facilities master plan, in conjunction with other local agencies as needed, including all community assets and needs</p> <ol style="list-style-type: none"> 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 Center?	TBD	Medium	2 years	

Goals -- April 2015/UPDATE 2016

III) PUBLIC WORKS, INFRASTRUCTURE AND FACILITIES	Partners	Constraints & Opportunities	Cost Estimate	Priority	Timeframe (from 2015)	UPDATE 2016
D) Evaluate opportunities and constraints for Community Development Block Grant and Infrastructure Finance Authority funding of public facilities and improvements	State	Lengthy and bureaucratic process; tracking and reporting	TBD	Medium	2 years	
E) Prepare digital maps for water distribution, wastewater collection, and land use	County GIS		\$3,700 annually each module	High	6 months	Completed
F) Prepare and implement street maintenance program	County, State	Funding	\$50,000 annually	High	1 year	Street inventory complete; proceeding with evaluating options for systematic approach

Goals – April 2015/UPDATE 2016

IV) URBAN RENEWAL	Partners	Constraints & Opportunities	Cost Estimate	Priority	Timeframe (from 2015)	UPDATE 2016
<p>A) Amend Urban Renewal #2 B) Create Urban Renewal #3</p>	<p>County, other taxing agencies</p>	<p>May add 20% to current plan, 25% to overall land in city</p>	<p>\$50,000 (if both amendment and new)</p>	<p>High</p>	<p>6 months</p>	<p>Minor Amendment to UR#2 completed to add clinic property Options: A. Use remaining UR#1 funds for downtown/old town signs, open space access/red river improvements, driveway for Hwy. 101 motel (or other capital improvement)— TBD budget FY 2016-17 B. Adopt another minor amendment to UR#2 (e.g., to include former Public Works shop and Lint Slough Road) C. Adopt major amendment to UR#2 D. Adopt new project area</p>

Goals – April 2015/UPDATE 2016

V) COMMUNITY RESILIENCY	Partners	Constraints & Opportunities	Cost Estimate	Priority	Timeframe (from 2015)	UPDATE 2016
A) Relocate Public Works facility	FEMA	Funding	\$350,000	High	1 – 2 years	Completed
B) Designate and stock Emergency Operations Center	Fire Districts, LCSD, County, FEMA, Lincoln County Amateur Radio Club	Location, financing Joint opportunity with Fire or School Could be part of relocated PW facility	TBD	High	1 – 2 years	Received County matching grant to purchase ham radios and other supplies Establishing EOC at PW facility
C) Continue purchasing and storing supplies and equipment	County, Fire District, LCSD, South Lincoln Resources	Annual funding – long list; storage	\$2,000 – \$4,000 annually (City share)	High	Ongoing	Food and water continuing to be stocked
D) Train staff and conduct response exercises	County, Fire District, LCSD	Use LCSD and FEMA resources	Minimal	High	Ongoing	City Manager, Public Works Director and City Recorder attended ICS training Preparing for Cascadia Rising event June 2016
E) Enter into Cooperative Agreements	County, Fire Districts, Yachats, Dahl, businesses	FEMA Guidelines	\$0	High	6 months	Deferred per County; will revisit

Goals – April 2015/UPDATE 2016

V) COMMUNITY RESILIENCY	Partners	Constraints & Opportunities	Cost Estimate	Priority	Timeframe (from 2015)	UPDATE 2016
F) Prepare communications plan and standard operating procedures	Other agencies, businesses and non-profits, LCARC		Minimal	High	6 months	Develop after purchase of ham radios
G) Educate citizens on preparedness	County, Fire District, LCSD, Citizens Patrol, CERC	Communication platforms	Minimal	High	Ongoing	



CITY COUNCIL MEETING AGENDA COVER SHEET FOR DISCUSSION / ACTION

TITLE OF ISSUE: Open Space Project Update/MOU Status
Approval of Feasibility Study for Potential Amphitheater/Ballfield Complex

REQUESTED BY: City Manager

FOR MEETING DATE: March 10, 2016

SUMMARY OF ISSUE:

The City Council in November 2015 amended the current year budget due to changing circumstances surrounding revenues and expenditures. At that time the Council determined to not go forward with a feasibility study for the amphitheater. After a round of meetings on the open space project (former high school site) and the parks and recreation master plan, Council is being asked to reconsider the feasibility study, possibly including a ballfield component.

STAFF RECOMMENDATION or ACTION REQUESTED:

Approve feasibility and marketing study at a cost not to exceed \$25,000.

BACKGROUND:

Memorandum of Understanding

The Lincoln County School District and City entered into a Memorandum of Understanding (“MOU”) in April 2014 (attached). There remains approximately \$11,000 in school district funds (out of \$60,000) for Phase 1A of the scope of work, including the following activities:

1)	Topographic Survey and Map (6” – 12” contours)	Completed
2)	Hydrology and Drainage Study (based on topo results)	Visual observation ongoing
3)	Phase 1 Environmental Site Assessment	Completed October 2011 for LCSD
4)	Analysis and scoping of estuary/wetlands development and amendment to Estuary Plan	Analysis completed May 2012
5)	Site planning and mapping	Completed Summer 2015
6)	Concept plans and schematic design based on site plans	Underway as part of Parks and Recreation Plan Update
7)	Cost estimating based on site plans, concept plans and schematics	Underway as part of Parks and Recreation Plan Update
8)	Feasibility study (technical, economic, organizational)	Pending
9)	Financing Plan (construction, administration, operations and maintenance)	Pending
10)	Formation of Parks and Recreation District or similar entity	TBD

The term of the MOU is 24 months, ending April 10, 2016 (two years after Council adoption), with one six-month extension by mutual agreement. The next phases (1B and 2) are probably a year or more out. The two parties may negotiate to amend the MOU if desired or necessary with respect to the additional phases. There is also a real property conveyance provision, which will be further discussed today in closed session, as well as other negotiating aspects of the MOU.

The school district is currently minimally maintaining the site, which includes mowing the fields a couple of hours a week, eight months out of the year.

Budget

The City Council approved a transfer of \$10,000 from the General Fund to the Community Fund at its meeting on November 12, 2015, via Resolution No. 1206. That transfer, in combination with \$11,000 in remaining School District funds available in the Memorandum of Understanding for the Open Space, and \$15,000 in grant proceeds, slightly more than \$36,000 is available with which to continue tasks associated with the MOU, including further developing design plans, assessing feasibility, and analyzing financing and other master plan elements for constructing and maintaining community parks, recreation and trails assets, including the open space.

Feasibility Study/Next Steps

As indicated on the attached memorandum from Rachel Cotton dated March 1, 2016, we have received three proposals from firms that bid on a feasibility study:

- Crossroads
- ECONorthwest
- Webb Management Services

There are pros and cons for each, as noted in the memo. During our meetings and survey for updating the Parks and Recreation Master Plan, there is a consensus emerging for an outdoor amphitheater, although questions remain as to the feasibility of such a venue, including size and uses (i.e., a small community focus seating 500 up to a larger regional focus seating 3,500). Costs for such a facility could be in the range of \$500,000 to \$2.5 million for a permanent facility. Please note that staff is looking into renting a portable stage and power generator for use at the 60th Beachcombers Days in order to “test run” an amphitheater at the open space.

Attached for information and use is a slightly modified version of the slideshow presented to the community at the first parks and recreation meeting on February 1, 2016. Insights from all five meetings, as well as the survey results, will be presented to City Council in April.

At this time the City Council is requested to approve an in-depth marketing and feasibility analysis of an outdoor amphitheater, including a less detailed effort on evaluating a ballfield complex. Prior to commencing on any study for an amphitheater, staff will verify that such a use is allowable under the warranty deed and other relevant FEMA guidelines.

Attachments: Memorandum of Understanding dated April 3, 2014
Memorandum from Rachel Cotton dated March 1, 2016
Slide show presentation (condensed and slightly modified) from February 1, 2016



City of Waldport

P.O. Box 1120
Waldport, OR 97394
Phone: (541) 264-7417
Fax: (541) 264-7418
TTY: (800) 735-2900

April 3, 2014

COPY

Mr. Tom Rinearson
Superintendent
Lincoln County School District
PO Box 1110
459 SW Coast Hwy
Newport, OR 97365

Subject: MOU/Interagency Agreement for the Former Waldport High School Site

Dear Mr. Rinearson;

Subject to any required or desired approval by our respective boards, the City of Waldport ("City") and Lincoln County School District ("District") desire to enter into this Memorandum of Understanding ("MOU") and/or subsequent Interagency Agreement ("Agreement") related to the planning and development activities for the former Waldport High School site ("Property"), containing the following basic terms:

1. Parties:

District: Lincoln County School District
City: City of Waldport

2. Property Description:

Approximately 11.47 acres located at 320 Lower Crestline Drive, Tax Lot Nos. 13-11-19-AD-700 & 13-11-19-AC-7200 & 7201

3. Term:

The term is twenty four (24) months from the date of execution to complete Phase 1A of the Scope of Work (described below), with one (1) six-month extension by mutual agreement. The two year term is recommended due to i) the proposed timeframe for completing the hydrology and drainage study is the period from September 2014 to July 2015, and ii) most subsequent tasks rely on the results of the drainage study before they commence in earnest.

Scope of Work:

The Scope of Work is contemplated to be performed in two phases, pre-development and construction ("Project"). The pre-development phase will include items necessary to analyze and decide on the Project, and includes a Phase 1A and Phase 1B as further described below. The District directs the City to perform, or cause to be performed, the pre-development activities under the MOU. The District shall be responsible for operating and maintaining the Property during the Term in accordance with Section 21.8 of the Pre-Disaster Mitigation Program Contract.

Phase 1A includes those tasks that are necessary for feasibility studies and assessing the Property for uses that are compliant with restrictions placed on it by FEMA and may include, but not be limited to, the following activities:

1)	Topographic Survey and Map (6" – 12" contours)
2)	Hydrology and Drainage Study (based on topo results)
3)	Phase 1 Environmental Site Assessment
4)	Analysis and scoping of estuary/wetlands development and amendment to Estuary Plan
5)	Site planning and mapping
6)	Concept plans and schematic design based on site plans
7)	Cost estimating based on site plans, concept plans and schematics
8)	Feasibility study (technical, economic, organizational)
9)	Financing Plan (construction, administration, operations and maintenance)
10)	Formation of Parks and Recreation District or similar entity

The above tasks are proposed at a not-to-exceed cost of sixty thousand dollars (\$60,000), which includes an allowance for unanticipated tasks and contingency.

All studies, reports, analyses and plans become the property of the District, however the City has the right to obtain and utilize such reports in their entirety.

Phase 1B includes activities that are necessary for permitting and construction, such as design development drawings, construction drawings, and any engineering cost estimates. Phase 2 includes any demolition, grading and building of the Project pursuant to approved final drawings, and is anticipated to commence after completion of Phases 1A and 1B. The parties may amend the MOU/Agreement as desired or necessary to further define the Scope of Work for Phases 1A and 2.

4. Project Funding:

The District shall pay up to sixty thousand dollars (\$60,000) for Phase 1A pre-development activities. The City shall commit in kind or staff time as necessary for Phase 1A pre-

development activities and project management, but is not required to commit any monetary financial resources to the first phase.

The District and City may amend this MOU/Agreement to consider funding of Phase 1B and Phase 2 pursuant to an approved Financing Plan. The parties acknowledge that neither the District nor the City intends to put their General Funds at risk for the construction, administration, maintenance and operations of the Project.

5. Real Property Conveyance:

The District and City agree to work diligently towards future conveyance of the Property to the City, another public entity, or qualified conservation organization. Conveyance is anticipated to be completed prior to commencement of construction, conditioned on an approved Financing Plan. The parties acknowledge that certain grants may be contingent upon sooner conveyance of the Property.

6. Delegation of Authority and Right of Entry:

The Governing Boards of the District and City delegate authority to the Superintendent or designee and the City Manager, respectively, for i) implementing the MOU, ii) entering into the Interagency Agreement, and iii) negotiating the terms and provisions of the Property conveyance for later submittal to each Board for approval.

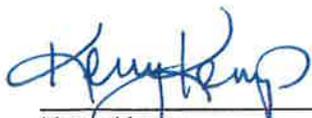
Upon approval of the MOU or Agreement, the District grants City or its designees a right of entry to enter upon the property at reasonable times for the purposes of conducting inspections, tests, surveys, and studies under Phase 1A.

7. Approval By FEMA:

FEMA shall approve specific items if required in the Warranty Deed (Imposition of Deed Restriction and Easement).

This memorandum of understanding and subsequent Interagency Agreement may be subject to approval by our respective boards as required or desired. The City looks forward to continuing to work with the District on this project, for the betterment of our community. Please feel free to call me at (541) 264-7417, x111 with any questions you may have.

Sincerely yours,

 4/14/14

Kerry Kemp
City Manager

Accepted by:


Ronald Brock - Board Chair

Printed Name:

Date: 4-8-14

DATE: March 1, 2016
 TO: Waldport City Council
 FROM: Rachel Cotton
 SUBJECT: OPEN SPACE PLAN FEASIBILITY STUDY

In early November of 2015, staff researched firms who specialize in market analysis and feasibility studies of amphitheatres and sports complexes. Proposed scopes of work were received from four of five firms contacted (one of which was significantly over budget). At the time, three of the firms agreed that they could complete a feasibility study at the proposed scope, within three months, for a budget of \$25,000 or under.

The main questions furnished to the consultants that the City was hoping to answer at the time, to which they were directed to tailor their proposed scope of work, were:

1. Is a 3,500 capacity outdoor amphitheater viable for this site, and would it generate revenue for the city?
2. Is a ballpark complex viable for the site, and would it generate revenue?
3. What are local and visitor markets and demands for each of these facilities?

Although a ballpark complex was included in the initial inquiry, feedback from the consultants indicated that it would be difficult to cover both facilities in depth in a single feasibility study at the available budget. However, two of the three firms contacted indicated that they could potentially furnish a less detailed ballpark feasibility component by request.

It is worth noting that initial staff research of ballpark complex facilities in Oregon indicates that there is not enough land available at the open space site to accommodate a complex that would be competitive with other tournament facilities in Oregon (Table 1).

Table 1 – Sample of Major Ballpark Complexes in Oregon

Facility	Location	Size	Details
Jaquith Park	Newberg	9 acres	Cloverleaf. 2 skinned softball/baseball, 2 baseball. Fields are conducive to Little League Baseball and various levels of fast-pitch softball. All fields are fully irrigated. This complex also features two fully irrigated warm-up areas. Includes parking, restrooms, concession facilities
Fairgrounds Sports Complex	Hillsboro	19.6 acres	3 lighted ball fields, 2 unlighted ball fields, 2 soccer fields (one lighted), playground equipment, 4 lighted tennis courts, restroom, concession building, and a large paved parking area.
Darnell Wright Sports Complex	Newberg	20 acres	4 softball fields (cloverleaf)
US Cellular Field	Medford	22 acres	5 softball-baseball field cloverleaf complex with parking
Skyline Sports Complex	Bend	24.4 acres	4 lighted softball/soccer fields, restrooms, drinking fountain, picnic shelter with a capacity of 32, outdoor basketball courts and ample off-street parking
Wallace Marine Park	Salem	27 acres	5 softball fields (cloverleaf), 2 soccer fields
Gordon Faber Recreation Complex	Hillsboro	36 acres	6 natural grass softball fields

Consulting firms who submitted proposals for the Waldport amphitheater feasibility study within budget are detailed on the next page (Table 2). The accepted bid should define deliverables, including survey and interview components, market research, a detailed operating pro forma, a facility utilization estimate, a facility

concept, and a proposed management and operating structure. Optionally, a separate deliverable could include a recommendation about the viability of a ballpark complex in Waldport that incorporates some cost and operating numbers as well as data about competing facilities in the region.

Table 2 – Pros and Cons of Consultants who Bid on Feasibility Study

CONSULTANT	PROS	CONS
Crossroads	<ul style="list-style-type: none"> • Firm has extensive expertise in feasibility and marketing analysis of public assembly facilities including amphitheaters • SOW includes survey and interview components that will lead to unique and insightful data • SOW includes targeted market research, pro forma component and potential utilization estimate • Impressive and thorough work sample 	<ul style="list-style-type: none"> • Located in FL. Travel expenses will cut into overall value of bid • Need for initial background research on Waldport and local context • SOW does not include defined deliverables
ECONorthwest	<ul style="list-style-type: none"> • Local firm with lower travel expenses • Familiarity with Waldport and the open space charrette • Existing relationships with event management firms operating in OR • Some experience with amphitheater feasibility analysis (Blue Lake, Prineville) • SOW includes report section devoted to governance and operating structure • SOW includes defined deliverables 	<ul style="list-style-type: none"> • SOW includes only limited pro forma analysis • Possibility of taking shortcuts because some background work has already been done through the charrette • Many of the firm's reports seem to consist of recycled research and materials • Less than satisfactory economic development contribution to charrette • Expertise is not in amphitheaters or market research
Webb Management Services	<ul style="list-style-type: none"> • Firm specializes in development and operation of performing arts facilities • Extensive experience with West Coast and OR clients • Has completed a number of amphitheater feasibility studies • Extensive SOW deliverables include market forces and trends, regional facility inventory and competitive analysis, user demand estimate, and facility concept 	<ul style="list-style-type: none"> • Located in NYC. Travel expenses cut into overall value of bid • Need for background research on Waldport and local context • Pro forma not included in SOW • Though they were given a ballpark project budget in communication, draft SOW does not include a defined budget • Unclear whether they have experience working in small towns with a similar character to Waldport

City staff continue to engage the community around the proposed concept for the downtown open space as part of the Parks and Recreation Master Plan update. Four of five planned public meetings about the Parks and Rec Plan update have occurred to date, with the first meeting specifically dedicated to the Open Space Concept. In general, the public seems receptive to the idea of doing a feasibility study for development of the open space, understanding that it is essential to analyze the market and demand for any proposed facility, and its potential to generate revenue and expenses, before undertaking a major capital investment. An RFP for the feasibility study could be posted and updated to include an analysis of a ballpark complex as an alternative to the amphitheater. However, given research already done by City staff, it would be possible to furnish the City of Waldport and the public with details of other competing tournament facilities in the state as well as construction cost estimates of a comparable ballpark complex as an in-house project.

As of March 1, there were 183 responses submitted to Waldport's Parks and Recreation survey, with just over 75 percent of those respondents identifying as Waldport residents. When asked to rank priorities for future

community investment from 1 (Lowest Priority) to 5 (Highest Priority), “Restrooms,” “Children’s playgrounds and play areas,” “Public access sites to waterways,” “Outdoor amphitheater and event space,” and “Nature and wildlife viewing areas” were ranked highest by respondents, in that order (Table 3). Baseball and softball fields ranked 13th out of 20 options provided.

Table 3 - Tabulated Responses to Survey Question: “Now please tell us about your priorities for the future – what should the community invest in? For each of the following amenities, please indicate the desired level of priority for future investment”

RANK	AMENITY	AVERAGE SCORE
1	Restrooms	3.72
2	Children’s playgrounds and play areas	3.43
3	Public access sites to waterways	3.39
4	Outdoor amphitheater and event space	3.36
5	Nature and wildlife viewing areas	3.36
6	Multi-use fields for soccer, football, lacrosse, etc	3.34
7	Picnic areas and shelters for SMALL visitor groups	3.29
8	Community gardens	3.26
9	Dirt / other soft surface walking trails and paths	3.25
10	Off-street bicycle trails and pathways	3.17
11	Basketball courts	3.09
12	Designated paddling routes for canoes, kayaks, etc.	3.08
13	Baseball / softball fields	3.06
14	Paved / hard surface walking trails and paths	3.06
15	Campsites	3.06
16	Off-leash dog areas	3.04
17	Picnic areas and shelters for LARGE visitor groups	2.93
18	Skate parks	2.61
19	Off-highway vehicle trails/areas	2.42
20	Outdoor tennis courts	2.34

When asked to rank features by importance for inclusion in the proposed open space development, the top community preferences were “Playground and play areas,” “Trails and boardwalks,” “Parkland and picnic areas,” and “Amphitheater” (Table 4).

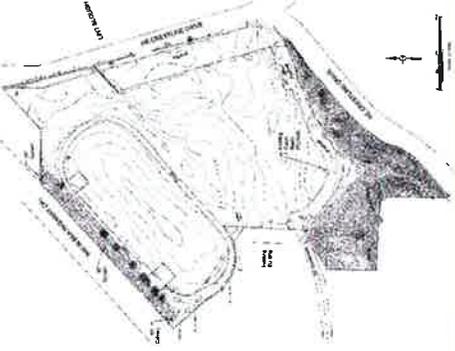
Table 4 - Tabulated Responses to Survey Question: “Please rank the following features according to how important you think they are to include in the proposed open space development.”

RANK	FEATURE	AVG. SCORE
1	Playground and play areas	6.14
2	Trails and boardwalks	5.91
3	Parkland and picnic areas	5.63
4	Amphitheater	5.47
5	Passive parklands	4.93
6	Baseball/softball fields	4.79
7	Wetlands	4.50
8	Soccer fields	4.46
9	Rock climbing and bouldering structure(s)	4.37

Entertainment and Proposed Amphitheater



Existing Site Topography with Contours & Site Features



2 Existing Site Topography



Concept Plan With Aerial (from Charrette Sept. 2015)

3 Concept Plan

Site Considerations

- FEMA restrictions on uses and building construction
- Southerly hillside provides a nice backdrop and wind buffer
- The area being considered for seating would need some fill to sculpture a slope for viewing
- Drainage issues in the site due to its topography and location adjacent to Lint Slough; according to photos the area to the southeast was historically wetlands
- Potential noise impacts on neighboring residences, which should be substantially reduced by siting and design

1

Potential Size and Amenities

- Small facility with limited amenities
 - This alternative would provide a concrete pad with electrical service where a temporary stage would be erected for the concert season
 - The stage would have a canopy-covered roof capable of supporting limited lighting equipment
 - No permanent seating, rest rooms, or backstage amenities would be provided
 - The capacity of this alternative would range from 500 (small community focus) to 2,500-4,000



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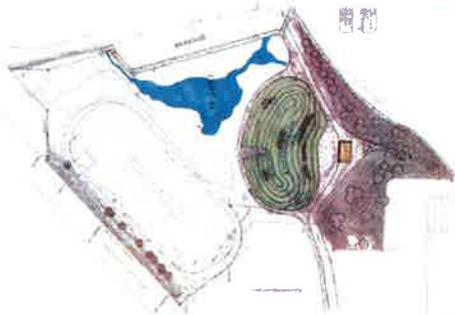
Potential Size and Amenities

- Small facility with full amenities
 - This alternative would have a permanent stage with a shell and backstage amenities for the performers
 - Bench seating with backs could be provided for 1,500 patrons, with remaining capacity accommodated by festival (lawn) seating
 - Permanent rest rooms would be provided on-site
 - The capacity of this alternative would range from 2,500 to 4,000



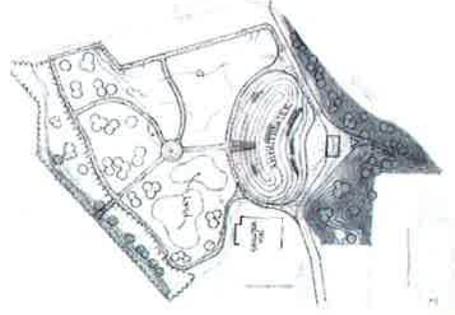
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Refined Site Plan (With Existing Ballfields)

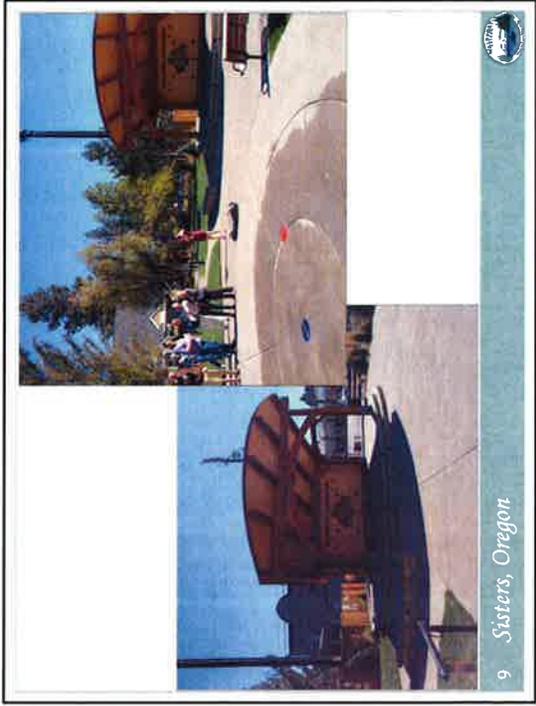



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Refined Site Plan (Without Ballfields)




8



9 Sisters, Oregon

Potential Market & Demand

- Depending on the scope and nature of the event and size of amphitheater, it could draw from both area residents and out-of-town attendees
- Event promoters/producers for certain event activity such as concerts, festivals, and performing arts events consider a variety of factors when selecting markets to host their events
- Local events and performing arts tend to attract attendees from a relatively close proximity
- Major concerts and regional festivals would typically draw from a broader area, mostly the Willamette Valley
- Analysis of demographic data for primary and secondary markets for the proposed amphitheater is needed

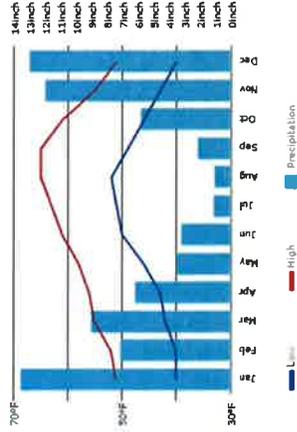
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Demographics Overview

- **Corvallis and Eugene MSAs**
 - 440,000 population/179,000 households
 - Median household income \$44,758
 - \$2,768 households annually spend on entertainment
- **Lincoln County**
 - 46,000 population/21,000 households
 - Median household income \$42,429
 - \$2,623 households annually spend on entertainment
- **Portland-Vancouver-Hillsboro MSA**
 - 1.84 million population/715,000 households
 - Median household income \$58,710
 - \$2,991 households annually spend on entertainment

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Waldport, OR Annual Climate



12



13 *Brookings, Oregon*

Potential Uses

- The seating capacity and unique setting of the amphitheater should enable it to become an immediately sought after entertainment venue on the central coast
- In order to exploit these strengths the facility must also pursue a differentiation strategy that further separates it from the competition
- The amphitheater could be an ideal setting to hold concerts, but it could also highlight its flexibility

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Potential Uses

- 14 – 15 larger live scale music concerts each year
- Live music events could be touring artists, or festivals
- Community and private events such as talent shows, civic/community events, graduations, movie nights, holiday celebrations, etc.
- Analysis and evaluation needed

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Capacity 5,000

16 *Oregon Zoo, Portland, Oregon*

Management & Operating Structure

- Operating through traditional governmental management such as City departmental structure
- Operating as a non-profit
- Contracting with a third party that specializes in managing and operating similar facilities



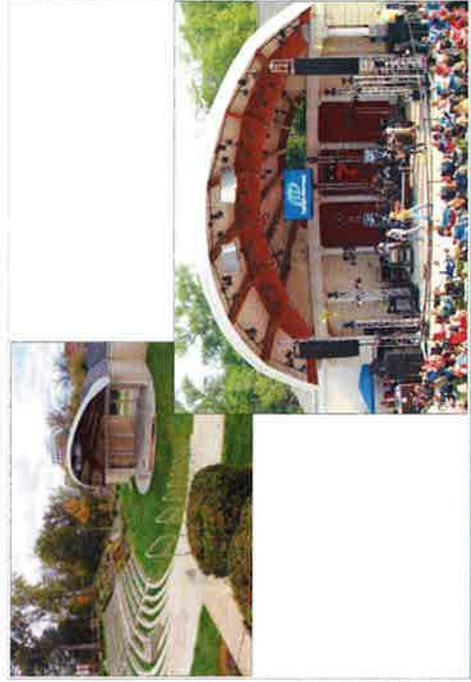
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Construction Cost Estimate

- Rough estimates range from \$500,000 (limited amenities) to \$2.5 million (full amenities) depending on improvements needed – including hard and soft costs
 - Sitework (earthwork, seating berm, landscaping)
 - Concrete (stage, seating)
 - Plumbing & electrical
 - Structures (stage roof/shell, support spaces)
 - Furnishings (seating, fencing, signage, graphics, portable stage)
 - Burden (overhead, profit, fees, contingency)
- Or, just put up a portable stage and start fiddling! 😊



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19 Warren, Ohio



Potential Revenue Sources for Construction and to Supplement Operations

- Grants, Donations, Sponsorships
- Parks & Recreation System Development Charges
- User Fees
- Transient Lodging Tax
- Parks & Recreation District
- Bonds/Local Option Levies
- Local Sales Tax
- Gas Tax
- Crowdfunding



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Potential Amphitheater Revenue Sources

- Operating Revenues
 - Facility Rental/Ticket Sales
 - Food & Beverage
 - Parking
 - Advertising
 - Merchandise
 - Other (vendors, box office, rebates)
- Non-Operating Revenues
 - Naming Rights
 - Pouring Rights
 - Premium Seating
 - Memberships/Subscriptions

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Potential Revenue from Operations

- 2800 average attendance
- 14 events/season (39,200 people/5 mo.)
- \$80/average price/event (\$3.1 million)
- 4% ticket tax (\$125,000/year)

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Potential Amphitheater Operating Expenses

- Expenses
 - Salaries/Wages
 - Benefits
 - General & Administrative/Marketing
 - Utilities
 - Unreimbursed Contract Services
 - Insurance
 - Repairs & Maintenance
 - Materials and Supplies
 - Other (Bank fees, memberships, subscriptions, etc.)

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Capacity 8,000

24 Les Schwab, Bend, Oregon

Strengths, Weaknesses, Challenges, Threats

Strengths/Opportunities	Challenges/Threats
<p>Appeal of a new venue in the market</p> <p>Quality design including covered stage and VIP hospitality area; integrated with open space design</p> <p>Some covered and reserved seating could allow for higher ticket prices in order to achieve the same amount of gross ticket revenue</p> <p>Routing opportunities from other venues in the Pacific Northwest region</p> <p>Opportunity to create new events in the market</p> <p>Provides a larger venue for local community events</p> <p>Ability to cross-market with activity in Yachats and Newport</p>	<p>Supply of entertainment venues in the State resulting in market saturation for live music</p> <p>Relatively small capacity for some touring acts impacting potential financial return to the venue</p> <p>Rising costs and higher risks associated with housing touring concert activity combined with the uncertainty of the economy type of touring product in any given year</p> <p>Relatively limited population in immediate market area</p> <p>Lack of stability from highways as a solid impact marketability to prospective sponsors; parking will be limited on-site</p> <p>Concerns regarding weather/climate in conjunction with a limited season</p>

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Summary

- An amphitheater could be a great visitor-serving and community asset with economic development potential, but further economic and marketing studies are needed to assess
- If there is reliance on interest-bearing debt, the facility will more than likely not be a sustainable economic model
- A major Capital Campaign Drive to augment the cost of construction and/or allow other tax revenue to subsidize operations will probably be necessary to achieve sustainability
- Construction costs could be minimized if wetlands are introduced, and dirt is relocated to form the viewing hill

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Possible Next Steps

- Feasibility and marketing study
 - Determine facility size and amenity package
 - Final plans
 - Evaluate and identify management structure
 - Evaluate financing options for construction and operations
- If results are positive, prepare for possible amphitheater
 - Contact potential third-party management companies/operators
 - Enter into management/operating agreements
 - Secure potential funding sources for construction and operations

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Capacity 5,900





28 Jackson County Expo, Oregon



CITY COUNCIL MEETING AGENDA COVER SHEET FOR DISCUSSION / ACTION

TITLE OF ISSUE: Community Center – Senior Meals Program Contract

REQUESTED BY: City Manager

FOR MEETING DATE: March 10, 2016

SUMMARY OF ISSUE:

The Waldport Community Center houses the operations of the Senior Meals Program (“Program”), which is managed by Oregon Cascades West Council of Governments (“COG”). The COG and City of Waldport (“City”) have negotiated an agreement for use of the facility.

STAFF RECOMMENDATION or ACTION REQUESTED:

Review and approve Contract Agreement by and between Oregon Cascades West Council of Governments and City of Waldport.

BACKGROUND:

The Harold Fosner estate bequeathed in 1991 over \$20,000 specifically to “...assist in the construction of a senior center or other building..., the primary intent of which shall be a facility for the meal site for the area.” The community center was dedicated for exclusive use as a senior center and related activities for 20 years, via Resolution 609, adopted December 8, 1988. The facility opened in the early 1990’s, and the 20-year term has expired.

COG Meals Program

The Program serves meals and offers companionship to seniors who are at least 60 years old, their spouses and to Native Americans who are 55 years of age. The Program also includes Meals on Wheels deliveries, which are designed for homebound seniors and the disabled under 60 who receive Medicaid services and are unable to get to the community center. The Program utilizes the facility on Mondays, Wednesdays and Fridays from approximately 7 a.m. – 2 p.m. The Program is the community center’s primary user, as it uses the kitchen facility roughly 90 percent of total use and the main assembly room 50 percent of total use. The COG provided the following data on the Program over the past seven months (July 1, 2015 – January 31, 2016):

	Total	Dining	Meals on Wheels
Meals Served	7823	1989	5834
Average/Month	1118	284	833
Number Served	110	59	51
Average Donation	\$1.49	\$2.21	\$0.63
Average Donation/Month	\$1153	\$628	\$525

According to COG staff, federal funding covers about 65-70 percent of the Program budget, which is operating at a deficit (with a total of about \$150,000). COG’s goal is to reduce the deficit in the next two years by increasing support and donors from communities throughout its service area, with local funds remaining in the area by going towards local Program sites.

Although it is the facility's most frequent user, and utilizes the kitchen considerably more than any other, the Program has not contributed towards its maintenance or utilities. Last year the COG approached the City regarding entering into an agreement for use of the site. I thought that this provided a good opportunity to discuss a use fee that would relieve the City's General Fund budget, while also being mindful of the COG's minimal resources and the importance of the meal site program to the community. Please note that the bequest referenced above was for construction of the facility, with no mention of underwriting operations for any length of time.

Proposed Agreement

City and COG staff negotiated the attached contract utilizing example agreements from other meal site facilities. The proposed agreement includes the following major provisions:

1. City provides facility and maintains kitchen equipment.
2. COG shares equally in repair or replacement costs of kitchen equipment.
3. COG pays a use fee of \$2,700 annually (\$675/quarter).
4. COG will secure licenses and maintain sanitation.
5. Each party indemnifies the other; COG will maintain liability insurance.
6. The effective date is January 1, 2016.

The proposed fee equates to approximately \$2.47 per hour (\$2,700/1,092 hours), which is similar to some of the other rates for the Program's use of other facilities in the region, but substantially less than the current facility use rate for non-profits of \$12.50 an hour.

Potential Impact on City Budget

Attached is a copy of the FY 2015-16 Budget for the Community Center, as well as a current fee schedule, including non-profits and kitchen use. Operating revenues include \$16,000 from rental fees. If this number is constant, revenues of \$2,700 would represent approximately 14 percent of \$18,700 in revenues. The General Fund transfer would decrease from \$6,500 to \$4,475, saving \$2,025. This number is less than revenues from the Program due to payment to the Community Center Director under an existing personal services agreement.

The community center operating budget is \$15,500 for FY 2015-16 (not including advertising and contract services), which includes \$800 for supplies, \$6,700 for utilities, and \$8,000 for repairs and maintenance (including electrical and plumbing repairs of \$3,000). The Program base cost would represent approximately 17 percent of the operating budget (the Program uses the kitchen facility roughly 90 percent of total use and the main assembly room 50 percent of total use). Any kitchen equipment repair and replacement cost would be an additional cost. Also for reference, the FY 2015-16 budget increased the City's contribution to the Program from \$600 to \$1,000, meaning that the net impact to the Program given the proposed rate is \$1,700.

Options

Although this is something perhaps more practically discussed during the upcoming budget process, one option is to review the facility use rate and the budget contribution simultaneously. The Council could also decide to not receive any fees from the Program for use of the facility, or reduce same. In any case the General Fund would subsidize the Program to some degree.

Attachments: Proposed Contract Agreement – OCWCOG Senior Meals Program
Community Center Budget FY 2015-16
Current Community Center Rates (subject to change for FY 2016-17)

OCWCOG SENIOR MEALS PROGRAM

CONTRACT AGREEMENT WITH CITY OF WALDPORT

THIS AGREEMENT is made the first day of January 2016, by and between OREGON CASCADES WEST COUNCIL OF GOVERNMENTS, hereafter designated as OCWCOG, and the CITY OF WALDPORT, hereafter designated as SITE PROVIDER.

In consideration of the mutual promises and covenants contained herein, the OCWCOG and the SITE PROVIDER agree as follows;

1. THE SITE PROVIDER AGREES AS FOLLOWS:

A. To make available to OCWCOG Senior Meals Program, for a senior dining center, the following areas in the Waldport Community Center, located at 265 NW Hemlock Street (Highway 34) in Waldport, Oregon, 97394.

- 1) The kitchen and adjoining dining room.
- 2) The use of the rest rooms, located in the adjoining hallway, for the meal program participants.
- 3) Mutually agreed-upon storage spaces in the kitchen and dining room, and closet space located within the kitchen area.
- 4) An office space, with telephone services paid for by OCWCOG.

These areas are to be available to OCWCOG Senior Meals Program each Monday, Wednesday and Friday from 7:00 a.m. to 2:00 p.m. Occasional conflicts of scheduling that might arise for the SITE PROVIDER should be worked out in advance with the Site Manager.

B. To allow OCWCOG to use the garbage cans, both inside and outside, for trash disposal.

C. To allow the use of SITE PROVIDER owned dishes, silverware, and kitchen appliances in the serving of meals for the Senior Meals Program. SITE PROVIDER will allow OCWCOG to use SITE PROVIDER'S utilities and trash removal. SITE PROVIDER makes no agreement to purchase additional utensils and equipment for the operation of OCWCOG's services.

D. To leave the above areas clean and in good working order for the OCWCOG Senior Meals Program each Monday, Wednesday and Friday.

E. To maintain the kitchen or food preparation equipment in good working order.

F. To allow the Lincoln County Health Department to make regular inspections of the kitchen in order to approve it for the service of the Senior Meals Program and to help maintain a standard deemed necessary by that department.

G. To properly maintain and repair kitchen equipment in a timely manner.

2. OCWCOG AGREES AS FOLLOWS:

A. To leave all the kitchen equipment, counter areas, table and chairs clean and in good order after each meal service. The floor in the kitchen will be swept and damp mopped

as needed to maintain cleanliness. Spills in the dining room will be cleaned up each day.

- B. To provide locking storage cabinets for the supplies of the Senior Meal Program.
- C. To share equally on the costs for repair, or replacement if necessary, of SITE PROVIDER's kitchen or food preparation equipment damaged or deemed not repairable.
- D. To provide all necessary utensils and supplies necessary for the carrying out of the meal service to both diners in the SITE PROVIDER facility and home-delivered meal participants. Such supplies shall be for the sole use of the OCWCOG Senior Meals Program and shall not be available for other persons or groups. Any equipment brought to the facility or purchases by OCWCOG shall remain the property of OCWCOG.
- E. Remuneration: Beginning January 2016, OCWCOG agrees to make quarterly payments of \$ 675.00 to SITE PROVIDER. Rental rates changes will be discussed in June starting in 2017 at the request of either party. A request for rental rate change will be provided by either party to the other at least thirty (30) days prior to the annual renewal on July 1st. Payments will be due July 1st, October 1st, January 1st and April 1st.

3. **Owner of Personal Property:** Each of the parties hereto shall retain ownership of any equipment, pots, pans, dishes, utensils, and other personal property acquired by its own funds, by funds received from grants, donations to such party for the purpose of acquiring such personal property, or such personal property as may be donated to such party. SITE PROVIDER and OCWCOG shall place identification on all property where practical.

4. **Licenses and Sanitation:** The OCWCOG shall be responsible for licenses or permits for sanitation and Health Department requirements as follows:

- A. The OCWCOG shall obtain any and all licenses or permits which may be required for the operation of a Senior Meals Program in Waldport.
- B. The OCWCOG shall maintain standards of sanitation and cleanliness required for the operation of a Senior Meals Program by appropriate health and sanitation officials.

5. **Lawful Use:** The OCWCOG shall use said property in a lawful manner and comply with all laws, rules and regulations with the respect to the use and care of said leased premises.

6. **Indemnification:** Each party shall indemnify and save the other party harmless against and from any and all claims by or on behalf of any person, firm, or corporation arising from the conduct or management or from any work or things whatsoever done by that party or its agents, contractors, servants, employees, or volunteer employees in or about the leased premises of the building, and shall further indemnify and save the other party harmless against and from any and all claims arising from any breach or default on the part of the party in the performance of any covenant or agreement on the part of the party to be performed, pursuant to the terms of this Agreement, or arising from any act of negligence of that party or any of its agents, contractors, servants, employees, or volunteer employees, occurring during the term of this Lease in or about the leased premises of the building, and from any and all costs, counsel fees, expenses, and liabilities incurred in or about any such claim or action or proceeding brought thereon. In case

any action or proceeding be brought against any party by reason of any such claim, that party may, at its option, require that the other party resist or defend such action or proceeding at that party's own cost and expense and by legal counsel reasonably satisfactory to the other party.

7. **Liability Insurance:** The OCWCOG agrees to maintain in full force during the term thereof of a policy of public liability and property damage insurance under which the insurer agrees to indemnify and hold SITE PROVIDER and its designees harmless from any and all cost, expense, and/or liability arising out of or based upon any and all claims, accidents, injuries, and damages referred to in Paragraph 6 above.

Each such policy may be in a blanket form covering other locations of OCWCOG as well as the premises leased hereunder, and shall be with such company as is reasonably approved by SITE PROVIDER and is at the time authorized by the State of Oregon to issue such policy, which shall be non-cancellable with respect to SITE PROVIDER without thirty (30) days written notice to SITE PROVIDER. The minimum limits of liability of such insurance shall be \$300,000 for injury (or death) to any one person, and \$100,000 for injury (or death) of more than one person in any one accident or other occurrence and \$50,000 with respect to the damage of property.

8. **Fire Insurance, Waiver of Subrogation:** The parties shall obtain from their respective insurance carriers waiver of subrogation against the other party, its agents, employees, volunteers and invitees. Neither party shall be liable to the other for any loss or damage caused by fire or any of the risks enumerated in standard fire insurance policy with an extended coverage endorsement if such insurance was obtainable at the time of such loss or damage.

9. **Severability:** If any terms or provisions of this lease shall be held invalid, the remaining terms and provisions hereof shall have full force and effect to the extent that they remain reasonably practicable.

10. **Arbitration Clause:** All disputes concerning this agreement, or allegations of violation thereof, shall be submitted to arbitration. Either party may initiate the arbitration process by mailing to the other a written demand for arbitration. Thereafter, the parties shall attempt to agree upon a single arbiter who will determine all matters in dispute. In the event that the parties cannot agree upon a single arbiter, then each party shall designate an arbiter and the two arbiters thus selected shall designate the third arbiter. The three arbiters thus selected shall serve as a panel and shall decide all matters in dispute. The parties shall select the single arbiter or their respective arbiters within thirty (30) days of the demand for arbitration. Should either party fail to select an arbiter within the time set for the above, the arbiter selected by the other shall solely decide all issues in dispute.

If a single arbiter is used, the parties shall each pay one-half ($\frac{1}{2}$) of the arbiter's fees. If a panel of arbiters is used, each party shall pay its arbiter plus one-half ($\frac{1}{2}$) of the third arbiter's fee. The decision of the arbiter(s) shall be binding.

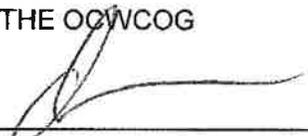
11. **Entire Agreement:** This Agreement constitutes the entire Agreement between the SITE PROVIDER and the OCWCOG with respect to the subject matter hereof, and there are no other or further written or oral understandings or agreements with respect hereto. No variation or modification of this Agreement, and no waiver of its provisions shall be valid unless in writing and signed by the duly authorized officers of the OCWCOG and the SITE PROVIDER.

12. **Effective Date:** This Agreement shall be effective as of January 1, 2016, and shall be automatically renewed annually on July 1st upon the same terms and conditions unless notice to the contrary is provided by either party to the other at least thirty (30) days prior to the annual renewal on July 1st. However, either party may at any time during the life of the Agreement or any extension thereof terminate this Agreement by giving sixty (60) day notice in writing to the other party of its intention to do so, and if the terms and conditions of this Agreement are not fully complied with by the OCWCOG, the SITE PROVIDER may terminate this Agreement by giving thirty (30) day notice of its intentions to do so.

In witness thereof, the parties hereto have caused this Agreement to be signed by their duly authorized officers the day and year first above written.

FOR THE OCWCOG

FOR THE SITE PROVIDER



Signature

Signature

Fred Abousleman, Executive Director

Name and Title

Name and Title

March 4, 2016

Date

Date

FYE 2013 Actual	FYE 2014 Actual	FYE 2015 Budget		FYE 2016 Proposed	FYE 2016 Approved	FYE 2016 Adopted
Community Center						
-2,787	-9,552	-2,000	Beginning Balance	0		
-2,787	-9,552	-2,000	Other Resources Summary	0		
14,787	12,100	15,000	Rental Fees	16,000	market rents increase from \$10 to \$15/day	
1,900	2,447	1,800	Contributions	2,200		
0	12,200	10,400	Transfer from General Fund	6,500	see page 16	
16,687	26,747	27,200	Revenues Summary	24,700		
-833	-823	-800	Supplies	-800		
-6,234	-6,209	-6,900	Utilities	-6,700		
-3,275	-2,694	-2,000	Advertising	-2,000		
-4,297	-3,625	-4,400	Contract Services	-7,200		
-8,813	-5,266	-11,100	Facility R&M	-8,000		
-23,452	-18,617	-25,200	Materials & Services Summary	-24,700		
-9,552	-1,422	0	Community Center Summary	0		

Community Center Notes

Materials & Services Descriptions		Estimate	Totals
Supplies	Bathroom supplies	800	800
Utilities	Electricity	4,800	
	Water and sewer	1,000	
	Phone, internet	900	6,700
Advertising	Skinny, News Times, OR Coast Today	2,000	2,000
Contract Services	Director Services	5,200	
	Temporary Assistant Services	2,000	7,200
Facility R&M	Plumbing, electric, heating	3,000	
	Janitorial service	3,000	
	Landscape service	2,000	8,000
Materials & Services Summary		24,700	24,700

WALDPORT COMMUNITY/SENIOR CENTER

FEE SCHEDULE AND POLICIES

1. All use activities will be approved by the Center representative.
2. Minimum use reservations will be two (2) hours
3. Security/cleaning deposit and use payments must accompany application
4. Fee schedule:
 - A. \$12.50 per hour - Multipurpose Room for Senior Community Service, senior organizations, and non-profit organizations. Includes the use of one (1) additional appliance, either the dishwasher or the warming oven.
 - B. \$25.00 per hour - Rental by private and occasional use groups. Includes use of one (1) additional appliance, either the dishwasher or the warming oven.
 - C. \$25.00 per hour - ADDITIONAL to the above rates for full kitchen use.
 - D. \$25.00 per hour - Use of Barbecue. Grill cable and locks must be removed before use and replaced after cool-down period. Misplaced cables or locks will be deducted from Security/Cleaning fee.
 - E. \$100 - Security/Cleaning Fee*. Separate check. Damage and/or excess cleaning costs will be assessed at actual costs.

* Applications for long-term use will be reviewed at the end of three (3) months. At that time the cleaning deposit may be returned either in part or in full.

CITY COUNCIL MEETING – March 10, 2016

CITY MANAGER REPORT

1. Parks and Recreation Master Plan/Open Space

Community members attending our scheduled series of meetings to discuss parks and recreation and the open space project have been engaged and have provided excellent input. Also, we have had close to 200 people complete the survey. Results of the meetings and survey will be incorporated into a document for review, as we move forward with the master plan update and open space plan.

2. Industrial Park Feasibility Study/Master Plan

Staff and engineer are meeting with property owners on March 10th to discuss the feasibility study and master plan, as well as their potential participation in same.

3. General Economic Development

After 15 years of service, Mayor Susan Woodruff has stepped aside from serving on Board of the Economic Development Alliance of Lincoln County. Her outstanding and long-term service is to be commended and appreciated. I have been accepted by the Board in her place, although she is irreplaceable!

The Alsea Highway Scenic Byway application process is progressing. We now have added Corvallis and Tangent to the mix, as the proposed route will extend to I-5. The next step is commencing preparation of the Corridor Management Plan, with anticipated completion later this year.

4. Eckman Lake Road Emergency

On February 17, 2016, the Federal Emergency Management Agency declared Oregon a disaster area due to severe winter storms in December. The City is working with Lincoln County on applying for assistance. The federal share of assistance is not less than 75 percent of the eligible project cost.

**Waldport Public Library
Board of Trustees
Minutes of Regular Meeting January 12, 2016**

Members Present:

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

Others Present:

Jill Tierce, Director

Call to Order: Ms. Hanes called the meeting to order at 9:30. Mr. Hodges was appointed to this Board by the City Council November 12th.

Minutes: The minutes for the regular meeting November 10, 2015 were approved with some corrections.

Financial Report: Revenues for November totaled \$40,156, including the budgeted transfer of \$40,000 from General Fund. Expenditures for that month totaled \$19,600. Revenues for December totaled \$92,140, including the half-year payment from Lincoln County Library District (LCLD). The remainder of their reimbursement is paid monthly. Expenditures totaled \$20,763. Each month had over \$2,000 spent from the Equipment/Furniture. Ms. Tierce could only recall the cost of the globe for the Bucy memorial. She will research the November expenditure.

Committee Reports: The new president of the Friends group, Tiffany Miner, was unable to attend today. The group held its November annual meeting and elected officers. They will have a meeting on January 14 at 2 p.m. at the Library. The agenda suggests an interest in generating new ideas for raising money and for supporting new library programs.

Director's Report: November circulation totaled 5,948. Additionally, 939 computer sessions and 248 Wi-Fi sessions were logged. Twenty patrons were added, and 105 persons attended programs at the library. In December the library circulated 6,097 items. Computer sessions totaled 943 and 260 Wi Fi sessions were counted. Thirty-three new patrons were added and 412 persons attended programs.

In addition to the weekly children's programs the Family Night "Mini-Nutcracker" was a success. We were all impressed with the performance led by young Madyson Fortmeyer. There is a good write up in the paper. If the library does this again next year, there are considerations that would better serve this production. If it is to take place in the library, it should be held after closing. If the program needs more space, consider utilizing the Council Chambers. Over the school holiday break, Ms. McCrum lined up eight days of gift making for children and families.

The library is preparing for the 4th annual Young Writers Competition. They are considering using the prompt: "not all who wander are lost", J.R.R. Tolkien. This is also suggested for a plaque on the Bucy memorial globe. The Board was supportive of the prompt and using this to link back to the Bucy memorial. The Lego Story Builders Competition is being scheduled for February. Shirley Hanes and Barbara Smith-Huggins are willing to be judges for this competition.

Volunteers were pleased with their Holiday party and the library contributed 56 books to the Community Giving Tree sponsored by Washington Federal.

**Waldport Public Library, Board of Trustees
Regular Meeting January 12, 2016**

The new shelf in the fiction room is installed. A dusk-to-dawn spot light has been installed outside to illuminate the walkway on the east side. Shirley Hanes asked what progress had been made on installing the picture rail. This project is stalled but not dead. Ms. Tierce needs to get the Moore Room painted and help the Friends line up the installation. Staff has discussed installing a soundboard with a “pinnable” surface on the wall that is shared with the workroom. Board members voiced support for this treatment. They would like the soundboard to follow the contour of the ceiling and beam.

There has been consensus among the Chinook directors to discontinue the E-brary subscription. They are still gathering opinions and information as to what resources might be purchased in its stead. Barbara Smith-Huggins gives “hoopla” a good review. She was able to set an appointment with a Newport librarian to show her how to use her device to stream movies.

Old Business: Bucy Memorial Ms. Tierce and Jill Bucy decided upon a globe to purchase after reviewing options with friends and family. A 24- inch Zoffoli globe was ordered in December and received December 29, 2015. Ms. Tierce is asking for suggestions for wording on plaque or plaques to be attached to the frame. Additionally, Jill wants to commission a dictionary stand, perhaps with an inlay depicting a dahlia.

Standards Report 2015 Ms. Tierce did do some reworking of the Standard Report before submitting it to LCLD. This revision is a better reflection of the library’s services in view of the new standards. She highlighted some objectives that will help move this library toward “excellent” service.

New Business: Holiday Closures for 2016 The Board approved the holidays which generally follow the City’s schedule. Veterans’ Day is the exception. The Library will remain open and will pursue programs and displays that enable observance of the holiday. It is suggested to build the “Books Go to War” display and to play war movies with historical footage.

Board members concerns: Ms. Hanes was impressed with the number of opportunities for computer instruction at the Newport Library. She encouraged the Library to pursue contracting an instructor (perhaps a college student) and hold a series of computer instruction classes. The Library should research help in purchasing laptops for such classes. Instruction is always more affective when you can follow along with the tutor.

Actions or recommendations to the City Council:

Public Comment: none

Announcements: Library will be closed January 18, for Martin Luther King, Jr Day
Friends Meeting will be held January 14, 2 p.m. at library.
Library Family Fun Night, January 21, 5:30 p.m.

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

Adjournment: The meeting adjourned 11:00 a.m.

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	2,912	2,861					21,348
LCLD-Youth	158	131	87	126	98	71	106	52					829
Waldport Adult	1,995	2,308	2,279	2,173	1,892	1,998	2,182	2,043					16,870
Waldport Youth	190	246	103	95	153	113	66	39					1,005
CITIES (Adult & Juv)	41	61	45	45	38	49	53	43					375
Temporary 1 yr	26	55	64	68	115	94	63	59					544
Temporary	79	87	24	38	1	2	16	19					266
OCCC	0	0	4	5	3	17	15	5					29
Oregon Passport	101	113	45	47	92	92	82	62					634
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>60</u>					<u>472</u>
Chinook Circ	5,391	5,724	5,202	5,231	4,666	5,368	5,567	5,243					42,392
% circ in public lib	45%	49%	47.60%	45.60%	46.60%	49.20%	46.78%	47.90%					47.20%
Non-cataloged	814	745	814	572	607	539	712	628					5,431
Library2Go *	<u>174</u>	<u>144</u>	<u>145</u>	<u>145</u>	<u>183</u>	<u>190</u>	<u>208</u>	<u>155</u>					<u>1,344</u>
	988	889	959	717	790	729	920	783					6,775
GRAND TOTAL	6,379	6,613	6,016	5,948	5,456	6,097	6,487	6,026					49,022
<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	36					466
Computers	1,348	1,202	1,189	1,271	939	943	950	958					8,800
WiFi	295	301	252	272	248	260	248	324					1,368
Patrons added	29	41	33	40	20	33	29	26					251
Program attendance	651	396	159	277	105	412	164	173					2337