

**WALDPOR CITY COUNCIL  
JULY 9, 2020  
MEETING NOTICE AND AGENDA**

The Waldport City Council will meet at 2:00 p.m. on Thursday, July 9, 2020 in the City Council Meeting Room, 125 Alsea Highway to take up the following agenda:

1. CALL TO ORDER & ROLL CALL
2. MINUTES: *June 11 Council Meeting (Pg. 2)*
3. PUBLIC COMMENTS/PRESENTATIONS
4. DISCUSSION/ACTION ITEMS:
  - A) *Business License Resolution (Pg. 7)*
  - B) *Interpretive Center Acquisition (Pg. 9)*
  - C) *Open Council Positions (Pg. 10)*
  - D) *Health Care for Part-Time Employees (Pg. 15)*
  - E) *Goals and Projects Workshop Scheduling (Pg. 16)*
  - F) *Planning Commission Resignation and Vacancies (Pg. 17)*
  - G) *Other Issues*
5. COMMITTEE REPORTS
6. STAFF REPORTS *(Pg. 19)*
7. ADDITIONAL PUBLIC COMMENTS FROM VIEWING AUDIENCE
8. COUNCIL COMMENTS AND CONCERNS
9. EXECUTIVE SESSION: *Pursuant to ORS 192.660(2)(e): To conduct deliberations with persons designated by the governing body to negotiate real property transactions.*
10. ACTIONS, IF ANY, FROM EXECUTIVE SESSION
11. GOOD OF THE ORDER
12. ADJOURNMENT

The City Council Meeting Room is accessible to all individuals. Note that due to Covid-19 distancing requirements it will be necessary to call (541)563-3561 if you plan on attending, as seating will be very restricted. The meeting will be live-streamed and viewing instructions will be provided on the City's website ([www.waldport.org](http://www.waldport.org)) prior to the meeting. Pursuant to Order 20-16, comments from the viewing audience may be emailed to: [reda.eckerman@waldport.org](mailto:reda.eckerman@waldport.org) during the course of this meeting, and will be read to the Council under Agenda Item #9 above. The public is also encouraged, if they see fit, to mail written testimony to the City. Comments may be mailed to PO Box 1120, Waldport, OR 97394, 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 2<sup>nd</sup> day of July, 2020

Reda Q. Eckerman, City Recorder

1 **WALDPORT CITY COUNCIL**

2 **JUNE 11, 2020**

3 **MEETING MINUTES**

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

8  
9 2. MINUTES: The Council considered the minutes from the May 14, 2020 Council  
10 meeting, the May 26, 2020 Budget Committee meeting, and the May 28, 2020 Special  
11 Council meeting. Councilor Holland moved to approve the minutes as submitted. Councilor  
12 Campbell seconded, and the motion carried unanimously.

13  
14 3. PUBLIC COMMENTS: Rick Booth introduced himself to the Council, and announced  
15 that he has filed the paperwork to be placed on the ballot for a Council position in the  
16 November election.

17  
18 4. CORRESPONDENCE: The Council acknowledged the letter of introduction from the  
19 new Economic Development Alliance Executive Director, Paul Schuytema. No action was  
20 necessary.

21  
22 5. PUBLIC HEARING(S):

23 A. State Revenue Sharing: Mayor Woodruff opened the public hearing on State  
24 Revenue Sharing. There were no comments. Mayor Woodruff then closed the public  
25 hearing.

26 B. City Budget for FY 2020/2021: Mayor Woodruff opened the public hearing on the  
27 City budget for FY 2020/2021. There were no comments. Mayor Woodruff then closed the  
28 public hearing.

29 At 2:04 p.m. the Council recessed the meeting to take up the Urban Renewal and  
30 Road District #3 agendas.

31 At 2:08 p.m., the Council meeting was resumed.

## 1 6. DISCUSSION/ACTION ITEMS:

2 A. Dahl Rate Adjustment Request: The Council considered the two options  
3 presented by Dahls, either adding an adjustment of 1.275% now (Option "A"), or  
4 postponing the rate increase at this time, but reserving the right to implement later in the  
5 year with 30 days advance notice (Option B). Discussion ensued regarding the potential  
6 financial impacts of the two proposals. Councilor Dunn, noting the potential for a greater  
7 cost increase under Option "B", moved to approve Option "A". Councilor Virtue seconded,  
8 and the motion carried unanimously.

9 B. Findings of Fact for Vista View: City Manager Cutter noted that staff had  
10 recommended the addition of two sentences regarding feasibility. Under the findings made  
11 after the second remand item two, the following sentence was added: "The applicant has  
12 also shown that there are feasible options to divert drainage away from the forest service  
13 property." Under the conclusions item A, the following sentence was added: "The planned  
14 development in all aspects is feasible." Councilor Holland moved to accept the findings  
15 as amended by the two minor additions. Councilor Campbell seconded, and the motion  
16 carried unanimously.

## 17 C. Resolutions:

18 1) Establishing a Water and Wastewater Rate Increase for FY 2020/2021: City  
19 Manager Cutter noted that this resolution would implement the 4.2% rate increase for water  
20 and wastewater as considered and recommended by the budget committee. This increase  
21 was necessary to keep the operational funds in balance for the next year. There will be a  
22 discussion at the July meeting regarding the anticipated meter replacement project, which  
23 will incorporate a review of revenue sources such as grants and other available funding  
24 with the intent of minimizing any project-related increase. Councilor Virtue moved to  
25 approve Resolution 1260. Councilor Dunn seconded. The motion carried unanimously.

26 2) Declaring the City's Election to Receive State Revenue Sharing: Councilor  
27 Holland moved to approve Resolution 1261. Councilor Campbell seconded, and the motion  
28 carried unanimously.

29 3) Adopting Budget for Fiscal Year 2020/2021: City Manager Cutter explained that  
30 the budget document had been drafted with an understanding that there were

1 transportation system grant monies in the amount of \$80,000 that would be received and  
2 expended. However, ODOT was actually in control of those monies, not the City. The  
3 adjustment has therefore been made to the budget, and the resolution distributed at the  
4 meeting reflected the corrected amounts. Councilor Campbell moved to approve  
5 Resolution 1262. Councilor Dunn seconded, and the motion carried unanimously.

6 D. Business License Discussion: City Manager Cutter reported that staff had  
7 ascertained that the license fee could be changed by resolution, but a change in the due  
8 dates for license renewal would require an amending ordinance. If the Council desired to  
9 waive or reduce the fee, it appeared that this might be an allowable expense under the  
10 CARES funding to offset any expenditure of City funds to cover the revenue loss.  
11 Discussion ensued. Councilor Virtue moved to waive the renewal fee and have the City  
12 cover the cost. Councilor Holland seconded. Councilor Campbell indicated that he would  
13 be willing to waive a quarter of the costs, but noted that there may be other qualifying  
14 expenses for the CARES monies as well. Following further discussion, Councilor Virtue  
15 amended the motion to waive a quarter of the costs, Councilor Holland amended his  
16 second. The amended motion carried unanimously. Staff noted that there would be a  
17 resolution for the rate change and an ordinance amending the dates for penalties and late  
18 fees in the July packet, and the renewal notices with the prorated fees will be sent out in  
19 June.

20 E. Other Issues: None.

21  
22 7. COMMITTEE REPORTS: The minutes from the Parks Committee meetings were  
23 included in the packet. No action was necessary.

24  
25 8. STAFF REPORTS: The written reports from the City Manager and the Sheriff's office  
26 were included in the packet. Mr. Cutter noted that the Sheriff's office has moved from the  
27 back of the building to the small conference room and they will be utilizing the front parking  
28 spaces. A letter of interest for the Interpretive Center has been submitted to ODOT. The  
29 water tank settlement has been signed and the funds should be received in the near future.  
30 There had been some consternation expressed regarding the recent request for user

1 groups to remove personal belongings from the Community Center, and Mr. Cutter  
2 explained that the City's insurance coverage does not extend to private property stored in  
3 public buildings. He noted that the groups themselves may be able to obtain coverage, but  
4 their insurer would have to agree to that exemption. With regard to Code Enforcement, Mr.  
5 Cutter noted that the recently approved budget included an allocation for contract services,  
6 and asked for permission to proceed with the bid process, with the contract starting in the  
7 new fiscal year. Mayor Woodruff moved to approve the request. Councilor Virtue  
8 seconded, and the motion carried unanimously. Library Director Bennett noted that the  
9 Library book distribution program at the drive-up window at the bank building was  
10 averaging about 30 books a day. Public Works Director Andry reported that the City would  
11 be implementing a leak detection program in the near future, as water loss numbers are  
12 increasing.

13  
14 9. ADDITIONAL PUBLIC COMMENTS FROM VIEWING AUDIENCE: None.

15  
16 10. COUNCIL COMMENTS AND CONCERNS: Councilor Dunn asked if it would be  
17 possible to boost the wireless connectivity at the Library and the Community Center to  
18 accommodate users. Mr. Cutter indicated he would take a look at the equipment. Councilor  
19 Virtue asked about the porta-john at the skatepark, and Public Works Director Andry noted  
20 that it has been scheduled for pickup. Councilor Virtue asked about a presentation from  
21 the County's harm reduction program, and City Manager Cutter responded that he would  
22 see about scheduling one, possibly for the August meeting. Councilor Campbell noted that  
23 street signs were needed on Green Circle and Green Lane, off of Green Drive. Councilor  
24 Dunn talked about flooding problems on the corner of Green Drive and Fairway Circle, and  
25 Public Works Director Andry indicated he will look at the area to see if something can be  
26 done.

27  
28 11. EXECUTIVE SESSION: At 3:10 p.m., the Council recessed into Executive Session  
29 pursuant to ORS 192.660(2)(e): To conduct deliberations with persons designated by the  
30 governing body to negotiate real property transactions. The topic of discussion was

1 potential acquisition of property.

2 At 3:46 p.m., the Council convened in Open Session.

3  
4 12. ACTIONS, IF ANY, FROM EXECUTIVE SESSION: Councilor Virtue moved to  
5 empower City Manager Cutter to engage in negotiations to acquire property and  
6 reconfigure City facilities. Councilor Campbell seconded, and the motion carried  
7 unanimously.

8  
9 13. GOOD OF THE ORDER: Councilor Virtue suggested a tour of all City properties, and  
10 consensus of the Council was favorable.

11  
12 14. ADJOURNMENT: At 3:50 p.m., there being no further business to come before the  
13 Council, the meeting was adjourned.

14  
15 Respectfully submitted,

16  
17 Reda Q Eckerman, City Recorder

18  
19 APPROVED by the Waldport City Council this \_\_\_ day of \_\_\_\_\_, 2020.

20 SIGNED by the Mayor Pro Tem this \_\_\_ day of \_\_\_\_\_, 2020.

21  
22 \_\_\_\_\_  
23 Susan Woodruff, Mayor Pro Tem  
24



## **CITY COUNCIL MEETING AGENDA COVER SHEET FOR DISCUSSION / ACTION**

**TITLE OF ISSUE:** Business License Discussion

**FOR MEETING DATE:** July 9th, 2020

**SUMMARY OF ISSUE:**

At the May 14 Council meeting, staff brought the issue of Business License renewals during the Covid-19 closure to the Council's attention. After some discussion, consensus of the Council was to make the due date the first of October. Staff was then directed to provide further information at the June 11 meeting, and following discussion at that meeting, the Council moved to prorate the fees by 25%. Staff had noted that a resolution for the rate change and an ordinance amending the dates for penalties and late fees would be included in the July packet.

Upon further review, staff has determined that, for the purposes of this limited action, a resolution is sufficient to accomplish both the rate change and the waiver of penalties, as this would not be a permanent change nor would it impose a more rigorous requirement than what is already included in the ordinance language.

**STAFF RECOMMENDATION or ACTION REQUESTED:**

Staff has provided the necessary Resolution as requested which addresses the issues for this year.

**RESOLUTION NO. \_\_\_\_\_**

A RESOLUTION MEMORIALIZING THE COUNCIL DECISION TO PRO-RATE BUSINESS LICENSE RENEWAL FEES AS OUTLINED IN SECTION 5.04.090 OF THE WALDPORT MUNICIPAL CODE, WAIVING LATE FEES AND PENALTIES AS OUTLINED IN SECTION 5.04.110, AND IMPOSING REQUIREMENTS FOR NON-RENEWAL.

WHEREAS, in consideration of the hardship imposed on local established businesses resulting from the restrictions imposed by the COVID-19 outbreak, the Council decided at their June 11 2020 meeting that for Fiscal Year 2020/2021 the renewal rate for business licenses would be reduced by 25% and the due date for renewal would be October 1, 2020; and

WHEREAS, Waldport Municipal Code Chapter 5.04, Section 5.04.090 allows license fees to be amended or altered at the discretion of the City Council but also contains specific language regarding the due date and subsequent penalties for delinquent renewals;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Waldport as follows:

Section 1. For Fiscal Year 2020/2021 the renewal rate for existing business licenses will be reduced by 25%.

Section 2. For Fiscal Year 2020/2021 the due date for existing business license renewals will be October 1, 2020.

Section 3. For Fiscal Year 2020/2021 penalties for delinquent business license renewals will be waived if payment is received by December 31, 2020.

Section 4. Commencing on January 1, 2021, any business that has not renewed their business license will be considered a "new" business and subject to the application fee and license rates as outlined in Section 5.04.095 of the Waldport Municipal Code.

APPROVED by the Waldport City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

SIGNED by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Susan Woodruff, Mayor Pro Tem

ATTEST:

\_\_\_\_\_  
Reda Q Eckerman, City Recorder



## **CITY COUNCIL MEETING AGENDA COVER SHEET FOR DISCUSSION / ACTION**

**TITLE OF ISSUE:** Interpretive Center Acquisition

**FOR MEETING DATE:** July 9th, 2020

**SUMMARY OF ISSUE:**

Council has previously discussed the potential acquisition of the Interpretive Center from ODFW under a no-cost transfer. Following a required process, ODOT had placed an open call for interested parties which closed July 3<sup>rd</sup>, 2020. Staff will report on the results of this, and suggest further action based on your input.

**STAFF RECOMMENDATION or ACTION REQUESTED:**

Staff has ascertained that the 21% of the revenue increase in Transient Lodging Tax that was dedicated to Tourism could be utilized for the care and maintenance of this building, so a fiscal analysis of this acquisition will be appended to the packet upon the notification from ODFW – if another party is purchasing, it's somewhat moot.

Based on the analysis, Staff is encouraging Council to consider the affirmative acquisition acceptance of this no-cost transfer and to then direct Staff to prepare an amended budgetary document for the August meeting reflecting this addition to the Tourism department of the City's General Fund.



## **CITY COUNCIL MEETING AGENDA COVER SHEET FOR DISCUSSION / ACTION**

**TITLE OF ISSUE:** Open Council Positions

**FOR MEETING DATE:** July 9<sup>th</sup>, 2020

**SUMMARY OF ISSUE:**

Upon the resignations of former Mayor Cutter and former Councilor Dennis, two council seats have been vacated, and are open for appointment for the duration of the calendar year (both seats will be open for the November Election 2020). Previously the Council directed advertisement of the open positions, and as of July 3<sup>rd</sup>, we have 4 applicants listed below. They have been requested to be present today to answer any questions you may have of them.

Rick Booth, Heide Lambert, Jerry Townsend, Alanna Miklic

**ACTION REQUESTED:**

Council has total discretion on how to proceed. You may:

- a) Determine that the level of interest suggests appointments for 5 months is too disruptive and leave the seats open until the January swearing in of the newly elected members.
- b) Determine that one or two candidates meet your desired qualifications, and fill one or both seats, effective the next subsequent Council meeting.
- c) Determine that one or two candidates meet your desired qualifications, and fill one or both seats, effective immediately – which will require a recess and a quick swearing in.
- d) Determine that no candidate meets your desired qualifications, and leave the positions open to the next meeting for additional candidates.

14 May 2020

Dear Waldport City Council.

I send this letter requesting to place my name in the selection process for the open seat on the Council vacated recently.

My wife Sue and I purchased our first home in Waldport 18 ½ years ago, we absolutely love it here. Since retirement I have served with various groups throughout the community and county. A couple to mention:

I have served South Lincoln Resources programs including Furniture/ Appliances and Durable Medical Equipment, Holiday Food Baskets, Food Share, and Voucher Assistance. I was elected to serve on the executive board as Secretary and presently serve as the President. I joined Central Oregon Coast Fire in 2014 as a volunteer Fireman, and EMS Responder and in 2019 I joined Pacific West Ambulance and serve as a First Responder Chaplain for both organizations.

During my occupational career with the Department of Defense, I served as an Engineering Technician for 12 years then moved to a management role in Branch, Division and Department levels. The last 15 years I worked as a Facility Manager responsible for buildings throughout the Land Range, managed a fleet of 200+ vehicles as Transportation Manager. Served as Contract Management Representative for both the Land and Sea Ranges Maintenance Service Contract with managing 150 resources. Was appointed as the Program Coordinator for the Range Department of the Office of Management and Budget's (OMB) Circular A-76 competitive outsourcing program, for the 1995 NAVY BRAC process representing 105 Fully Trained Equivalent personnel utilized for testing on the Ranges. After a two year process the Department won the Contract reducing our resources 67 FTE'S .

I retired from the U.S Navy/ Naval Reserves in 1999 as a Chief Warrant Officer (CWO3) serving 27 years.

If selected for the position on the Council I bring many tools to support changes in the future. Thank you for allowing me to submit my request for the opening on the Council.

Thank you for your time in this manner.

Respectfully,

Richard W. (Rick) Booth  
405 Range Dr  
P.O Box 22 Waldport Oregon 97394  
(541) 270-0065 (cell) 541-563-3019 (home)  
boonsue1019@gmail.com

Heide Lambert  
165 NE High Street  
PO BOX 1292  
Waldport OR 97394

May 4<sup>th</sup>, 2020

Dear Mayor Woodruff and Waldport City Council,

I am interested in filling the empty seat on Waldport City Council, until I can run for election in the fall of 2020. I have served for the Waldport City Planning Commission for the past year and believe I would be great fit for City Council. Having been a longtime resident, I have grown a great interest in civically representing our coastal town's families.

Thank you for your consideration.

Warmest Regards,  
Heide Lambert  
541-563-4117

June 29, 2020

Dear Mayor Sue Woodruff and members of the Waldport City Council,  
Please consider appointing me to serve in the vacant position on the Waldport City Council. I am a native Oregonian, returning to the state after living in Texas, Kansas, Wyoming, California and Missouri. My wife, Barbara, and I moved to Waldport in the last year after buying our forever home here in December 2018. Barbara is a Registered Nurse.

As a former state government reporter and university journalism professor, I have a strong, non-partisan public service ethic. My commitment would be to serve all citizens here without favor and work for the betterment of the community.

My major skill areas include writing-reporting-editing, photojournalism, graphic design, and Macintosh technical support. I took leave from university teaching to operate successful small businesses in photography, Macintosh support and construction as a licensed contractor.

My work leading national, state and local professional media and educational organizations has helped me understand leadership and the demands and challenges of volunteer service. I am semi-retired and have the time to devote my best effort to the job.

I would be happy to provide more information about my skills, experiences or personal references at your request.

All the best,



Jerry Townsend

425 SW Green Drive  
[jrrytwnsnd@gmail.com](mailto:jrrytwnsnd@gmail.com)  
Cell 210-378-6464

## Reda Eckerman

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**From:** Susan Woodruff  
**Sent:** Thursday, June 25, 2020 6:55 AM  
**To:** Alanna Miklic  
**Cc:** Dann Cutter; Reda Eckerman  
**Subject:** Re: City Council opening

Thank you, Alanna, for your interest in one of our two open city council seats. I will forward your application letter to City Manager Cutter for its inclusion in our July council packet.

So far you join two other applicants for the vacancies, and council will be voting to fill them at that meeting after a brief questioning of each of you. Council meets on each month's second Thursday at 2 p.m. in the city's council chambers.

Thank you again for your interest—and for your demonstrated passion for your community!

Sue

Sent from my iPad

> On Jun 25, 2020, at 5:55 AM, Alanna Miklic <alannaanddave1995@gmail.com> wrote:

>

> Dear Sue,

> I am interested in applying for the opening on the Waldport City Council. I've been a resident here for the past 4 years. I have been involved in different local non profits since 2016. Mostly South Lincoln Resources as their treasurer Establishing their set of books for all 8 entities completing the book and filing taxes for 2017 2018 and 2019.

> I am a parishioner at St Anthony's Catholic Church I participate in the choir and I am currently the bookkeeper.

> I am an OSU volunteer Master Gardener. I mentor apprentices and I am a

> coordinator for the OCCC South Beach Garden. I am also the currently elected treasurer for them as well.

> I'm currently working on the Waldport City Parks Committee and enjoy getting involved in the beautification of our town.

> Alanna Miklic

> 930 NW HIGHLAND DRIVE

> WALDPORT OR

>

>

>

> Sent from my iPhone

DISCLOSURE NOTICE: Messages to and from this email address may be subject to Oregon Public Records Law.



## **CITY COUNCIL MEETING AGENDA COVER SHEET FOR DISCUSSION / ACTION**

**TITLE OF ISSUE:** Health Care for Part time employees

**FOR MEETING DATE:** July 9<sup>th</sup>, 2020

**SUMMARY OF ISSUE:**

During our yearly evaluation of Health Care offerings, the City recently chose to closely examine both our health care insurance provider and our offering levels to employees. While an internal decision was made which resulted in better care for similar budget (PEBB vs CIS), it was noted that we have two part time employees over 0.5 FTE which are not covered by our health plans. The issue now being presented is whether to cover part time employees > 50% FTE.

The good: It meets the obligations the City has to ensure healthy and supported employees. It would become an attractive perk should we need to recruit positions at lower FTE. And historically, we have provided full coverage for senior management at less than a full FTE – this would bring parity in our offerings for all employee's health and well-being.

The bad: It's expensive. It will cost roughly \$19k/yr. This cost would be added to our Library budget. And the staff will have to pay the other half. At their current pay, this represents nearly 40% of their wages.

How to pay for it: Currently, our employment policy states that any increase in healthcare costs will be shared by the employer and employee 50/50. However, it does not appear that this has been implemented since the change in coverage about two years ago. Setting this year as the base due to the upcoming provider change, and going off of projected 4% increases yearly, within four years the savings from implementing this policy will pay for the difference in adding these staff.

**STAFF RECOMMENDATION or ACTION REQUESTED:**

It is the recommendation of the City Manager that we offer part time staff > 0.5 FTE health insurance, and explore implementing the shared cost model above as well as other cost saving measures. Further, it is recommended that staff be directed to prepare a yearly Health Care Cost analysis for Council as part of the salary and benefits section of the Waldport City Budget.



## ***CITY COUNCIL MEETING AGENDA COVER SHEET FOR DISCUSSION / ACTION***

**TITLE OF ISSUE:** Goals and Projects workshop

**FOR MEETING DATE:** July 9<sup>th</sup>, 2020

**SUMMARY OF ISSUE:**

During our Goals discussion this past year, the Council determined that it would be useful to sit down this summer with the new City Manager to reprioritize, review and focus on the goals and expectations for the coming year. COVID has somewhat redefined current City efforts but, recognizing the need to re-examine the City's direction periodically, the Council might want to consider a workshop in either late July or August (or some later date).

**STAFF RECOMMENDATION or ACTION REQUESTED:**

Staff suggests that a late summer workshop could be a useful tool to provide direction



## **CITY COUNCIL MEETING AGENDA COVER SHEET FOR DISCUSSION / ACTION**

**TITLE OF ISSUE:** Planning Commission Resignation and Vacancy

**FOR MEETING DATE:** July 9<sup>th</sup>, 2020

**SUMMARY OF ISSUE:**

Ruth Stole, a valued member of our community, is moving away and has therefore resigned her position on the Planning Commission. We greatly appreciate her service.

We now have two seats open on the Planning Commission and, as always, it has been a struggle to fill each seat with qualified applicants. Several options are presented.

Option 1) Status Quo – filling seats as qualified applicants are approved by Council. Engage in more vocal recruiting.

Option 2) Consider modifying membership restrictions to allow members who may be precluded due to industry affiliation or other qualifying conflicts. It is unknown if this has been a limiting factor in the past, but may be worth consideration. Current Code language imposes the following restrictions: One member residing within the UGB but outside the City limits, or someone that lives in Lincoln County but owns and actively operates a business within the City; at least a one-year residency; no more than two individuals who are engaged in buying, selling or developing real estate for profit; and no more than two that are engaged in the same kind of occupation.

Option 3) Direct staff to present a process to move from seven Commission seats to five.

**STAFF RECOMMENDATION or ACTION REQUESTED:**

Staff recommends maintaining the status quo (option 1) and ask Councilors to reach out to members of the community who may be interested in serving to get a better recruitment effort going.

COPY



Ruth E Stole P O Box 257 Waldport, Oregon 97394

June 22, 2020

Waldport Planning Commission  
Steve Barham, Chairman

I hereby tender my resignation from the Waldport Planning Commission, effective immediately following the meeting of June 22, 2020. I have truly felt privileged to serve the past few years on the commission and hope that I have contributed to the Waldport community. I am facing a milestone on July 21, my eightieth birthday, and feel that is old enough to be retirement age. My business, Family Fabrics, will close about July 17. You and my fellow commisioners, and all the people of Waldport, are invited to my birthday party at the shop from noon, July 21, til we all go home. That will be the beginning of my next adventure, relocating to the Willamette Valley and making memories with my children, grandkids and great-grandkids.

Sincerely,

Ruth Stole

## City Manager's Report

1. **City Hall reopens...**

As described would be happening last meeting, the new City Hall entryway is done, and City Hall doors are now open. The LCSO has installed a new door to their area, and we are very happy with both the increased safety and health protection systems in place.

2. **Grants**

We are working on a number of grants, with many deadlines in the next several weeks. I will put together a summary for either the August or September meeting.

3. **Code Enforcement**

Met with TCB security, and we will be utilizing the streamlined process for state emergency contracting to provide for a 1 yr code enforcement contract starting in Mid July.

4. **Driftwood Property**

The donated property north in the Driftwood area has been listed for sale. I will bring offers to the Council under executive session at future meetings when offers occur.

5. **Water Tank Settlement**

We have been sent the settlement for the water tank. The check 'may' have been deposited at this point. Unfortunately, we'll have to do some minor budget adjustments as it came after the first of the fiscal year.

6. **Leak Detection**

We have had American Leak detection here for the last week. We have found a number of leaks, and started to greatly reduce our water loss. Over the past month a huge amount of time has been spent on this, and it cost quite a bit to do this one-time leak detection. I am preparing a cost analysis for the next meeting regarding projects on the water plant; but specifically, I will be recommending the purchase and installation of a permanent leak detection system. It will tie into our new metering system eventually, but right off the start, it will significantly reduce the time spent looking for leaks.

7. **COVID and staffing...**

While not a positive test, we have had our first staff member be required to quarantine under the county health directive. While the hours of leave are covered by FEMA, we will be preparing a staffing plan should one or several of the key city staff need to be quarantined or test positive.

8. **Meetings**

While we have had a flurry of meetings in the last few months, the intensity is starting to die out. However, we may get called to attend a central meeting on relatively short notice. Our next scheduled meeting is August 13<sup>th</sup>, 2020. How would you like me to address these requests?

**City of Waldport  
2020 LAND USE / BUILDING PERMIT ACTIVITY**

| Date | Application/<br>Activity | Applicant | Zoning | Tax Map/Lot<br>Location | Description | Status |
|------|--------------------------|-----------|--------|-------------------------|-------------|--------|
|------|--------------------------|-----------|--------|-------------------------|-------------|--------|

**For the Period February 1, 2020 through May 14, 2020**

|         |                        |                                      |            |  |   |  |
|---------|------------------------|--------------------------------------|------------|--|---|--|
| 2/24/20 | Planning Application   | Charles Cromer and Ashley Marthaller | R-4        | 13-11-19AC/4900<br>145 NW Alder                  | Variance for fence height                   | On Hold  |
| 3/16/20 | Building Permit        | Northwest Inc.                       | R-1        | 13-11-30-BD/200<br>1880 Crestline Drive          | Covered Porch                               | Withdrawn – building official said no permit required. |
| 3/25/20 | Building Permit        | Northwest Homes                      | RR-2       | 13-12-36AB/ 1203<br>3443 Fernwood Lane           | Manufactured Home Placement                 | Approved 4/8/2020                                      |
| 3/25/20 | Building Permit        | Northwest Homes                      | RR-2       | 13-12-36AB/ 1203<br>3443 Fernwood Lane           | Garage                                      | Approved 4/8/2020                                      |
| 3/25/20 | On-site septic         | Northwest Homes                      | RR-2       | 13-12-36AB/ 1203<br>3443 Fernwood Lane           | On-Site Septic                              | Approved 4/29/2020                                     |
| 4/06/20 | Land Use Compatibility | Patterson Ridge LLC                  | C-1        | 13-12-25/ 300                                    | Highway Approach                            | Approved 4/14/2020                                     |
| 4/13/20 | Remand                 | Tidewater Development LLC            | R-1        | 13-11-19CC/120<br>Vista View Planned Development | Planned Development – LUBA Remand           | Approved 6/11/2020                                     |
| 5/8/20  | On-site septic         | Larry Thissel                        | County R-1 | 13-12-25AA/5801<br>1250 Seabrook Lane            | On-site septic replacement                  | Approved 5/14/2020                                     |
| 5/19/20 | Land Use Compatibility | Daniel Scott                         | C-2        | 13-12-25AA/500                                   | DMV – Three year vehicle dealer certificate | Withdrawn  |
| 6/8/20  | Building Permit        | Rodney Couch                         | R-4        | 13-11-19AC/ 7100                                 | New dwelling above garage                   | In Process   |