

WALDPOR CITY COUNCIL
APRIL 23, 2020
MEETING NOTICE AND AGENDA

The Waldport City Council will meet at 2:00 p.m. Pacific Time on Thursday, April 23, 2020 by electronic means (instructions below) to take up the following agenda:

1. CALL TO ORDER & ROLL CALL
2. MINUTES: *March 12, March 18, March 20, March 23, April 7, 2020*
3. DISCUSSION/ACTION ITEMS:
 - A) *Planning Commission Vacancy*
 - B) *Revised Budget Schedule**
 - C) *Budget Committee Appointment*
 - D) *Council Positions*
 - 1) *Acceptance of Mayor's Resignation (effective as of April 26)**
 - 2) *Appointment of Mayor Pro Tem**
 - 3) *Declare Vacancy on Council & Process**
 - E) *Other Issues*
4. PUBLIC COMMENTS
5. GOOD OF THE ORDER
6. ADJOURNMENT

*Denotes no materials in packet

This meeting will be held using Zoom. To join the Zoom Meeting you can use the following:

Join Zoom Meeting

<https://oregonstate.zoom.us/j/95190457109?pwd=b0JHaTFuUld0bENBUyUyUERGRWRFdz09>

Password: 101101

Phone Dial-In Information:

+1 971 247 1195 US (Portland)

Meeting ID: 951 9045 7109

Limited public commentary may be taken at this meeting. The meeting will be live streamed on YouTube and provisions made for commenting via text during the meeting. The public is also encouraged, if they see fit, to submit written testimony to the City. Comments may be mailed to PO Box 1120, Waldport, OR 97394, or emailed to reda.eckerman@waldport.org and must be received no later than 1:30 p.m. on the day of the meeting in order to be considered.

Notice given this 17th day of April, 2020

1 **WALDPORT CITY COUNCIL**

2 **MARCH 12, 2020**

3 **MEETING MINUTES**

4
5 1. CALL TO ORDER AND ROLL CALL: Mayor Cutter called the meeting to order at 2:00
6 p.m. Mayor Cutter and Councilors Virtue, Dennis, Holland and Woodruff answered the roll.
7 Councilor Campbell was delayed, and Councilor Dunn was excused. A quorum was
8 present.

9
10 2. MINUTES: The Council considered the minutes from the February 13 regular meeting,
11 and the February 18 and February 24 special meetings. Councilor Woodruff moved to
12 approve the minutes as presented. Councilor Virtue seconded, and the motion carried
13 unanimously.

14
15 3. PUBLIC COMMENTS & PRESENTATIONS: Sgt Etheridge addressed the Council,
16 noting that the graduation ceremony scheduled for the following day had been canceled.
17 He reported that the Sheriff's Department, along with Public Health and Emergency
18 Management, were prepared to respond to public needs during the Covid-19 crisis.

19 Library Director Bennett spoke to the Council regarding a geocaching event the
20 Library was planning to host during the upcoming Beachcomber Days celebration. Items
21 would be hidden on City property in three different places. Consensus of the Council was
22 favorable to the idea.

23 Colleen Nickerson, representing the Heritage Museum, presented a copy of the
24 museum's budget to the Council and reiterated the desire for a new location.

25 Leanna Rios, a member of the local Girl Scout troop, addressed the Council,
26 thanking them for allowing the scouts to hold their meetings at the Community Center. She
27 distributed boxes of cookies to the Council as a gesture appreciation from the troop.

28 Tom Kerns and Maxine Centala extended appreciation to the Council for its support
29 of the "No Spray" project, now in its 14th year. They explained that the initial scope has
30 changed, and is now known as the "Pollinator Protection Corridor". Future contributions
31 should be directly to that group, who will use the monies for purchasing plants and mulch

1 to improve nineteen ODOT-designated sites in the region. The first local site to be
2 improved will be the one just north of the Alsea Bay Bridge.

3 Roger Grady, representing the new Nelson Wayside Road District, noted that he
4 had missed the goal setting session and wondered if the discussion was going to be
5 continued. Mayor Cutter responded that the goal setting meeting had been canceled due
6 to a lack of a quorum, and the topic was actually on the present agenda for discussion. Mr.
7 Grady also asked for an update on the search for a new City Manager and Mayor Cutter
8 explained that the Executive Session on the agenda was for the purpose of meeting with
9 Mr. Milliman from Prothman to review the candidates. Mayor Cutter also noted that he
10 would not be participating in that Executive Session, as he was one of the applicants for
11 the position.

12
13 4. DISCUSSION/ACTION ITEMS:

14 A. Transportation System Plan: City Manager Kemp introduced Matt Bell from
15 Kittleson and Associates, and explained that the Council would be considering a resolution
16 for adoption of the plan, and an ordinance to implement the traffic analysis requirement
17 language. Councilor Woodruff asked about the traffic numbers that would trigger the need
18 for an analysis, and Mr. Bell responded that there were some commonly used numbers as
19 a threshold, noting for example that 300 daily trips would be equivalent to about 30 houses.
20 A brief discussion ensued regarding the wording in the ordinance attachment, and
21 consensus of the Council was to add the words "on a regular basis" to items 3 and 4 under
22 16.74.202 (B). Councilor Holland moved to approve Resolution No. 770. Councilor Dennis
23 seconded, and the motion carried unanimously. Hearing no objections, Mayor Cutter then
24 read Ordinance No. 1258 by title only for the first and second readings. Councilor Virtue
25 moved to approve Ordinance No. 1258 with the amendments to the attachment. Councilor
26 Holland seconded, and the motion carried unanimously.

27 B. OCWCOG Agreements: City Manager Kemp explained this was a paradigm shift
28 for the City, going from a long-term Accountant and a part-time City Planner to an
29 intergovernmental agreement for contract services for both positions. He noted that
30 working with a consulting firm does have some advantages, as more personnel are

1 available to handle different aspects of the work and provide redundancy, while the City
2 does retain the option fill the positions if and when it desires to do so. Many small cities are
3 looking at this type of service, especially for positions that may not necessarily need to be
4 full-time, and the costs are fairly comparable. Following a brief discussion, Councilor
5 Dennis moved to approve the Intergovernmental Agreement, Councilor Virtue seconded,
6 and the motion carried unanimously.

7 C. Goals Discussion: A lengthy discussion ensued regarding the progress and
8 changes that have taken place over the last year. Consensus of the Council was to
9 continue to review the goals and policies with the new City Manager, once that person is
10 on board.

11 D. Other Issues: None.

12
13 5. COUNCIL COMMENTS AND CONCERNS: Councilor Virtue noted that the School
14 District has canceled all extracurricular activities for the remainder of the year in response
15 to the health concerns stemming from Covid-19. It was also noted that celebrations such
16 as Beachcomber Days may need to be canceled or rescheduled, and measures for
17 conducting meetings by remote access may need to be explored.

18
19 6. STAFF REPORTS: The written reports from the City Manager, City Librarian, Public
20 Works Director and City Recorder were included in the packet materials. City Manager
21 Kemp noted that staff was actively engaged in recommended preventative measures
22 regarding Covid-19, and information from the League of Oregon Cities and City/County
23 Insurance was being forwarded as it was received. City Librarian Bennett also outlined the
24 steps that her staff were taking in this regard.

25
26 7. EXECUTIVE SESSION: At 4:30 p.m. the Council recessed into Executive Session,
27 pursuant to ORS 192.660(2)(h), to consult with counsel concerning the legal rights and
28 duties of a public body with regard to current litigation or litigation likely to be filed. The
29 topic of discussion was an update on the Water Tank litigation.

30 At 4:43 p.m., the Council recessed the meeting. Mayor Cutter excused himself from

1 the remainder of the meeting.

2 At 5:56 p.m., the Council resumed in Executive Session, pursuant to ORS
3 192.660(2)(a), to consider the employment of a public officer, employee, staff member or
4 individual agent. In the absence of the Mayor, Council President Holland chaired the
5 remainder of the meeting.

6
7 8. ACTIONS, IF ANY FROM EXECUTIVE SESSION: At 7:03 p.m. the Council reconvened
8 into Open Session. Councilor Woodruff moved to have Mr. Milliman contact two or possibly
9 three candidates and arrange for interviews, hopefully on Friday, March 20, 2020. The
10 motion was seconded, and carried unanimously. Consensus of the Council was to meet
11 at 5 p.m. on the 20th to further confer with Mr. Milliman, with interviews commencing at 6
12 p.m. At the conclusion of the interviews, Council could then decide whether they were
13 satisfied they had a viable candidate or wished to leave the recruitment period open.

14
15 9. GOOD OF THE ORDER: Nothing further.

16
17 10. ADJOURNMENT: At 7:13 p.m., there being no further business to come before the
18 Council, the meeting was adjourned.

19
20 Respectfully submitted,

21 

22
23 Reda Q Eckerman, City Recorder

24
25 APPROVED by the Waldport City Council this ___ day of _____, 2020.

26
27 SIGNED by the Mayor this ___ day of _____, 2020.

28
29 _____

30 Mayor

WALDPORT CITY COUNCIL
MARCH 20, 2020
SPECIAL MEETING MINUTES

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5 1. CALL TO ORDER & ROLL CALL: Council President Holland called the meeting to order
6 at 5:00 p.m. Council President Holland and Councilors Virtue, Dennis, Campbell and
7 Woodruff answered the roll. Councilor Dunn was absent. A quorum was present.

8
9 2. EXECUTIVE SESSION: At 5:01 p.m., the Council recessed into Executive Session,
10 pursuant to ORS 192.660(2)(a): To consider the employment of a public officer, employee,
11 staff member or individual agent.

12
13 3. ACTIONS, IF ANY, FROM EXECUTIVE SESSION: At 8:35 p.m., the Council
14 reconvened into Open Session. Councilor Campbell moved to offer the City Manager
15 position to Mr. Dann Cutter, pending a mutually acceptable contract negotiation. Councilor
16 Dennis seconded, and the motion carried unanimously.

17
18 4. GOOD OF THE ORDER: The Council considered a request from the Library Director
19 regarding staff wages during the Covid-19 closures. Following discussion, Councilor Virtue
20 moved to continue paying full salaries to the Library staff at least through the April 9
21 Council meeting date, at which time discussion could take place regarding future
22 arrangements. Councilor Dennis seconded, and the motion carried unanimously.

23
24 5. ADJOURNMENT: AT 8:55 p.m., there being no further business to come before the
25 Council, the meeting was adjourned.

26
27 Respectfully submitted,

28
29 

30 Reda Q Eckerman, City Recorder

1 APPROVED by the Waldport City Council this ____ day of _____, 2020.

2 SIGNED by the Mayor this ____ day of _____, 2020.

3

4

5

6

Mayor

7

8

1 5. ADJOURNMENT: At 7:20 p.m., there being no further business to come before the
2 Council, the meeting was adjourned.

3
4 Respectfully submitted,

5 

6 Reda Q Eckerman, City Recorder

7
8 APPROVED by the Waldport City Council this ___ day of _____, 2020.

9 SIGNED by the Mayor this ___ day of _____, 2020.

10
11
12

Mayor

1 Respectfully submitted,

2 

3 Reda Q Eckerman, City Recorder

4
5 APPROVED by the Waldport City Council this ___ day of _____, 2020.

6
7 SIGNED by the Mayor this ___ day of _____, 2020.

8
9 _____

10 Mayor

March 28, 2020

Dear Reda,

This is my official notice to you
that as of last Thursday, March 26,
I have resigned from the Planning
Commission. I gave my notice to the
Planning Commission Chairman, Steve Barber
via e-mail and he has accepted it
as he understands my health concerns.

Sincerely,

Kitty Killeen

Kerry Kemp

From: Kerry Kemp
Sent: Friday, March 20, 2020 3:21 PM
To: Reda Eckerman
Subject: Fwd: Appointment to Waldport City Budget Committee

For April meeting. Thank you,

Kerry
Sent from my iPhone

Begin forwarded message:

From: Joan Crall <jpicy@bitterroot.com>
Date: March 20, 2020 at 3:01:19 PM PDT
To: Kerry Kemp <kerry.kemp@waldport.org>
Subject: Appointment to Waldport City Budget Committee

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Kerry,

My name is Joan Crall. I live in the city of Waldport, 765 NW Highland Circle. I would like to be considered for the open seat on the Waldport City Budget Committee.

My husband and I bought our home in 2016 and our plan is to make this our last place of residence. I was on the Board of Directors for the NKBA (National Kitchen and Bath Assc.) Big Sky Chapter for approx. 14 years. Big Sky Chapter covers the State of Montana and parts of Wyoming and Utah. While serving, I held various positions, including Treasurer for several years. I also held the office of Government Relations, President, Strategic Planning and Head of Programs. The NKBA is a non-profit, that promotes it members through education and many other means. One of my focuses was to always be fiscally responsible with the Chapters funds. I held the Programs office twice, where I was responsible to put on various training events spread around our area. We always tried to give our members great experiences, while keeping our costs down.

I am currently serving on the Alsea Highlands Board of Directors and I am the Chair of the Architectural Committee. I believe that my ability to listen to others, find consensus and help make decisions, could be helpful

To the City of Waldport Budget Committee. I also think it is important to give back to my community, when I am able.

I would appreciate your consideration concerning the appointment to the Budget Committee. Susan Woodruff, did mention what the commitments are and I am able to fulfill them.

Thank You,
Joan Crall

[Total Control Panel](#)

To: kerry.kemp@waldport.org
From: jpicy@bitterroot.com

Message Score: 15
My Spam Blocking Level: Low

High (60): **Pass**
Medium (75): **Pass**

[Log](#)