

WALDPOR CITY COUNCIL
August 13th, 2020
MEETING NOTICE AND AGENDA

The Waldport City Council will meet at 2:00 p.m. on Thursday, August 13th, 2020 in the City Council Meeting Room, 125 Alsea Highway to take up the following agenda:

1. CALL TO ORDER & ROLL CALL
2. MINUTES: *July 9th City Council Meeting*
3. PROCLAMATIONS
3. PUBLIC COMMENTS (limit 3 minutes please)
4. PRESENTATIONS – *Introduction to new City Planner*
5. DISCUSSION/ACTION ITEMS:
 - A) *Phase 2 and City Buildings* p. 6
 - i) *Library*
 - ii) *Community Center*
 - B) *Short Term Rentals (aka Transient Rentals or Vacation Rentals)* p. 9
 - i) *Code amendments suggestions*
 - ii) *Granicus agreement*
 - C) *Leak detection and system proposal* p. 11
 - D) *Safe Routes to Schools* p.13
 - E) *Water Shutoffs and Support Program* p. 14
6. COMMITTEE REPORTS: *Parks and Trails* p. 15
7. CITY MANAGER'S REPORT p. 20
8. ADDITIONAL PUBLIC COMMENTS
9. COUNCIL COMMENTS AND CONCERNS
10. EXECUTIVE SESSION: *Pursuant to ORS 192.660(2)(e): To conduct deliberations with persons designated by the governing body to negotiate real property transactions.* AND...
EXECUTIVE SESSION: *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.*
11. ACTIONS, IF ANY, FROM EXECUTIVE SESSION
12. GOOD OF THE ORDER
13. 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) prior to the meeting. Pursuant to Order 20-16, comments prior to the meeting and from the viewing audience may be emailed to: reda.eckerman@waldport.org prior to and during the course of this meeting. 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 7th day of August, 2020
Reda Q. Eckerman, City Recorder

WALDPOR CITY COUNCIL
JULY 9, 2020
MEETING MINUTES

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

8
9 2. MINUTES: The Council considered the minutes from the June 11, 2020 meeting. Councilor
10 Holland moved to approve the minutes as presented. Councilor Dunn seconded, and the motion
11 carried unanimously.

12
13 3. PUBLIC COMMENTS/PRESENTATIONS: None.

14
15 4. DISCUSSION/ACTION ITEMS:

16 To accommodate members of the audience present for Item C, Mayor Woodruff moved the
17 open council position discussion up on the agenda. Mayor Woodruff noted that there were four
18 candidates - Rick Booth, Jerry Townsend, Alanna Miklic and Heide Lambert, who were interested
19 in the two open positions, and wondered if the decision might be better left to the November
20 election process. Following discussion, Councilor Holland moved to wait until the November
21 election. Acting Mayor Woodruff seconded. Councilors Virtue and Dunn noted that a delay in
22 appointments might negatively impact future interest in appointments to vacant positions. Councilor
23 Campbell asked if any of the candidates were considering running in the upcoming election. Mr.
24 Booth noted that he has already submitted the paperwork. Mr. Townsend responded that he would
25 also consider running. Ms. Miklic expressed interest in the Planning Commission vacancy, and
26 offered to withdraw her name from consideration for the Council position if that would make the
27 Council's decision easier. The motion to wait until the November election carried, with Mayor
28 Woodruff and Councilors Holland and Campbell voting "Aye", Councilors Dunn and Virtue voting
29 "Nay". Councilor Holland then moved to appoint Alanna Miklic to the Planning Commission.
30 Councilor Dunn seconded, and the motion carried unanimously.

31 A) Business License Resolution: City Manager Cutter explained that staff had ascertained
32 that a resolution would be sufficient to accomplish a temporary ordinance amendment for an action
33 such as a change in due date or a reduction of fees. Councilor Virtue moved to adopt Resolution

1 No. 1263. Councilor Dunn seconded, and the motion carried unanimously.

2 B) Interpretive Center Acquisition: City Manager Cutter indicated that ODOT had submitted
3 a request for two minor amendments to the memorandum of understanding, one that stated the
4 City must retain the bridge memorabilia and the other being a reversionary clause. He noted that
5 if the Council desired, an inspection could be scheduled. Following a brief discussion, Councilor
6 Campbell moved to have the inspection done prior to acceptance if the building was ultimately
7 offered to the City. Councilor Virtue seconded, and the motion carried unanimously. Following
8 further discussion, consensus of the Council was to wait and see if a special meeting for the
9 purpose of acceptance of the building would need to be scheduled.

10 C) Open Council Positions: Previously addressed.

11 D) Health Care for Part-Time Employees: City Manager Cutter explained that staff had
12 undertaken an evaluation of health care benefits, and had ascertained that better coverage could
13 be obtained from PEBB (Public Employees' Benefit Board) for a similar cost to the current
14 coverage from City County Insurance. In the review process, it was noted that there are two part-
15 time employees that currently work over 0.5 FTE that are not covered by the City's health plan.
16 PEBB does allow enrolling part-time employees with a cost share, and both the employees had
17 expressed interest in exploring the option. Following discussion, the Council asked that further
18 information be provided at the next meeting. Mayor Woodruff suggested that a summarization of
19 overall costs rather than cost by department might prove helpful in the discussion.

20 E. Goals and Projects Workshop Scheduling: City Manager Cutter noted that the Council
21 had previously decided to review the goals when the new manager came on board to help bring
22 them up to speed. Though the review would not be necessary to familiarize him with the projects
23 and prioritizations of the Council, he felt that it might still be prudent to consider the idea of a
24 workshop to provide direction, especially in light of the COVID pandemic. Councilor Virtue
25 suggested that a review following the November election might be helpful if there were new
26 members on the Council and the consensus of the Council was favorable to that idea.

27 F. Planning Commission Resignation and Vacancies: Councilor Campbell moved to accept
28 the resignation of Ruth Stole from the Planning Commission. Councilor Holland seconded and the
29 motion carried unanimously. The Council expressed appreciation to Ms. Stole for her years of
30 service on the Commission. Mr. Cutter noted that he had presented a couple of options for the
31 Council to consider with regard to the Planning Commission, such as modification to the number
32 of commissioners or membership restrictions. Following a brief discussion, consensus of the
33 Council was to maintain the status quo for the time being. The vacancy will be advertised on the

1 City's website.

2 G) Other Issues: None.

3
4 5. COMMITTEE REPORTS: Mayor Woodruff provided an overview of the activities of the Parks
5 Committee and reviewed the project charter for Keady Wayside, which had been distributed at the
6 meeting,

7
8 6. STAFF REPORTS: City Manager Cutter reviewed his written report, noting that the entryway
9 for City Hall has been remodeled for the safety of citizens and staff. He noted that the scheduling
10 of the County meetings for COVID-related issues has been rather ineffective for Council
11 participation. Councilor Virtue suggested that the County send individualized email notifications to
12 ensure that all those who should be participating have adequate notice. Mr. Cutter indicated that
13 he is currently reviewing the employee handbook as well as the Council Rules, and proposed
14 revisions will be forthcoming. He is also looking at an urban growth boundary adjustment, and will
15 advise the Council of the progress. The Small Cities Allotment grant will be submitted on July 10,
16 and the proposed project will include a slurry coat on Range Drive, along with work on a section
17 of multimodal path and crosswalk that may also assist in the Safe Routes to Schools grant
18 application. Public Works has engaged with a leak detection service and has identified and
19 repaired several large leaks. Mr. Cutter indicated that information on the proposed meter
20 replacement project should be available by the August meeting. The City will be receiving \$62,000
21 in COVID funding, to be used for projects such as reopening the public restrooms at the skatepark
22 and downtown, along with refurbishment of other community facilities. The final item in Mr. Cutter's
23 report was that the City had received notice from the Land Use Board of Appeals that an appeal
24 had been filed against the Council's recent decision on Vista View.

25
26 7. ADDITIONAL PUBLIC COMMENTS FROM VIEWING AUDIENCE: A letter from Eva Bortnick,
27 Teresa Sperry, and Susan Greenough was distributed to the Council, regarding concerns about
28 potential health effects of exposure to electro-magnetic radiation resulting from utilization of
29 wireless network technology.

30
31 8. COUNCIL COMMENTS AND CONCERNS: Councilor Virtue asked about the scheduling of the
32 County's harm reduction presentation, and the observation was made that September, which is
33 National Recovery Month, might be appropriate. She also asked about the status of the porta-john

1 at the skatepark, and Public Works Director Andry responded that his department will be removing
2 it. Noting that the data resulting from an accurate census count is directly related to community
3 funding and governmental representation for all citizens, Councilor Virtue urged all in attendance
4 to respond.

5
6 9. EXECUTIVE SESSION: At 4:10 p.m., the Council recessed into Executive Session, pursuant
7 to ORS 192.660(2)(e): To conduct deliberations with persons designated by the governing
8 body to negotiate real property transactions. The topic of discussion was potential property
9 acquisition.

10 At 5:16 p.m., the Council reconvened into Open Session.

11
12 10. ACTIONS, IF ANY, FROM EXECUTIVE SESSION: None.

13
14 11. GOOD OF THE ORDER: A brief discussion ensued regarding the annual cost of the Sheriff's
15 contract ensued. No action was necessary.

16
17 12. ADJOURNMENT: At 5:20 p.m., there being no further business to come before the Council,
18 the meeting was adjourned.

19
20 Respectfully submitted,

21
22 Reda Q Eckerman, City Recorder

23
24 APPROVED by the Waldport City Council this ___ day of _____, 2020.

25 SIGNED by the Mayor Pro Tem this ___ day of _____, 2020.

26
27 _____
28 Susan Woodruff, Mayor Pro Tem



CITY COUNCIL MEETING AGENDA COVER SHEET FOR DISCUSSION / ACTION

TITLE OF ISSUE: Phase 2 reopening plan

FOR MEETING DATE: August 13th, 2020

SUMMARY OF ISSUE:

As of August 6th, the County intends to apply to move to Phase 2 with a target date of August 24th. This may shift, however I have asked staff about the reopening of our two facilities closed under Phase 1 – the Library and the Community Center. Included are both a program plan for the reopening of the library, and an overall plan for the reopening of the Community Center at a later date.

The Library plan outlines a reopening criteria and timeline of Sept 24th, provided the County moves ahead. It also establishes operating processes and procedures under reopening.

The Community Center plan advises as to the repairs and concerns regarding the Community Center operation at this time, and recommends an extended timeline to accommodate those concerns.

ACTION REQUESTED:

Staff would appreciate input into the Library plan, and would like both permission to move forward and confirmation of the proposed timeline in the form of a motion.

Staff would appreciate consideration of the continued closure of the Community Center under the recommendation for late Phase 2 or Phase 3 reopening and direction in the form of a motion or consensus to continue as suggested.



WALDPOR LIBRARY REOPENING PLAN

Upon Phase 2 – Reopening September 14, 2020 (will close again if country reverts to Phase 1):

- Open hours limited – Monday thru Saturday 10-4.
- Social distancing required for users and staff.
- Curbside service available for those who do not wish to come in the building or wear a mask in the library.
- Sanitizing stations installed at the door and several other locations throughout the library.
- Seating removed to provide social distancing in the reading room and the public computers.
- Limit access to the library to 30 minutes.
- Limit the number of people in the building at one time in order to maintain social distancing. (Staff will monitor the number of people in the library)
- Computer use limited to 30 minutes. Number of available stations reduced.
- Keyboard and mouse checked out and returned to the front desk. Keyboards and mice sanitized after each use. Computer stations wiped down after each use.
- Periodic cleansing for tables, chairs, doors and bathrooms throughout the day.
- No physical programs (online only).
- No volunteers (some exceptions may be made).
- Shared work areas moved to provide social distancing.
- Quarantining of materials will continue.
- Temperatures taken for staff daily.
- Sneeze guards have been installed at the front desk and computer stations.
- No group meeting space availability

Upon Phase 3 and beyond:

- Operations and hours as normal (though precautions above may still be taken as needed).
- Programs return.
- Volunteers return.

Exposure protocol:

Covid-19 case traced to the library, the library will close for 48 hrs and be deep cleaned.

If a staff member is confirmed with Covid-19 the library will close and all staff quarantined. Deep cleaning of the library. Library will open two weeks after quarantine and staff test negative for Covid-19.



WALDPOR Community Center Ongoing Operations

Current Status:

- Roof repairs needed in kitchen area - both exterior and interior.
- Important to preserve ability of building to serve Meals on Wheels, considered an essential government service during COVID.
- The intent of Community Center is 'social gathering' which is specifically something we are trying to discourage. Currently social distancing makes operations challenging.
- Additional kitchen equipment and certification needed.
- General interior repairs also including painting (both interior and exterior) and carpet and flooring repair.
- General office and bathroom work will need to be done as well
- Groups of users are listed below, communications asking their intent on reopening have been sent:
 - Cub Scouts
 - Musical Jam
 - Waldport Community Church
 - Tai Chi
 - Pinnacle Group
 - Waldport Lions
 - 2 groups of Girls Scouts
 - Canterbury Forum

Given the repairs and the need to ensure the building is not closed due to a contact tracing, and the inability for the City to staff the building to ensure that social distancing is followed, it is our opinion that it is in the best interest of the City to continue to work on repairs, evaluate the responses from the different groups who previously used the space, and hold off on actually reopening until we are in the late stage of Phase 2, or more likely the County's Phase 3 approval.

Further, it may be unwise to open until we are certain that we have an immunity to liability for doing so.

The inherent nature of a Community Center is for 'gathering'. While we acknowledge the importance of this asset to the well-being of our community as whole, opening at this time seems contradictory to this intention, and creates logistical issues that we as a city do not have the current staffing to address.

If the Council does wish to proceed with opening, we will still need at least a month or two to finish interior work, and would suggest a timeline of earliest opening of October 19th pending work completion, and satisfactory assessment of both the kitchen and open spaces.



CITY COUNCIL MEETING AGENDA COVER SHEET FOR DISCUSSION / ACTION

TITLE OF ISSUE: Short Term Rentals

FOR MEETING DATE: August 13th, 2020

SUMMARY OF ISSUE:

COVID and the closing and opening of transient rental units across the county and city has again raised the issue of not having an accurate count of vacation rentals in the city, and the staff time needed to account for, respond to complaints, address issues with and collect taxes for the vacation units.

The Mayor, Council President, and City Manager attended a seminar from Granicus, a Short-Term Rental assessment and monitoring company, which outlined both specific services and information about our community which is included. They recommended some 'best practice' measures, and offered an array of tools for fee. Though the initial estimate of costs was \$17,200, further negotiation resulted a cost reduction of the full services to \$11,200 with an analysis provided. The consideration of both guidelines and services are included here for discussion.

STAFF RECOMMENDATION or ACTION REQUESTED:

Staff recommends directing the City Manager to return to the Council at their next meeting with a proposed ordinance to implement the suggested best practices changes to our transient rental code for discussion, with adoption to follow at a subsequent meeting. We reviewed our transient rental issues recently, so the timeline is extended to allow for due consideration of these complicated issues and to ensure we do not put a burden on either our rental companies or property owners.

Staff recommends affirming the contract with Granicus for the year, with costs covered by COVID funds. This contract is refundable up to 6 months, and will provide both an accounting of the increased revenue to offset the contract costs in the future, and allow us ascertain whether the services do provide the needed staff time relief and account for a substantial amount of uncaptured rentals.

Granicus

Entirely ONLINE host compliance system

Identified 56 unique listings, Waldport currently only has 17 registered

Shows over a 100% increase in rentals from same time last year in Waldport

They have 5 modules:

Mobile-Enabled Registration and Tax Collection

Mobile/web forms and back-end systems for streamlining registration and tax collection processes and capturing required documentation, signatures and payments electronically

Address Identification

Automated monitoring of 50+ STR websites and online dashboard with complete address information and screenshots of all identifiable STRs in Waldport's jurisdiction

Compliance Monitoring

Ongoing monitoring of STRs for zoning and permit compliance coupled with systematic outreach to illegal short-term rental operators

Rental Activity Monitoring and Tax Calculation Support

Ongoing monitoring of Waldport's STR listings for signs of rental activity. Enables data- informed tax compliance monitoring and other enforcement practices that require knowledge of STR activity level

Dedicated Hotline

24/7 staffed telephone hotline and online platform for neighbors to report non- emergency STR problems, submit evidence and initiate automatic follow-up activities

Costs: \$11,200 (down from \$17,200)

Fully refundable in 6 months. Potentially COVID funding covered (seems to be but rules change)

Often paid for by transient room licensing, though we would have to implement an appropriate license fee.

Generally, cost recovery greatly exceeds service cost.

Positive response from Vacation Rental Providers – makes their life easier.

Used by: Eugene, Hood River, Tillamook County, Lake Oswego, Cannon Beach, Rockaway Beach, Carton, Gearhart, and Seaside locally, and nationally by thousands.



CITY COUNCIL MEETING AGENDA COVER SHEET FOR DISCUSSION / ACTION

TITLE OF ISSUE: Leak Detection results and proposal

FOR MEETING DATE: August 13th, 2020

SUMMARY OF ISSUE:

Leaks represent a significant loss of water for the City. Until recently, the City was losing nearly 26% of the water produced (the standard is to get down to 10% or less). Recent leak detection cost the City \$12,000 and one week of time, and the leaks fixed represented nearly \$158,000 worth of water yearly (45 million gallons). The man hours lost due to continual leak tracking are substantial (we elected to do the formal leak detection due to losing over 3 weeks from most of the PW crew hunting down large leaks). While our system was considered very tight, excepting three large leaks, the losses in time and productivity are substantial.

A permanent leak detection system would run \$78,200. It uses fixed broadcasters to provide an overall sonic picture of the water distribution system; detecting when the sound changes to pinpoint leaks to within a meter of pipe. It would provide DAILY updates on leaks in the system, saving many hours attempting to determine location, would catch new or sudden leak development, and would enable us to greatly lower the losses yearly due to leaks. It also would have prevented the situation in June, when we seriously considered whether we would need to move to a water restriction due to the large losses.

The system integrates with our budgeted move to new water metering, again saving FTE costs in both collection and leak tracking. Overall, it is estimated that it will pay for itself in 4 years or less. The system will be warrantied for 20 years and we will incur an annual cost of \$6,520 to maintain.

STAFF RECOMMENDATION or ACTION REQUESTED:

Given the substantial expenditure of time tracking down leaks, the significant cost of water lost, the damage that can be caused to the roadways by unknown leaks, and the continual need to stay on top of leaks throughout the system, it is strongly recommended that we spend the roughly \$78,000 to install a permanent on-demand leak detection system.

It is asked that the Council authorize the expenditure to come from the Water Fund capital contingency (currently \$200,000), and to direct staff to bring back a resolution codifying the transfer at the next Council session.



SURVEY SUMMARY

Client: City of Waldport

Survey Dates: 6/24-6/30 and 7/6-7/9 8 days Distance surveyed: 29.25 Miles

General Area Covered: Full system survey

SURVEY INFORMATION

	# of Contact Points	Number of Leaks	Total Gallons Per Minute	Total Gallons Per Day	Total Annual Loss
Main Line		4	71 – 85	102,240 - 122,400	37,317,600 - 44,676,000
Hydrants	88	3	3.25 – 4.25	4,680 - 6,120	1,708,200 - 2,233,800
Valves	279				
Meter	1,219	12	.95 – 1.95	1,368 – 2,808	499,320 - 1,024,920
Curb Stop					
Service line		4	9 – 11.5	12,960- 16,560	4,730,400 - 6,044,400
Other	51	2	3.25 – 4.3	4,680 – 6,192	1,708,200 - 2,260,080
TOTAL	1,637	25	87.45 - 107	125,928 - 154,080	45,963,920 - 56,239,200

Completed by: Justin Turlak

Date: 7/20/2020



CITY COUNCIL MEETING AGENDA COVER SHEET FOR DISCUSSION / ACTION

TITLE OF ISSUE: Safe Routes to Schools

FOR MEETING DATE: August 13th, 2020

SUMMARY OF ISSUE:

The City will be applying for a Safe Routes to Schools grant to provide a sidewalk and bike pathway along the EAST side of Crestline, from the schools to the intersection at Range and Crestline, along with additional improvements to pedestrian crossings at the school and at Range Drive.

As this has been reviewed previously, this is a quick discussion to answer any questions, and raise any additional concerns. The grant is due in late August, and we applied last year, so the application is similar in nature to that application.

The one significant change is the side of the road. We have shifted the sidewalk to the EAST side of the road. Approx. 30 driveways and an additional road crossing as well as wetland work (drainage ditches) would be required on the west side, as well as disruption to people's front yards. The east side represents a nearly unobstructed straight pathway potential. While the crossing at Range is already a stop sign, the crossing at the school could be used to encourage some additional traffic control to help slow down traffic, which has been an ongoing concern expressed by those living on Crestline.

We have already identified improvements to the intersection area of Crestline and Range Drive in our recent Small Cities Allotment grant which, if approved, may assist in furthering our chances in this grant application process.

STAFF RECOMMENDATION or ACTION REQUESTED:

Staff are asking for a Council vote of affirmation of the application, and support to move forward with the process to potentially build these sidewalks.



CITY COUNCIL MEETING AGENDA COVER SHEET FOR DISCUSSION / ACTION

TITLE OF ISSUE: Water Shutoff timing and Leak support program revision

FOR MEETING DATE: August 13th, 2020

SUMMARY OF ISSUE:

Two items for consideration.

The first, we have not been shutting off water during the COVID period since March. This will be the 6th month of no shutoffs. We now have 50 accounts in arrears (3.5%), with almost half of them owing over \$200. The significant concern is that about 20 of these are renters (some with the largest balances) and the lien is on the property, not the renter – so we have several complaints from landlords asking we shut off the water. This puts us in a tough position – as this is really a matter for landlord tenant relations – but we should revisit whether we want as a City to continue not charging late fees and not doing water shutoffs. CLPUD for example has returned to turning off electricity.

The second item is concerning large leaks, and the financial impact a leak can have on an individual household. In discussing the metering issue previously, it was suggested that for the cost of the meters, we consider a forgiveness program which would allow large bills due to abnormal readings to have one month of usage forgiven. This is an attempt at such a policy for discussion:

Water Leak forgiveness:

- Only one month in a year can be forgiven (rate of previous month will be charged)
- Must demonstrate in the following month that the abnormal flow has been addressed
- Must provide either plumbing receipts or demonstrate to Public Works Director that remediation work has been sufficient to address problem.
- Forgiveness does not apply to ‘water left on’. Must demonstrate actual problem.
- For ‘water left on’ issues, a payback program for up to 12 months without penalty will be allowed.
- Public works can determine the sufficiency of the repair
- An accounting of all forgiveness will be reported to Council yearly.

STAFF RECOMMENDATION or ACTION REQUESTED:

Staff recognizes the significantly tough position with COVID and employment. We acknowledge that landlords are in a tough position, but advocate that the City should NOT be in-between a landlord and tenant. We propose continuing our no shutoff policy on accounts up to \$500. Past that point, we suggest establishing a payment plan (owner-approved if renter) with shutoff for failure to pay.

Staff suggests Council discussion and possibly a directive to return with an ordinance codifying a water forgiveness program, to be provided for consideration at the next Council session.

City of Waldport Parks Committee Minutes of July 14, 2020, Meeting @ City Hall

Present: Alanna, Laura, Pattie, Sandy and Sue. **Absent:** Diana and Jan. A quorum was present, so the meeting began at 10:02 a.m.

Sue began the meeting, and after discussion nominated Alanna for chair and offered to take over the minutes that Alanna has been doing. Sue moved, Sandy seconded, and the committee voted unanimously to do so.

Minutes: Pattie moved, Laura seconded, and with a unanimous vote the minutes of June 23's meeting were accepted as written.

Treasurer's Report: None, as no further expenditures have been made.

Planter Project:

- Sandy reported that at least two of the calibrachoa have died. More drought-tolerant plants will be research for the next planting. Sue mentioned that the showiest plants so far this summer are the geraniums that wintered over from previous years.
- Fertilizer and bone meal appeared on some of the planters, but after questioning, we determined that evidently a citizen who hoped to be helpful must have scattered it.
- When planters are emptied this fall, plants to be saved will be replanted to Alanna's greenhouse, and the mugos will be moved to Keady Wayside and perhaps others to the Visitors Center. After Public Works has emptied and pressure-washed them, Kelly will do her ceramic trim work on them. (She is concerned about their being moved after her work, so those logistics are yet to be worked out.) The last step will be to move them back to 101, spacing them equally along the downtown stretch and refill them with new soil in readiness for fall planting (to be done by the Parks Committee).

Keady Wayside Project:

- Consensus was to rotate team leaders with each new project, and Alanna will start with this project.
- Work Team: After discussion, the committee agreed to have Alanna recruit 2 local Master Gardener recruits and Sue will solicit the help

of 2 from Seal Rock Garden Club to help on the day of planting, Saturday, August 8, from 9 a.m. – noon, meeting at Keady Wayside. Sue will order pizzas for the workers. Jan has offered the use of her restroom.

- Tools: Everyone is to bring their tools of choice for weeding, pruning, raking, etc.
- Work Central: Dave Miklic will bring his pickup with drinking water and extra tools as well as the materials, soil, and plants for installation of the raised planter around the informational kiosk. This entire planter project is being donated by the Miklics!

Other Comments/Questions:

- The property owner next to Keady Wayside has a picnic table to donate. Jimmie wants to pour a cement pad for it including a way to secure it. When does he want to schedule the table's move?
- Concern was raised about scarcity of trash receptacles along parts of 101. Are we planning to add any?
- Noting the general weediness of the old Umpqua Bank grounds, several are planning to work on getting them back in shape with the hopes that Jimmie will be able to keep on top of it afterwards.

Respectfully submitted,
Sue Woodruff
7.16.2020

Project Charter

Project name: **Keady Wayside**

Dates: July 1 - 31

Short description: Weeding, trimming/pruning (especially escallonia hedge at park's north driveway , repairing/replacing trash receptacles, adding raised bed around informational kiosk to provide attractive color visible as entering city from the south, providing parking stops/curbs along much-used bayfront parking spaces, adding crosswalk from park's south driveway across to Fresh/parking area that leads to 101 downtown area.

How does this project help you accomplish your mission? This park acts as a southern gateway into the primary downtown area of our city and is an inevitable focus in our efforts to make it more attractive for residents and visitors alike. It is also a favorite parking area for many who enjoy watching the wildlife, activities in and along the bay, and just quiet appreciation of the waterfront view.

It has also become a meeting and lounging area for some of the areas down-and-out population and frequent drug dealing has been observed by neighbors nearby, an issue that will need to be discussed and deliberated at city council level. What do we intend to do to keep our parks attractive and available to all?

Deliverables or Timeline of Activities: *The What* What will happen to accomplish your project (*SMART = Specific, Measurable, Actionable, Realistic and Time-bound*)

Description of SMART deliverables

1. Weeding of plantings around commemorative benches southeast of the pavilion
2. Trimming back the roses and other plantings growing between the park's north boundary and the neighboring home with consideration for that home's privacy. The trimming will also allow the 911 memorial signage to be appreciated.
3. Lowering the escallonia hedge to the 30" code requirement and allowing for the sight triangle around a driveway and the street, especially given the amount of pedestrians using the park and the street.

Success Measurement and Date

1. These areas become weed-free. Owners notified of issue?
2. Windbreak and privacy barrier maintained but attractive from park side.
3. Maintaining privacy for neighboring property while allowing safety for pedestrians and cars going to and from the park area. Coordinate w/Jimmy re property-owner's wishes.
4. Volunteer-built enclosure filled w/soil

4. Creating a raised bed using wood for the enclosure; filling the area w/potting soil and planting with colorful annuals and some shrubbery for year around interest.
5. Preparing bare ground around pavilion for planting of Mugo pines to be removed from planters in fall.
6. Adding parking stops or curbs to spaces along bayfront.
7. Repainting the striping of the parking area.
8. Creating a crosswalk between the park's south driveway and the parking lot across Maple street.
9. Curbing speed on Maple w/speed signs or refurbishing the speed bumps.

- and planted.
5. Soil is amended for long-term planting.
 6. PW; cost?
 7. PW; cost?
 8. PW: cost?
 9. PW: cost?

Other Success Measures (Other success measures, not correlated with deliverables listed above)

Citizens notice continued improvements in look of public spaces and comment. Our improvements lead to property owners taking initiative to improve their own plantings and even storefronts? Visitors also find more to appreciate and visit again or buy a second home or relocate here, adding to the economic viability of the community.

Out of Scope Items (What elements are not parts of this project?)

Depending on cost and availability of PW to do the work, parking stops or curbs, restriping of parking areas, crosswalk from park across Maple St., and repaired speed bumps.

Key Targets: The When and How When will things be accomplished and HOW much will the project cost? Project parts that involve Parks Committee volunteers intend to be accomplished during July. PW parts to be determined after PW input.

Desired start date: July 15

Desired completion date: Parks Committee will do our part of the work on August 8, 2020.

Estimated project cost (cash and in-kind): Public Works portion: TBD. PC portion: \$50 (pizzas).

Cost Narrative for Revenue and Expenses (where will the money come from and how will it be spent?):

Parks Committee will provide plants from donated funds. Mugos are already available in planters. We will solicit potting soil, too, unless PW has some available. Miklics are volunteering their labor and materials for plant enclosure under info kiosk!

Major roles and authority: *The Who* Who are the major stakeholders? (List the major stakeholders and what roles you expect them to have? To *NOT* have?)

Role	Name	Major responsibilities
Labor beyond PC means/advise & consent re: plans/sourcing of needed materials	Public Works	As listed above in deliverables.
Authorization	City Council	Consideration of project worth/cost/PW time needed.

Major Risks and Key Assumptions: *The Where* Where can we go wrong? (List major risks that may significantly affect the success of the project. List key assumptions and constraints - factors that will affect planning and project implementation.)

TBD as planning proceeds.

Permission to Proceed:

Authorized on: _____

By Council approval

Mayor's signature: _____

By Parks Committee Chair

Chair's signature: _____

City Manager's Report

1. **Umpqua Bank**

I have hired a local contractor to create some functional office space in the Umpqua Bank building. This is not to tie us to any decision pathway, but to move it away from 'bank' and more towards an office building which can be configured for multiple purposes as you desire.

2. **Interpretive Center***

ODOT let me know last Thursday that they are ready to transfer the building to us. I have an appraisal report I forwarded to you all, but want to verify we still wanted to spend the \$1000 to get it inspected. I have also confirmed that we can spend UR #1 monies, as it IS in the UR 1 zone.

3. **Incident at City Hall**

There was an incident at City Hall with a Fire Truck. Front façade was damaged. The insurances are dealing with it, and I will keep you posted as the process plays out. It appears it will be covered by the insurance of the Fire District without ours having to intercede. However, we will be insisting they repair to new code standards.

4. **Water Meter update**

Now that we have concluded our leak detection, we are focusing on the other weak point – the metering system. We currently have it budgeted for AMR replacement this next year without a large loan. We will do so by buying the meters and having staff install them piecemeal over the time period. Its why we are doing AMR to start – the meters can be simply converted to AMI at the end of the process. We will bring you the AMI addon costs when appropriate to have that discussion. This update should greatly tighten up our water loss and help with individual leaks.

5. **Council Rules**

We have been discussing making some changes to this for a while. I have gone through and made some substantial updates to reflect how we actually do things; but will be incorporating 'best practices' from LOC into the document we bring forward. Given the lack of criticality, I have moved this back a few months for a time with less on the agenda. Potentially, given that we are also making suggested changes to the employee handbook later this year, we may incorporate that into a workshop wherein we also discuss healthcare, PERS and labor costs comprehensively.

6. **Web Site overhaul**

Later this month, we will be putting together some proposals for a significant web site overhaul – including moving to Waldport.gov as our primary domain. A site I find very exemplary of what I am looking for is the city of Creswell: <https://www.ci.creswell.or.us>

7. **Code Enforcement**

A quick update – slight snafu with the TCB contract timing... still happening, just a bit delayed to where we wanted to start it. Staff are addressing complaints as they come in per our code. We'll also be starting a summary of these for Council at the next meeting, and are exploring a citizen engagement software package which would automate a bit of this to get more efficiency

for the limited time FTE we have authorized.

8. City Foundation program

I'd like permission to pursue a foundation program for the city, where we solicit bequeathments in wills, trusts and other long term financial planning tools to fund major goals of the city (such as a new library, children's library, park, etc). We could offer free legal services to set these up with the City as a recipient. This is not expected to produce instant returns, but will create a long term fund to provide benefits to the Council and Managers of 20 years from now.

9. Izaak Walton League Donation

The information has been sent to the Izaak Walton League to complete the donation of land previously agreed upon. We are awaiting a confirmation from them to proceed.

10. Leadership Lincoln*

OCCC has asked whether we can sponsor Leadership Lincoln applicants from the area. Cost appears to be relatively minor and included somewhat in our budget already under the UR#1 OCCC tuition scholarships.

11. Open Space

The OLD High School space will hopefully see some activity in the next month as we start to identify and mark off the areas, and potentially do some grading to prepare for where some of the concrete work and pathway work will occur. With your permission, I will also seek some naming rights for the park to see if we can get some decent seed funds to get the project moving more swiftly.

12. LUBA

The development has been again appealed to LUBA. We do not yet have a date but will keep you apprised. The process should play out as previously up to the LUBA decision. We anticipate some additional legal costs due to the appeal, as well as potentially some additional planning costs. Our costs for the last quarter in planning overage due to the Vista View remand was roughly \$1200.

13. Window covering

I have asked for a quote for window coverings for several of the windows in City Hall. It's a security issue for a few offices and, depending on costs, may be a worthwhile expenditure to retaining usability in the spaces.

14. Masks and Face Coverings

We still have masks and face shields available to businesses. Folks should contact the Chamber if they would like to place an order. We are storing them at City Hall.

15. Downed tree on lot

We are still attempting to find someone to remove the tree on the lot on Virginia Place. We have informed the property owner that they still need to address the overgrown brush.



OFFICE OF THE SHERIFF

Sheriff Curtis L. Landers

251 W. Olive Street
Newport, Oregon 97365
Records (541) 265-4912
Civil (541) 265-4915
General (541) 265-4277
Fax (541) 265-4917

M E M O R A N D U M

DATE: August 10, 2020

TO: Waldport City Council

FROM: Doug Honse, Patrol Deputy

RE: WALDPOR NEWS BRIEF – JULY 2020

Greetings to the Waldport City Council,

I am Deputy Doug Honse, I have been asked to brief you on the Sheriff Office response statistics for Waldport. I have been assigned as the designated deputy for the Waldport area, and I hope to meet and get to know each of you.

I applied for the position and am looking forward to integrating myself in the community, both personally and professionally. My girlfriend and I bought a house just south of town, we are excited to put down roots in Waldport. I will be accessible and will hopefully be on a first name basis with you and the community before too long.

We have completed the move of the satellite office to the front of City Hall, and I have already been receiving walk in visitors. If you see my patrol vehicle parked out front, please come in and say hello.

Calls for Service

Sheriff's Deputies responded to or initiated **156** calls for service in the City of Waldport in July, 2020. This accounts for **27%** of all calls for service in south county.

(6) People received criminal citations and were released. Crimes were including hit and run property damage, assault 4th degree, criminal trespass I & II, DUII, reckless driving, criminal mischief, and warrants.

(0)** People were taken into physical custody for criminal arrests.

**Due to the COVID-19 pandemic, the jail has strict criteria for who they will lodge, this is certainly having an effect on fewer people being taken into custody, compared to past practice.

Traffic Enforcement

There were **12** traffic stops, resulting in **8** citations with **13** violations.

There were **4** warnings **

** Since I work the road myself, I noticed how these numbers can be misleading. I give many more warnings than are reflected in this recorded number. The warnings listed here, are only the printed warnings. This is when the deputy takes the time to enter all the citation data, and print a paper warning. Many deputies will issue a quicker, verbal warning on a traffic stop, instead of keeping a person pulled over for a longer period of time to issue a printed warning. A printed warning can keep the deputy and motorist on the side of the road for approximately 15 mins longer. This can keep a deputy from responding to other calls, and keeping both the deputy and the motorist in a potentially dangerous situation, on the side of the road.

I researched the CAD summary, and saw that deputies actually conducted **17** traffic stops in Waldport. As you saw above, **8** of those traffic stops resulted in citations, **4** were printed warnings, and **5** were verbal warnings.

Waldport had **40%** of all traffic stops for the south county district.

Agenda: Lincoln County Waste Shed

Regional Solid Waste Advisory Committee

Attendees: Judy Casper, Lon French, Betty Kamikawa, Kenny Riley, Aimee Thompson, Robert Thompson, Sue Woodruff, and guests Deputy Nick Vaille from Forest Protection Program and Rick from City of Toledo's Water treatment program

Regularly Scheduled 1st Tuesday of each Month

***** August 2020 Meeting will be held on a Wednesday the 5th**

10:00 am – Noon

HHW August Event was a success.

- Between 75 – 100 participants attended the event – a steady stream of cars. 1 every 5 minutes. General feeling is that the event could easily support doubling the number of participants without negative consequences.
- Advertising this year was not the same as previous years, due to the pandemic. Future events will receive a touch more effort to increase participation.
- The largest quantity of materials: flammable/toxic liquids, paints, and aerosols; followed by lead acid batteries and toxic organic solids
- The event identified 2 items that Solid Waste District will follow up on:
 - Locations people can self-haul hazardous waste during remainder of the year (outside of County)
 - How to dispose of expired marine flares
- Summer 2021 HHW Event Lincoln City (set date at next meeting)
- 2 Side Notes
 - Almost all of the participants wore Covid19 face masks without being required or asked
 - Not HHW, but the County is going to use the same contractor to deal with collection unknown

hazardous material containers that may be abandoned along County roads.

- Paul summarized his Meet & Greet Tour
 - Thus far, he has met with Waldport, Toledo, Lincoln City, North Lincoln Sanitary, Dahls Disposal Service, and Thompson's Sanitary. Wonderful experience!
 - What he heard:
 - Strong desire for "Cooperative"/ working together/ coordinated programs
 - Desire for Green Swap/Clean Swap (social media plat forms such as "Next Door" or "Facebook")
 - Learned about Project Juno
 - Learned about organics program starting in spring (Lincoln City)
 - Strong desire to address the waste stream from tourism
 - Desire for the Solid Waste District to become well organized and cohesive
 - Learned about local interest in biosolids
 - Observed a strong interest in sustainable issues
 - Observed a strong interest in school education (noted my contact with School District and the Superintendent's desire to hold off while they wrestle with Covid19)

- Forest Patrol Program Update
 - Revised Forest Enforcement Agreement went out last week and already have half of the signatures back and finishing up on collecting unpaid FY 19-20 invoices.
 - Deputy Nick Vaille 11:00 call in. Deputy reported
 - Illegal dumping is actually seeing a slight downturn this year, but homelessness, and trespassing have all increased.
 - Committee requested deputy to provide a quick one line report with calls for service and cases generated each month related to Forest Enforcement program.

- Deputy provided numbers after the meeting and will provide by the 15th of each month for the next agenda. (Note: R-SWAC needs to decide how often we would to have Deputy Vaile attend in person – perhaps quarterly?)

	Calls for Service	Reports Generated
January	48	13
February	35	9
March	51	7
April	59	15
May	86	18
June	68	12
July	55	18

- Provided R-SWAC copy of County Solid Budget

Discussion

- Committee had first discussion on make a Top Ten List of Priorities. (not listed in any particular order here or ranked at this time):
 - Organics education
 - New materials/outreach for all programs
 - Review of materials/efforts across all programs
 - Paul to meet with Tina and Aimee (Dahl?) to discuss and report back
 - A more centralized and proactive role for the District – a prominent cooperative display of collaborative efforts. (however, it is noted: without diminishing or competing with the local role provided by haulers).
 - Sustainability outreach and education even in areas that might include energy
 - Local business sustainability outreach, education, and assistance
 - Develop social media opportunities (such as Facebook) to offer SWAC/Exchange services
 - Produce education/outreach or at least provide central resource guide for where to take ‘stuff’ – perhaps

expand Waste Wizard plug in/ and web-based find my hauler program by address.

- Disaster Preparedness
- Paul will be working on updating all pages on the Lincoln County Solid Waste District website. Changes will be reported/provided to R-SWAC and R-SWAC is welcome to suggest edits/ideas for things they would the District to post on their pages.
- SOLVE is changing their clean up model away from 2 large annual events to multiple smaller, but still organized events. R-SWAC would like to invite Jon Schmidt – the Program and Education Manager from Solve to the next meeting so haulers may work out some details with SOLVE to ensure the new program efforts run smoothly.

Reminders/Updates

- Wasteshed Education and Tonnage Reporting Requirements (due in winter)
- New HHW Event Requirements coming in Spring
- Offer is open ended to continue meet and greet
- Next meeting will return to Tuesday schedule and be held on Tuesday September 1st from 10:00 – 12:00

Item discussed as potential topics at next meeting:

- *Debris Management Plan Update*
 - *Jenny Demaris would like to present Regional Debris Management Plan Update (11:00)*
 - *We will send Lincoln County Debris Management Plan update to folks prior to the meeting*
- *Would like to see a Project Juno update*
- *Schools/education Ideas and update*
- *Displays / interpretive standalone pieces*
- *Graphics*
- *AOR – Able to have 3 others added as ‘contacts’*
- *Decide how often we would to have Deputy Vaille attend R-SWAC in person – perhaps quarterly?)*



MEMORANDUM

DATE: August 10, 2020
TO: City of Waldport, OR
FROM: Holly G Hamilton and Justin Peterson,
 Planners with OCWCOG
RE: Planner's Report for July 2020

Background

Oregon Cascades West Council of Governments (“COG”) is a regional governmental body that provides planning services throughout Linn, Lincoln, and Benton counties.

COG Staff have been engaged in current and long-range planning with the City of Waldport since the start of 2020, assuming the role after Larry Lewis’ retirement, December 2019. The COG role will provide all planning services. Justin Peterson was on-site each Monday and Thursday through July.

Holly Hamilton started August 3rd and Justin is helping with the transition both on-site and remotely. She will be present in Waldport on Monday and Thursdays continuing the same schedule. Holly has permanently relocated to the Oregon Coast and is looking forward to supporting Waldport’s Community Planning -- she has worked in the Architecture field since 1996 and recently completed a Graduate Planning degree at the University of Colorado – Denver.

Building Permits

Since the start of July, the City of Waldport has received/processed seven (7) building permits. Planning will provide a monthly update of new permits received, and summarize any pressing issues received at the Planning Desk.

Twice a year or quarterly, a summarized report will be available for all building permits received since the beginning of the year.

Date	Application/Activity	Applicant	Zoning	Tax Map/Lot Location	Description	Status
7/2/20	Building Permit	Wesley Gardner	R-1	13-12-25AD/1800 1135 Saifish Loop	2 Covered porches (1 front, 1 back)	Approved 7/6/2020
7/2/2020	Building Permit	Glasgow LLC	R-1	13-11-19DC /1200 840 Ball Street	New Garage	Approved 7/6/2020
7/2/2020	Building Permit	Glasgow LLC	D-D	13-11-19BD /2700 120 NW John Street	Foundation Repair	Pending
7/6/2020	Floodplain Permit	Glasgow LLC	D-D	13-11-19BD /2700 120 NW John Street	Foundation Repair-Floodplain Permit-	Pending
7/2/2020	Building Permit	Page Concrete	R-3	13-11-18DD/ 2700 1020 NE Broadway	New Attached Garage	Approved 7/20/2020
7/20/20	Floodplain Permit	Page Concrete	R-3	13-11-18DD/ 2700 1020 NE Broadway	New Attached Garage	Approved 7/20/2020
7/14/20	On-site Septic	Todd Holt	R-3	13-11-29AB/ 1324	Site Evaluation	Approved 7/20/2020

Projects

Current Planning:

- Field Planning Desk Inquiries – Walk-Ins and Phone Calls
- Summary of 120 John Street and Intention to request drawings going forward per WMC – drawings will be required to enable accurate assessment of valuation prior to submitting application to Lincoln County. HH met with Al Ames (Lincoln County Building Official) to review Floodplain permit process – stamped as Floodplain Development and Blue Folder – Blue Watermark)
- Ongoing building permit review
- Variance Applications (Currently on-hold, expiring in August 2020)
- LUBA – Vista View Remand. Awaiting LUBA determination.

Long Range Planning:

- Ordinance Development
- National Hazards Mitigation Plan (NHMP) Adoption
- Urban Growth Boundary Expansion

Thank you for your time. Holly will be available to attend City Council and Planning Commission meetings as requested going forward.