

**WALDPOR CITY COUNCIL  
NOVEMBER 14, 2019  
MEETING NOTICE AND AGENDA**

The Waldport City Council will meet at 2:00 p.m. on Thursday, November 14, 2019 in the City Council Meeting Room, 125 Alsea Highway to take up the following agenda:

1. CALL TO ORDER & ROLL CALL
2. MINUTES: *October 10, 2019*
3. PUBLIC COMMENTS/PRESENTATIONS
  - A. *Library Award Presentation*
  - B. *Information Technology Update*
4. DISCUSSION/ACTION ITEMS:
  - A) *Water Meter Discussion*
  - B) *Succession Planning*
  - C) *Open Space Discussion (Continued)\**
  - D) *Other Issues*
5. COUNCIL COMMENTS AND CONCERNS
6. STAFF REPORTS
7. GOOD OF THE ORDER
8. ADJOURNMENT

The City Council Meeting Room is accessible to all individuals. If you will need special accommodations to attend this meeting, please call City Hall, (541)563-3561, during normal office hours.

\* Denotes no material in packet

Notice given this 11<sup>th</sup> day of November, 2019 - Reda Q. Eckerman, City Recorder

**WALDPORT CITY COUNCIL  
OCTOBER 10, 2019  
MEETING MINUTES**

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

2. MINUTES: The Council considered the minutes from the September 12, 2019 meeting. Councilor Holland **moved** to approve the minutes as presented. Councilor Dunn **seconded**, and the motion **carried** unanimously.

3. PUBLIC COMMENTS AND PRESENTATIONS; Gerald Stanley and Tom Kerr addressed the Council regarding the Highway 101 Pollinator Project. They extended an invitation for a Waldport representative on the committee, which meets on the first Saturday of the month at 11:00 a.m. at the Yachats Library. Brian Fodness addressed the Council regarding the upcoming Library ballot measure, which was asking to renew the current levy of \$.09 per \$1000. He noted that if the levy did not pass, the City's library would experience a revenue reduction of about \$40,000. Sergeant Etheridge reviewed the monthly Sheriff's Department report and reported that the deputies are now carrying a new drug identification kit which does not require opening packets to test the contents. This makes it much safer for personnel. Mayor Cutter mentioned there had been a demonstration of a new speed sign with flashing red and blue lights at the recent League of Oregon Cities convention. Sergeant Etheridge indicated he was aware of them, but felt it may cause confusion as that combination has been traditionally used by emergency vehicles.

4. PUBLIC HEARING: Adoption of Updated FEMA Flood Insurance Rate Maps, Flood Insurance Study, and Waldport Development Code Section 16.68 Flood Hazard Overlay Zone: Mayor Cutter opened the public hearing. City Manager Kemp explained that this was the culmination of a several-year process of updating the maps and Code language as per the Federal Emergency Management Association's (FEMA) regulations. No comment regarding any of the proposed language was received. Mayor Cutter then closed the public hearing.

5. DISCUSSION/ACTION ITEMS:

A. Consideration of Ordinance Adopting amendments to Municipal Code Section 16.68 "Flood Hazard Overlay Zone": Councilor Woodruff **moved** to read Ordinance 769 twice by title only. Councilor Holland **seconded**, and the motion **carried** unanimously. Mayor Cutter read the ordinance twice by title only. Councilor Woodruff **moved** to approve Ordinance No. 769 as read. Councilor Holland **seconded**, and the motion **carried** unanimously.

B. Water System Master Plan and Water Meter Report: City Manager Kemp explained that this twenty-year plan should be updated every five to seven years, so many of the projects contained within the plan will either be implemented or changed during that time frame to accommodate current financial conditions or needs. An integral component of the new master plan is the replacement of water meters. Discussion ensued regarding the merits of the drive-by radio-read system (AMR) vs the fully automated radio network system (AMI). Items considered included installation costs, staff and customer roles and

interaction, consumption reporting, and other features. Councilor Holland moved to proceed with the AMI system. Councilor Dunn seconded, and the motion carried, with Mayor Cutter and Councilors Holland and Dunn voting "Aye", Councilors Woodruff and Campbell voting "Nay". The Council then took up consideration of a resolution adopting Water Master Plan: Councilor Holland moved to approve Resolution 1255. Councilor Campbell seconded, and the motion carried unanimously.

C. Memorial Policy Discussion: The Council reviewed the sample policies included in the packet materials. It was determined that the next step should involve establishing eligibility and criteria. Staff will continue to work on drafting policy language.

6. COUNCIL COMMENTS AND CONCERNS: Councilor Holland reported that the Beachcomber Days committee is working on designing a permanent logo, and will eventually be asking the City about attaching signs in conjunction with the "Welcome to Waldport" signs. Councilor Woodruff noted she will be distributing information from the recent League of Oregon Cities conference she attended. Mayor Cutter reported that he had attended the day-long broadband presentation as part of that conference, and advised that the City will need to look at some Code revisions to accommodate new legislative requirements.

7. REPORTS: The reports from the City Manager, City Recorder, City Librarian and City Planner were included in the packet materials. City Manager Kemp reminded the Council about the upcoming joint Council/Commission TSP Workshop, scheduled for 2:00 p.m. on October 28<sup>th</sup>. Mr. Kemp then announced that his resignation would probably be effective as of April 30<sup>th</sup> of 2020. The City Planner will also be retiring, effective as of December 31, 2019. Mayor Cutter noted that succession planning would be part of the November agenda. In other news, Mr. Kemp mentioned that the Umpqua Bank property was closing soon, pending resolution of property taxes. Following discussion, the Council decided to hold a workshop on November 12, 2019 at 6:00 p.m. to discuss the dispensation of the property.

8. GOOD OF THE ORDER: Nothing further.

9. ADJOURNMENT: At 4:00 p.m., there being no further business to come before the Council, the meeting was adjourned.

Respectfully submitted,

Reda Q Eckerman, City Recorder

APPROVED by the Waldport City Council this \_\_\_\_ day of \_\_\_\_\_, 2019.

SIGNED by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2019.

---

Dann Cutter, Mayor



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

**TITLE OF ISSUE:** Water Meter Project

**REQUESTED BY:** City Manager

**FOR MEETING DATE:** November 14, 2019

**SUMMARY OF ISSUE:**

The City Council for the City of Waldport ("City") approved the Water System Master Plan ("Master Plan") at its meeting on October 10, 2019. At its October meeting the City Council, on a 3-2 vote, also decided to pursue a fully automated radio-network system of new water meters (AMI). The City Engineer, Westech Inc., has prepared some updated cost spreadsheets comparing AMI and radio read meters (AMR), and layering in operational cost increases, for review, discussion and consideration before proceeding with the project.

**STAFF RECOMMENDATION or ACTION REQUESTED:**

Review new cost estimates and impacts prepared by City Engineer and either i) confirm proceeding with AMI system, or ii) proceed with AMR system. Under either scenario the City would need to consider a rate increase for water and wastewater and a future meeting, which would also be a requirement of the USDA loan/grant package.

**BACKGROUND:**

As discussed in prior City Council meetings, Westech prepared a preliminary engineering report ("PER") for the Water Meter Project, a requirement of the USDA loan/grant application package. The PER evaluated two options: i) radio read meters using drive-by system (AMR) and ii) fully automated system using radio network (AMI). At its October meeting the Council approved by a 3-2 vote proceeding with the AMI package, to the potential benefit of our customers.

Since that meeting, the City Engineer and staff have been drilling into the numbers in two ways:

- Refining and comparing AMI and AMR, and potential impacts on water and sewer rates
- Cost estimate for AMI is \$1.2 million and AMR is \$0.9 million (including \$45,000 for new utility billing software)
- Generally, the amount of customers that utilize AMI benefits is 20%
- Adding an analysis measuring a potential six percent operating cost and capital reserve cost increase for each program that will allow us to "catch up" with actual costs and increase resources for future capital projects (as has been noted during annual budget meetings, operating costs have been generally exceeding CPI rate increases over time). This six percent is somewhat aggressive, and anticipated to be a one-time adjustment.

The attached spreadsheets provide these analyses, with key impacts summarized below:

Water Utility	Operating/ Reserve Increase	Project Increase (55% Loan Option)	Total Increase	Example Current July 2019 Cost (5/8" @ 4 units)	Potential Rate w/ Increases
AMI	10%	5%	15%	\$34.61	\$39.80
AMR	10%	3%	13%	\$34.61	\$39.11

Wastewater Utility	Operating/ Reserve Increase	Project Increase (55% Loan Option)	Total Increase	Example Current July 2019 Cost (5/8" @ 4 units)	Potential Rate w/ Increases
AMI	15%	5%	20%	\$45.37	\$54.44
AMR	15%	3%	18%	\$45.37	\$53.54

If costs are assumed to increase at three percent instead of six percent, the respective operating/reserve increase is seven percent for water and twelve percent for sewer.

Please also bear in mind that the new meters will accurately measure actual use, without any water bypassing the meter and not being read. While this is not an actual rate increase, it potentially means a revenue increase as more water use is being detected. The actual impacts will only be known after installation, so after the first couple or so years we'll have data.

The recommendation from the City Engineer and staff is to revisit the metering issue, and determine that AMR is the most viable and logical solution at this time. At the direction of the City Council, City staff will continue to evaluate prospective rate increases and bring to the City Council a rate increase ordinance for its consideration. The prospective increases to both water and wastewater could involve operating/reserve and water meter project coverage. For the debt service coverage analysis related to the water meter project, it may involve only the latter.

Attachments: Spreadsheets prepared by Westech Engineering, Inc.  
 Existing Water and Sewer Rates / Prior Year Comparisons

# Waldport Annual Water and Wastewater Operating Budgets

**DRAFT**

Total Budget for AMI Option (includes \$45K for new billing software)	\$	1,200,000
Total Budget for AMR Option (includes \$45K for new billing software)	\$	900,000

Assume 50% of water meter project is paid by water utility  
and 50% is paid by wastewater utility

Water Utility			
Item	Proposed Budget After Initial Rate Increase	AMI	
		Proposed (All Loan)	Proposed (55% Loan)
Water Rate Increase (increase applied to base charges, usage charges, and capital reserve charges)	\$ -	8.00%	5.00%
<b>Revenue</b>			
Revenue From User Rates	\$ 651,407	\$ 703,519	\$ 683,977
Other Revenue	\$ 23,000	\$ 23,000	\$ 23,000
<b>Total Revenue</b>	<b>\$ 674,407</b>	<b>\$ 726,519</b>	<b>\$ 706,977</b>
<b>Expenditures</b>			
O&M Costs	\$ 535,808	\$ 535,808	\$ 535,808
Additional O&M from Proposed Project	\$ -	\$ 6,000	\$ 6,000
Total O&M Costs	\$ 535,808	\$ 541,808	\$ 541,808
Short Lived Asset Reserve for Proposed Project (replacement costs for components of water meter project that are not expected to last 20 years)	\$ -	\$ 3,143	\$ 3,143
Funds Dedicated for Capital Improvements (these are capital reserve charges)	\$ 86,636	\$ 93,567	\$ 90,968
Existing Debt Repayments	\$ 49,716	\$ 49,716	\$ 49,716
New Payment For Water Meter Project (payment for 20 year loan at 2.375% interest)	\$ -	\$ 38,040	\$ 20,950
Total Debt Repayments	\$ 49,716	\$ 87,756	\$ 70,666
<b>Total Expenditures</b>	<b>\$ 672,160</b>	<b>\$ 726,273</b>	<b>\$ 706,584</b>
<b>Surplus/Deficit</b>	<b>\$ 2,247</b>	<b>\$ 246</b>	<b>\$ 393</b>
<b>Debt Service Reserve</b>	<b>\$ 50,000</b>	<b>\$ 88,040</b>	<b>\$ 70,950</b>

Item	Proposed Budget After Initial Rate Increase	AMR	
		Proposed (All Loan)	Proposed (55% Loan)
Water Rate Increase (increase applied to base charges, usage charges, and capital reserve charges)	\$ -	5.50%	3.00%
<b>Revenue</b>			
Revenue From User Rates	\$ 651,407	\$ 687,234	\$ 670,949
Other Revenue	\$ 23,000	\$ 23,000	\$ 23,000
<b>Total Revenue</b>	\$ 674,407	\$ 710,234	\$ 693,949
<b>Expenditures</b>			
O&M Costs	\$ 535,808	\$ 535,808	\$ 535,808
Additional O&M from Proposed Project	\$ -	\$ -	\$ -
Total O&M Costs	\$ 535,808	\$ 535,808	\$ 535,808
Short Lived Asset Reserve for Proposed Project (replacement costs for components of water meter project that are not expected to last 20 years)	\$ -	\$ 2,000	\$ 2,000
Funds Dedicated for Capital Improvements (these are capital reserve charges)	\$ 86,636	\$ 91,401	\$ 89,235
Existing Debt Repayments	\$ 49,716	\$ 49,716	\$ 49,716
New Payment For Water Meter Project (payment for 20 year loan at 2.375% interest)	\$ -	\$ 28,530	\$ 15,700
Total Debt Repayments	\$ 49,716	\$ 78,246	\$ 65,416
<b>Total Expenditures</b>	\$ 672,160	\$ 707,455	\$ 692,459
<b>Surplus/Deficit</b>	\$ 2,247	\$ 2,779	\$ 1,490
<b>Debt Service Reserve</b>	\$ 50,000	\$ 78,530	\$ 65,700

**DRAFT**

DRAFT

Wastewater Utility			
Item	Proposed Budget After Initial Rate Increase	AMI	
		Proposed (All Loan)	Proposed (55% Loan)
Wastewater Rate Increase (increase applied to base charges, usage charges, and capital reserve charges)	\$ -	7.50%	5.00%
<b>Revenue</b>			
Revenue From User Rates	\$ 693,774	\$ 745,807	\$ 728,463
Other Revenue	\$ 11,700	\$ 11,700	\$ 11,700
<b>Total Revenue</b>	<b>\$ 705,474</b>	<b>\$ 757,507</b>	<b>\$ 740,163</b>
<b>Expenditures</b>			
O&M Costs	\$ 596,038	\$ 596,038	\$ 596,038
Additional O&M from Proposed Project	\$ -	\$ 6,000	\$ 6,000
Total O&M Costs	\$ 596,038	\$ 602,038	\$ 602,038
Short Lived Asset Reserve for Proposed Project (replacement costs for components of water meter project that are not expected to last 20 years)	\$ -	\$ 3,143	\$ 3,143
Funds Dedicated for Capital Improvements (these are capital reserve charges)	\$ 63,302	\$ 68,049	\$ 66,467
Existing Debt Repayments	\$ 45,418	\$ 45,418	\$ 45,418
New Payment For Water Meter Project (payment for 20 year loan at 2.375% interest)	\$ -	\$ 38,040	\$ 20,950
Total Debt Repayments	\$ 45,418	\$ 83,458	\$ 66,368
<b>Total Expenditures</b>	<b>\$ 704,758</b>	<b>\$ 756,688</b>	<b>\$ 738,016</b>
<b>Surplus/Deficit</b>	<b>\$ 717</b>	<b>\$ 819</b>	<b>\$ 2,147</b>
<b>Debt Service Reserve</b>	<b>\$ 45,418</b>	<b>\$ 83,458</b>	<b>\$ 66,368</b>

Item	Proposed Budget After Initial Rate Increase	AMR	
		Proposed (All Loan)	Proposed (55% Loan)
Wastewater Rate Increase (increase applied to base charges, usage charges, and capital reserve charges)	\$ -	5.00%	3.00%
<b>Revenue</b>			
Revenue From User Rates	\$ 693,774	\$ 728,463	\$ 714,588
Other Revenue	\$ 11,700	\$ 11,700	\$ 11,700
<b>Total Revenue</b>	<b>\$ 705,474</b>	<b>\$ 740,163</b>	<b>\$ 726,288</b>
<b>Expenditures</b>			
O&M Costs	\$ 596,038	\$ 596,038	\$ 596,038
Additional O&M from Proposed Project	\$ -	\$ -	\$ -
Total O&M Costs	\$ 596,038	\$ 596,038	\$ 596,038
Short Lived Asset Reserve for Proposed Project (replacement costs for components of water meter project that are not expected to last 20 years)	\$ -	\$ 2,000	\$ 2,000
Funds Dedicated for Capital Improvements (these are capital reserve charges)	\$ 63,302	\$ 66,467	\$ 65,201
Existing Debt Repayments	\$ 45,418	\$ 45,418	\$ 45,418
New Payment For Water Meter Project (payment for 20 year loan at 2.375% interest)	\$ -	\$ 28,530	\$ 15,700
Total Debt Repayments	\$ 45,418	\$ 73,948	\$ 61,118
<b>Total Expenditures</b>	<b>\$ 704,758</b>	<b>\$ 738,453</b>	<b>\$ 724,357</b>
<b>Surplus/Deficit</b>	<b>\$ 717</b>	<b>\$ 1,710</b>	<b>\$ 1,931</b>
<b>Debt Service Reserve</b>	<b>\$ 45,418</b>	<b>\$ 73,948</b>	<b>\$ 61,118</b>

DRAFT

# Waldport Annual Water and Wastewater Operating Budgets

Potential rate increases to balance the budget for both utilities

Water Utility		
Item	Existing (2019-2020) FY Budget	Proposed Rate Increase to Balance Budget
Water Rate Increase (increase applied to base charges, usage charges, and capital reserve charges)	\$ -	10.00%
<b>Revenue</b>		
Revenue From User Rates	\$ 592,188	\$ 651,407
Other Revenue	\$ 23,000	\$ 23,000
<b>Total Revenue</b>	<b>\$ 615,188</b>	<b>\$ 674,407</b>
<b>Expenditures</b>		
O&M Costs (Proposed O&M costs include 6% increase)	\$ 505,479	\$ 535,808
Total O&M Costs	\$ 505,479	\$ 535,808
Funds Dedicated for Capital Improvements (these are capital reserve charges)	\$ 78,760	\$ 86,636
Existing Debt Repayments	\$ 49,716	\$ 49,716
<b>Total Expenditures</b>	<b>\$ 633,955</b>	<b>\$ 672,160</b>
<b>Surplus/Deficit</b>	<b>\$ (18,767)</b>	<b>\$ 2,247</b>

DRAFT

# Waldport Annual Water and Wastewater Operating Budgets

Potential rate increases to balance the budget for both utilities

Wastewater Utility		
Item	Existing (2019-2020) FY Budget	Proposed Rate Increase to Balance Budget
Wastewater Rate Increase (increase applied to base charges, usage charges, and capital reserve charges)	\$ -	15.00%
<b>Revenue</b>		
Revenue From User Rates	\$ 603,282	\$ 693,774
Other Revenue	\$ 11,700	\$ 11,700
<b>Total Revenue</b>	<b>\$ 614,982</b>	<b>\$ 705,474</b>
<b>Expenditures</b>		
O&M Costs (Proposed O&M costs include 6% increase)	\$ 562,300	\$ 596,038
Total O&M Costs	\$ 562,300	\$ 596,038
Funds Dedicated for Capital Improvements (these are capital reserve charges)	\$ 55,045	\$ 63,302
Existing Debt Repayments	\$ 45,418	\$ 45,418
<b>Total Expenditures</b>	<b>\$ 662,763</b>	<b>\$ 704,758</b>
<b>Surplus/Deficit</b>	<b>\$ (47,781)</b>	<b>\$ 717</b>

**DRAFT**

## Water and Sewer Rates for City of Waldport

Water rates consist of a base rate plus a usage rate and are as follows, effective July 1, 2019

Meter Size	Inside City Base Rate	Outside City Base Rate
5/8"	\$24.33	\$34.24
1"	\$60.83	\$85.60
1 1/2"	\$121.65	\$171.19
2"	\$194.64	\$273.91

Usage is measured in units. A unit equals 748 gallons or 100 cubic feet. The usage rate for both inside and outside City water users is \$2.57 per unit.

### Wastewater rates, effective July 1, 2018:

- The residential base rate is \$32.21 per month plus \$3.29 per unit of usage. Wastewater unit charges are based upon water consumption. From June through September, actual consumption may be replaced with average winter consumption for computing residential wastewater bills .
- All multi-family wastewater users metered with a single meter pay a base rate of \$29.26 per dwelling unit per month, plus \$3.29 per unit of usage.
- Small commercial services pay a base rate of \$32.21 per month plus \$3.29 per unit. Larger commercial services are assigned a "dwelling equivalency" base rate, reflective of their capacity to impact the treatment plant, based on their average water usage for the previous fiscal year, plus \$3.18 per unit of usage.

### If your usage seems high, you may want to check for water leaks.

- To check for leaks, make sure no water is being used in the home, then check your meter for activity.
- Most meters have either a red line or a "whirligig" in the center of the meter which shows water activity.  
Depending on the type of leak and location, the city may allow an adjustment of the excess **wastewater** charges. Proof of repair (either receipt or subsequent reading) must be provided before an adjustment can be made.

### Other Charges

- A late charge of 5% on the current month's billing will be assessed if payment is not received by the 15<sup>th</sup> of the month.
- For "new" accounts, including a change in ownership, there is a non-refundable charge of \$25. This charge does not apply for a change in renter information.
- If water has been shut off for non-payment, there will be an additional charge of \$50 that must be paid before service can be restored.
- After-hours call-outs for Public Works will be billed at \$60 per call.

**2017/2018 WATER & WASTEWATER RATE COMPARISON  
FOR NEIGHBORING CITIES AND WATER DISTRICTS**

For comparison, water rates and wastewater rates shown for residential customers being charged for an average of 4 units of water (2,992 gallons). Rates have been converted from gallons to cubic feet where necessary.

City/District	Water Charges	Wastewater Charges	Total Charges
Depoe Bay	53.97	40.88	94.85
Lincoln City*	23.88	28.63	52.51
Newport**	30.46	45.26	91.27
Seal Rock Water***	54.26	N/A	54.26
Southwest Lincoln Water	48.15	N/A	48.15
Toledo	34.83	48.54	83.37
<b>Waldport</b>	<b>33.49</b>	<b>43.87</b>	<b>77.36</b>
Yachats****	58.33	58.37	116.71
<b>Average</b>	<b>43.41</b>	<b>44.34</b>	<b>87.74*****</b>

\*Lincoln City's base rate includes 4000 gallons of water, then \$8.33/1000 thereafter

\*\*Newport adds a \$7.30 infrastructure fee and an \$8.23 storm fee to their combined monthly base rate

\*\*\*Seal Rock's unit prices increase every 1000 gallons; 1<sup>st</sup> 1000G = \$5.20, 2<sup>nd</sup> 1000G = \$6.40, 3<sup>rd</sup> 1000G = \$7.75, etc.

\*\*\*\*Yachats base rate includes 2 units, then it's \$4.63/unit. The first 2 units have a cap rate of \$2.19/unit added onto the water and wastewater base rates, additional units have a cap rate of \$0.55/unit

\*\*\*\*\*Seal Rock and Southwest Lincoln Water Districts were not included in the total charges average, since they do not have wastewater charges.



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

**TITLE OF ISSUE:** Succession Planning & Vacancies

**REQUESTED BY:** City Council

**FOR MEETING DATE:** November 14, 2019

**SUMMARY OF ISSUE:**

The City of Waldport has some current and forthcoming vacancies in Code Enforcement, City Planning, and City Manager. This agenda item is to discuss succession planning and the various approaches to fulfilling work tasks and filling these critical positions.

**STAFF RECOMMENDATION or ACTION REQUESTED:**

Review and provide direction.

**BACKGROUND:**

Please refer to attachments presented by CIS Oregon at its conference, as well as City Charter provisions. A long video of the presentation is here: <https://vimeo.com/326897992/ac5c483bfb>

Regarding current efforts by the City on filling these positions and work functions:

- Code Enforcement: Until recently the City contracted out this function, at one day (eight hours) a week. The past year the functions have been assumed by the City Recorder, in an interim capacity while staff is currently engaged in discussions with the Lincoln County Sheriff's for its office to potentially assume these duties. The City of Yachats has also been engaged in these discussions.
- City Planning: The City Planner is retiring December 31, 2019. The employment currently is two days a week. Staff is evaluating options, which include finding another contractor or employee, as well as meeting with the Council of Governments to discuss regionalized coordinated planning services for the small cities in the County.
- City Manager: City Manager is anticipating stepping down by April 30, 2020. No determinations have been made on seeking a replacement, although the current fiscal year budget appropriates funds for recruitment services.

When discussing these appointments, please consider the following City Charter provisions:

- **Section 10. Appointive Officers**

The City Council shall be responsible for appointing all officers. The appointive officers of the City may include City Manager, City Attorney, Municipal Judge, City Recorder, and any additional officers the Council may determine are necessary for the proper function of City government. The Municipal Judge shall not be subject in judicial functions to supervision by any other officer. Any requirement that an appointive officer fill two (2) or more appointive offices may be approved only by the Council.

- (d) Powers and Duties. The [City] Manager shall:

...

(3) appoint, discipline, and remove all City employees, except as this charter otherwise provides, and shall have general supervision and control over them and their work, with power to transfer an employee from one department to another, and shall exercise supervision and control over the departments, to the end of obtaining the utmost efficiency in each of them. The City Manager may not supervise or regulate: (a) the Council; (b) the Municipal Judge in the Judge's judicial functions; (c) City Attorney; (d) except as the Council authorizes, appointive personnel of the City whom the City Manager does not appoint.<sup>5</sup>

Attachments: Information from CIS

# Succession Planning

## Assess Current Situation

1. Who's leaving?
2. When?
3. What do they do? (key functions)
4. Abilities, knowledge, skills contributed
5. What's working well?
6. What's not working?
7. What's going on in the external environment that impacts this position?
8. What's going on in the internal environment that impacts this position? (changes, key organizational initiatives...)
9. Does the position description need to be reviewed and/or revised? In what sections?
10. Are there skilled/trained personnel who could assume some or all the duties of this position, at least on an interim basis?
  - If so, what's the impact of changing the scope of their role?
  - If not, is it feasible to train current personnel in the time allowed, to a desired level of competency?

### **Assess Future Needs**

1. What are the desired characteristics for the new leader?
2. What are the desired and required skills for the new leader?
3. What are the expected goals and results to be fulfilled?
4. How soon does the position need to be filled?
5. What transition measures are needed to bridge the gap?
6. Is it desirable or possible that the current leader be available to train the new leader?

If so, exactly what would you want him/her to contribute?

7. What are the replacement/succession costs? (recruitment, benefits, salary, staffing impacts, transition expenses...)

# Succession Planning – Transition Planning Worksheet

**“HOW DO WE GET FROM HERE TO THERE?”**

**Position:** \_\_\_\_\_

**Departure Date:** \_\_\_\_\_

**Tasks to be Delegated, Re-Allocated, Redesigned:**

**To whom?** \_\_\_\_\_

**Support/Resources Needed**

**Strategies: Action Steps, Key Issues, Priorities, Points of Consideration, What-if's...**

**Time Frame**

# Succession Planning: Are you Ready?

Sharon Harris, CIS Senior HR &  
Organizational Development Consultant



---

---

---

---

---

---

---

---

## Agenda

- Creating a Succession Plan – Why do it?
- Baby Boomers – Who are they?
- How do you get started?
- Who are The Successors?
- Other Considerations



---

---

---

---

---

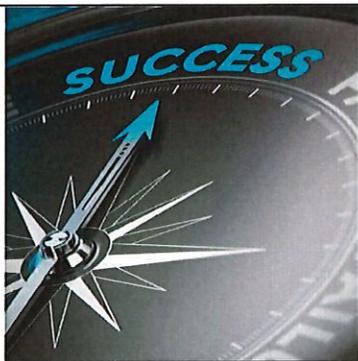
---

---

---

Creating a  
Succession Plan

Why do it?



---

---

---

---

---

---

---

---

## Creating a Succession Plan – Why do it?

The organization relies on staff to...

- Carry out the mission
- Provide service to the public
- Meet the organization's goals and objectives



---

---

---

---

---

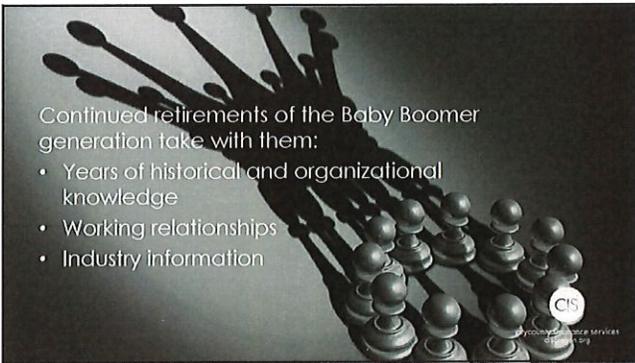
---

---

---

Continued retirements of the Baby Boomer generation take with them:

- Years of historical and organizational knowledge
- Working relationships
- Industry information



---

---

---

---

---

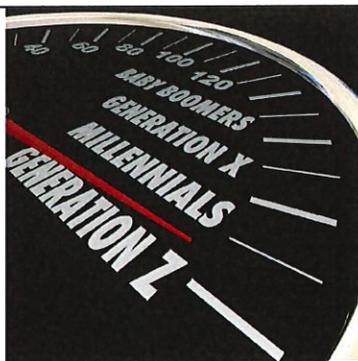
---

---

---

## Baby Boomers

### Who are they?



---

---

---

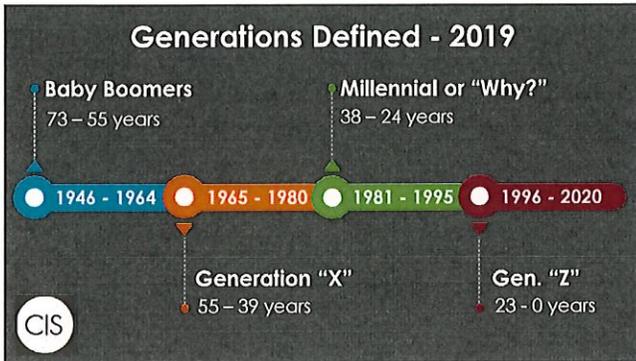
---

---

---

---

---




---

---

---

---

---

---

---

---

### Who are they?

- Career first – family second
- Want more money rather than time off
- Cradle to grave employers/employees
- Opportunity for management
- Grew up competitive - "You can do anything" era
- Women in the workforce, non-traditional roles

---

---

---

---

---

---

---

---

### Core Values

- Personal freedom
- Optimism
- Make a difference
- Personal growth and satisfaction
- Health and wellness
- Strong work ethic
- Career focused

---

---

---

---

---

---

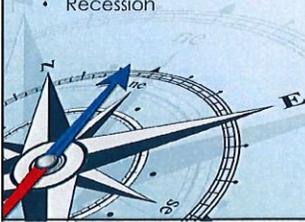
---

---

## The Baby Boomers

Who do we replace them with?

- Organizations running thin
- Middle management positions eliminated
- Recession
- Organizations do not have the depth
- Some positions require a license or certification that takes time to obtain



AM10  
LM10

---

---

---

---

---

---

---

---

## Back to the Question – Why do it?

A succession plan helps an organization to:

- Establish a strategy for existing resources
- Justify new resources
- Anticipate and respond to changes ( organizational, environmental), and
- Present alternatives in a new environment.



AM10

---

---

---

---

---

---

---

---

How do you get started?



CIS

---

---

---

---

---

---

---

---

## Slide 10

---

**MM38** Added 5th bullet: Some positions require license or certificate...

Mary Meyer, 1/4/2019

**LM9** Agree - added "a" before "license" for clarity

Lynn McNamara, 1/31/2019

## Slide 11

---

**LM10** Removed commas in 1st 3 bullets

Lynn McNamara, 1/31/2019

**How is this different from a regular recruitment?**

- Replacement Planning
  - Reactive
  - Narrow approach
  - Substituting
  - Form of risk management
  - Restricted
- Succession Planning
  - Proactive
  - Organized alignment
  - Renewing
  - Planned future development
  - Flexible



---

---

---

---

---

---

---

---

**Identify Critical Positions – Step One**

- Identify key or critical positions
  - In the department
  - In the organization
- Identify why this is a key position – does the position perform critical functions in the organization?
- Ask: Is the position a key leadership position responsible for guiding the organization as a whole?
- Consider: If this person left the organization – would it hinder operations?



---

---

---

---

---

---

---

---



**Identify Critical Positions - Step Two**

- Identify who holds those current positions
- Identify to whom the position reports



---

---

---

---

---

---

---

---

## Slide 14

---

LM11 Added question mark @end of 2nd bullet

Lynn McNamara, 1/31/2019

## Slide 15

---

LM12 Rewrote 2nd bullet "to whom"

Lynn McNamara, 1/31/2019

M13

### Identify Critical Positions - Step Three

- If vacant tomorrow what are the KSAs needed to do the job going forward - not what the KSAs were when the incumbent took the position
- KSAs
  - The knowledge
  - The skills
  - The abilities




---

---

---

---

---

---

---

---

### The Role of the Job Description



Identifies job tasks & responsibilities



Mandatory requirements



Preferred qualifications



Knowledge, skills & abilities



Competencies




---

---

---

---

---

---

---

---

### Identify Who – Step One

- Managers make a list of the employees in their department
- Set a time to meet with each employee individually
  - Determine the employee's career interests
  - Identify their strengths
  - Assess the current level of readiness
- Take note of employee performance
  - Presentations
  - Projects




---

---

---

---

---

---

---

---

**Slide 16**

---

**LM13 KSAs - changed possessive to plural (throughout)**

Lynn McNamara, 1/31/2019

### Identify Who – Step Two

- Share list with other departments in the organization
- Create a training program
- Allow employee time to train



---

---

---

---

---

---

---

---

### Identify Who – Step Three

- Keep an open mind
  - The obvious successor may be the second in command...or might not be!
  - Look for people who best display the KSAs necessary to thrive in a higher level position – regardless of their current title.



CIS

---

---

---

---

---

---

---

---

### Create a Training Plan – Step One

- Make the vision known
  - Include current employees and potential managers in strategy conversations to help them acquire the leadership skills needed



CIS

---

---

---

---

---

---

---

---

### Create a Training Plan – Step Two

- Job shadow/cross training
- Coaching
- Educate employees, potential managers on organizational strategies and objectives
- Budget process
- Management training
- Presentations
- Conferences



---

---

---

---

---

---

---

---

### Back to the Incumbent

- If incumbent is retirement eligible within the next 1 – 5 years, begin training for a transfer of knowledge.
- For those in last 6 months (assuming the successor has been identified), consider allowing incumbent to slowly remove themselves from the position. Scaling back, allow successor to slowly move into position.



---

---

---

---

---

---

---

---

Who are the successors?



---

---

---

---

---

---

---

---

### Generation X — Who are they?

- Tendency to resist hierarchy
- Interested in the work - life balance
- Flexible
- Immediate feedback
- Not corporate – informal
- Less oversight - more empowerment



---

---

---

---

---

---

---

---

### Generation X — Who are they? (cont'd)

- Gender roles in the workplace – glass ceiling
- Are NOT cradle-to-grave employees, but true to their profession
- Rely on their company to keep them business marketable



---

---

---

---

---

---

---

---

### Millennials — Who are they?

- Diversity in workforce — not just token diversity
- Short training sessions
- Meeting own goals vs. company goals
- Portable skills (multiple college degrees)
- Multiple employers and careers
- Flexible work hours/days
- Gender roles of the previous generations do not apply
- Computers and technology have always been part of their lives



---

---

---

---

---

---

---

---

## Slide 25

---

**MM39** Too many bullets on one slide. Split into two?

Mary Meyer, 1/4/2019

**LM14** Agree w/ Mary - split in 2

Lynn McNamara, 1/31/2019

## Slide 27

---

**MM40** Too many bullets on one slide?

Mary Meyer, 1/4/2019

**LM15** Did not split, but considered - lots of text.

Lynn McNamara, 1/31/2019

**Who are the successors?**

- Identify the leaders
- Retain top talent
- Career development and career opportunities are important factors with today's employees
- Employees will go where they see a career path. If your organization does not identify one – another org might!



---

---

---

---

---

---

---

---

**Do a Trial Run..**

- A vacation is a great time to have a potential successor step in and assume some additional responsibilities
  - How did they handle the added work load?
  - How did they manage the work?
  - Who did they include in decisions?



---

---

---

---

---

---

---

---

**Is the plan foolproof?**

Challenges:

- May have identified a member of senior management who decides to stay in position longer; current employee under succession plan seeks opportunity elsewhere
- The candidate you selected for succession planning is not fully trained and developed – an employee not prepared to take on the critical role
- Simply not the right fit



---

---

---

---

---

---

---

---

## Slide 28

---

**MM41** Removed "...ing" from Retain; removed period from 3rd bullet;  
Changed 3rd bullet into two sentences.

Mary Meyer, 1/4/2019

**LM8** Changed to "today's" employees

Lynn McNamara, 1/31/2019

## Slide 29

---

**MM42** Added Initial caps to Trial Run in header

- Added question marks to each sub-bullets

- 2nd Bullet: changed Hos to How and mänge to manage

Mary Meyer, 1/4/2019

## Slide 30

---

**MM43** 1st bullet - changed hyphen to semi-colon; removed hyphen  
from 3rd bullet along with period.

Mary Meyer, 1/4/2019

**LM16** Lynn McNamara, 1/31/2019

Other Considerations

19. What is your gender?  
 Male  
 Female

20. What is your age?  
 18 - 29  
 30 - 39  
 40 - 55  
 55+ years

CIS

---

---

---

---

---

---

---

---

**Other Considerations**

- Can I ask –  
*When are you going to retire so I can create <sup>my</sup> your succession plan???*
- What do I do with the employee who is retired in position?

CIS

---

---

---

---

---

---

---

---

**BE CAREFUL!**

These comments are treated as "code" for "you're too old" by the courts:

- "You're over-qualified"
- "We need some new blood around here"

---

---

---

---

---

---

---

---

Slide 32

---

LM17 Changed "plan your succession plan" to "create your succession plan"

Lynn McNamara, 1/31/2019

### Other Considerations

- Be careful not to inadvertently engage in age discrimination when selecting employees for succession
- Discrimination against employees or applicants age 18 or older (ORS 659A.030)
  - 1 or more employees in Oregon
- Age Discrimination in Employment Act (ADEA)
  - 20 or more employees
  - Discrimination against employees or applicants age 40 or older



---

---

---

---

---

---

---

---

### ADEA: At a Glance

It is unlawful for an employer to:

- fail to hire
- refuse to hire
- discharge
- discriminate with respect to compensation, terms, conditions, or privileges of employment, <sup>with</sup> ~~and~~
- limit, segregate, or classify employees

*because of the individual's age, unless the action is justified by a bona fide occupational qualification (BFOQ) or bona fide seniority system.*



---

---

---

---

---

---

---

---

Employers may not refuse to hire, discharge, or otherwise discriminate against any individual with respect to compensation, or terms, conditions, or privileges of employment because of that individual's ...



---

---

---

---

---

---

---

---

**Slide 35**

---

**LM18** removed punctuation from bullets

Lynn McNamara, 1/31/2019



---

---

---

---

---

---

---

---

**Sharon Harris**  
Senior HR & Organizational  
Development Consultant  
800-922-2684, ext. 3843  
[sharris@cisoregon.org](mailto:sharris@cisoregon.org)

**thank you**

citycounty insuranc services  
cisoregon.org

---

---

---

---

---

---

---

---

**CITY COUNCIL MEETING – November 14, 2019**  
**CITY MANAGER REPORT**

**1. Financial Report**

Last month's summary will be forthcoming

**2. Lincoln County Sheriff**

Last month's Sheriff's report is attached.

**3. City Hall Phone Number Reminder: 541-563-3561 / fax 563-1032**

**4. Housing Policy Meeting**

County policy makers group met in October to discuss affordable/workforce housing development. Key takeaways include the COG aiding with data sets and evaluation, preparing a buildable lands inventory, and looking into a county housing coordinator position or contractor.

**5. Municipal Fundamentals Training**

Please see attached flyer for LOC training. Closes to us is December 12<sup>th</sup> in Coos Bay.

**6. Water Management and Conservation Plan – 5 Year Progress Report**

Please see attached letter from Water Resources Department. Our progress report was approved. An updated WMCP is the next milestone, by September 29, 2020. GSI water consultants are engaged to do.

**7. Vista View Project – Land Use Board of Appeals Determination**

LUBA has remanded off-site drainage issue back to the City. The applicant/developer will prepare additional documentation addressing this issue, and counsel will check that it goes to City Council.

**8. Regionally Significant Industrial Site Program – Industrial Park**

Our application for the RSIS Program is now on the desk of the Director of Business Oregon. More to come.

**9. Opioids Class Action Lawsuit**

Please see FAQs: <https://www.opioidsnegotiationclass.info/Home/FAQ>. Particularly 11/11a, copied below:

***How does the Negotiation Class affect an opioid lawsuit that my County or City has filed or may file?***

*The Court's certification of the Negotiation Class does not automatically end or immediately affect any opioid suit that a Class Member has filed, whether in federal or state court. Therefore, your county or city does NOT need to opt out of the Class in order to prosecute, try, or settle its own case against one or more Defendants. By remaining in the Class, however, your county or city does risk dismissal of its own lawsuit (or loss of the right to file one if it hasn't already done so) against a settling Defendant if a Class settlement is reached and approved prior to your county or city obtaining any relief (at trial or through a non-class settlement) on its own (although you would obtain money from the Class settlement).*

*Specifically, under the Court's Order certifying the Negotiation Class (see paragraph 13 of the [Order](#)), even if you remain a member of the Negotiation Class, you do NOT give up your right to file or prosecute your individual suit, including taking the case all the way through trial and verdict, or negotiating your own settlement against one or more Defendants. The filing of complaints and motions, pursuit of pretrial discovery, pretrial hearings, trials, and individual settlements prior to the*

*approval of any Class settlement are NOT affected by membership in the Negotiation Class. Again, this applies to cases in both federal and state court.*

*Importantly, even if your county or city obtains a judgment against one or more of the 13 Defendants or it reaches a settlement with one or more of them, it will still remain a Class Member with respect to all of the other Defendants. Therefore, if your county or city accepts and collects on a judgment or a settlement with a particular Defendant before there is a final, approved Class settlement with that Defendant, your county or city will not automatically be entitled to receive additional compensation with respect to that Defendant through the Class settlement (but it will be bound by any Class settlement to the extent the Class settlement settles claims against other Defendants). Similarly, if a county or city has a case against a particular Defendant that goes to trial and a verdict is returned in favor of that Defendant, your county or city won't automatically be entitled to share in any Class-approved and Court-approved settlement that the Class may later reach with that same Defendant (but it will be bound by any Class settlement to the extent the Class settlement settles claims against other Defendants).*

*The underlying presumption is that Class members should not be able to obtain double-recoveries under their own settlements/judgments and under a Class settlement. Thus, while it is possible that a Class settlement could be reached that will allow Class members who have obtained individual settlements or gone to verdict at trial to participate in a Class settlement to some extent (such as by giving up rights under individual settlements or judgments), it also is possible that, once a Class member has obtained an individual settlement with, or gone to verdict in a trial against, one or more Defendants, those Defendants will not agree to allow the Class member to participate in the Class settlement fully or at all.*

*Because there are many ways that individual settlements/verdicts might interact or overlap with a Class settlement, the Court has reserved authority to determine in the context of actual situations whether Class members with prior judgments or settlements should be precluded from participation in any particular Class settlement. The Court will presume that, once a county or city has collected on an individual settlement or judgment with respect to a Defendant, that county or city cannot also participate in any Class settlement fund with respect to the same Defendant. However, the Court will allow a county or city to make an application (with notice to the Class Representatives, Class Counsel, and relevant Defendant(s)) to overcome the presumption by demonstrating good cause in particular circumstances.*

**Example 1:** *County A has a case against Defendant X, an opioids manufacturer, that goes to trial and it obtains a judgment against Defendant X. County A will be allowed to collect on its judgment against Defendant X, but not to also share in any settlement that the Class negotiates with Defendant X (unless County A gives up its judgment). County A, however, will still remain a Class Member and will be entitled to share in a settlement that the Class later reaches with Defendant Y, an opioids distributor, or Defendants other than Defendant X.*

**Example 2:** *County B has a case Defendant Y, an opioids distributor, that goes to trial and a verdict is returned in favor of Defendant Y. County B will not be allowed to share in any settlement that the Class negotiates with Defendant Y. County B, however, will still remain a Class Member and will be entitled to share in settlements that the Class later reaches with Defendant Z, a pharmacy, or Defendants other than Defendant Y.*

**Example 3:** *County C has a case against Defendant X, an opioids manufacturer, that it settles. The Class later reaches a settlement with Defendant X, as well as with Defendant Y, an opioids distributor, and with Defendant Z, a pharmacy. Unless Defendant X agrees to void the settlement with County C, County C will not be allowed to share in the settlement that the Class reaches with Defendant X, but it will be allowed to keep what it received under its individual settlement, and it will be allowed to share in the settlement that the Class negotiates with Defendants Y and Z.*

- a. If my county or city participates in the Negotiation Class, does it waive any rights to contest federal jurisdiction over any lawsuit the county or city has filed or may file concerning the Opioid epidemic?**

*On October 4, 2019, Judge Polster issued an order specifically confirming that a county or city can participate in the Negotiation Class without giving up any right to contest federal court jurisdiction over that county or city's claims concerning the Opioid epidemic. For example, if your county or city filed a lawsuit in state court and that lawsuit was removed to federal court, your county or city may participate in the Negotiation Class and still argue that its lawsuit should be remanded to state court. As a separate issue, however, if your county or city participates in the Negotiation Class, it will be subject to the jurisdiction of the United States District Court for the Northern District of Ohio (Judge Polster) with respect to matters pertinent to the Negotiation Class itself.*



## **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:** November 5, 2019

**TO:** Waldport City Council / Kerry Kemp, City Manager

**FROM:** Brian S. Cameron, Patrol Commander

**RE: **WALDPOR NEWS BRIEF – October 2019****

---

## **SHERIFF OFFICE NEWS**

In October, the Lincoln County Sheriff's Office Tactical Response Team (TRT) completed 20 hours of annual in-service training at Camp Rilea military reservation in Warrington Oregon. Tactical Instructors from the Marion County Sheriff's Office provided a weekend full of the most up to date tactics followed by scenario-based training to cover all aspects of a mission from start to finish. The training not only tested our deputies use of tactics and decision making, but also challenged our Command Staff to work through full length missions. All TRT members have also completed a weeklong SWAT school provided by the Oregon State Sheriff's Association, which provides the basic training needed to respond to what we refer to as "high risk – low frequency" events.

For those who are not familiar with the Sheriff's Office Tactical Response Team, its mission is to respond to high risk incident to assist patrol officers in containing the situation until a full-service SWAT team arrives. A full-service SWAT team is defined by National Tactical Officer Association (NTOA) standards as either a Tier 1 or Tier 2 team with full mission capabilities. The goal of TRT is to provide the maximum amount of protection to innocent persons, law enforcement officers, and suspect(s). Example of high-risk incidents include barricaded suspects, hostage situations, high-risk arrest/search warrants and drug eradication.

## CALLS FOR SERVICE

During the month of October, the City of Waldport represented **44%** of all Sheriff's Office activity in South Lincoln County, which is down from **45%** last month. Sheriff's Deputies responded to or initiated **188** calls for service in the City of Waldport, which is up from **178** last month. Of the 188 calls, six (**6**) resulted in arrest for criminal offenses. The arrests ranged from Criminal Trespass in the 2<sup>nd</sup> Degree, Strangulation, Probation Violation and several warrant arrests.

## TRAFFIC ENFORCEMENT

The City of Waldport requests traffic offenses, which occur inside the city limits, be issued into Waldport Municipal Court. There were **38** traffic stops, resulting in **12** citations. This is down from **14** citations issued the prior month. A sample of some of the citation's issued included speeding, driving while suspended, careless driving (accident), open container, fail to obey a traffic control device, fail to register vehicle and failure to properly use safety belt. I reviewed the locations where the citations were issued and noted they occurred on Highway 101 at various cross streets, Hwy 34 at various cross streets, South Crestline Drive at various cross streets and NW Maple Street.

## TRENDS AND NOTABLE EVENTS

To identify trends each month I use a combination of statistical information and firsthand knowledge from the deputies and supervisors working in Waldport and South Lincoln County.

The crime definition of the month is **Criminal Trespass in the 2<sup>nd</sup> Degree**. A person commits the crime of criminal trespass in the 2<sup>nd</sup> degree if the person enters or remains unlawfully in a motor vehicle or in or upon premises. This law typically applies to nonresidential property such as businesses or residential properties that are not in a home. Criminal trespass in the 2<sup>nd</sup> degree is a class C misdemeanor, which is the lowest degree a crime can be classified.

On October 2, 2019, Deputy Robert Meador responded to the 200 block of NW John Street on a citizen report that a local homeless man was trespassing on her property and was refusing to leave. Deputy Cody Tadlock responded to the complaint with Deputy Meador and located the suspect nearby on SW Maple Street. The suspect was visibly intoxicated at the time of contact and the deputies learned he had a Fail to Appear Warrant for his arrest, which was also related to a trespass complaint. Deputies placed the suspect in custody for the warrant and for the new charge of **Criminal Trespass in the 2<sup>nd</sup> Degree**. He was lodged at the Lincoln County Jail.

On October 18, 2019, Deputy Cody Tadlock was dispatched to the 600 block of NE Waldport Heights Road on a report of a local homeless man (not the same person as above) was trespassing on private property. This report came in after several other

trespass complaints were lodged against this individual. In each of those instances the subject was warned about his behavior and asked not to return. Deputy Tadlock contacted the residents on Waldport Heights Road and learned the subject walked down their 100-yard private driveway and went to the back of their house near the garbage. The residents reported being so concerned about the subject's behavior that they turned off the lights and locked the doors until deputies arrived. The subject was located in the area and placed under arrest for Criminal Trespass in the 2<sup>nd</sup> Degree. He was lodged at the Lincoln County Jail.

Homelessness and mental illness generated police complaints remain an issue in all jurisdictions within our county. In the Waldport area we respond to multiple complaints every month involving the same individuals, but we also see individuals of a more transient nature that pass through the city. Typical calls involve trespassing and in most cases the subject is warned first and then arrested if they return. All levels of Oregon government are working to find solutions to the extremely difficult problems associated with homelessness and mental illness. I have no doubt the work will continue until better solutions are identified and implemented.

## **EVENTS**

Waldport High School held its Homecoming event on October 5<sup>th</sup> at the Yachats Commons. Two of our deputies worked overtime shifts to ensure the kids had a safe and fun evening. Our two deputies received multiple thank you cards later in the month from students thanking them for their involvement at the dance and the general theme seemed to be how much safer they felt by having our deputies in attendance.

Have a great November.



**Newly elected?  
Need a refresher on municipal law?**

# Sign Up for a Municipal Fundamentals Training

Municipal Fundamentals is a low-cost half-day training that covers four core municipal concepts:

- Council responsibilities
- Ethics laws
- Public meetings
- Public records

Cities are encouraged to sign up new mayors, councilors and members of city boards or commissions to learn the basics prior to being sworn in. The training is also a great primer for returning elected officials and city staff.

Registration is open now at [www.orcities.org](http://www.orcities.org). Seating is limited so register early. The cost is \$25 per person.

## Dates and locations:

- December 5, 1 p.m. - 5 p.m. – Forest Grove
- December 9, 1 p.m. - 5 p.m. – Prineville
- December 11, 1 p.m. - 5 p.m. – Central Point
- December 12, 5:30 p.m. - 9:30 p.m. – Coos Bay
- December 12, 5:30 p.m. - 9:30 p.m. – Pendleton
- December 19, 1 p.m. - 5 p.m. – Nyssa



# Oregon

Kate Brown, Governor

## Water Resources Department

North Mall Office Building

725 Summer St NE, Ste A

Salem, OR 97301

Phone: 503-986-0900

Fax: 503-986-0904

[www.Oregon.gov/OWRD](http://www.Oregon.gov/OWRD)

November 1, 2019

City of Waldport  
Attn: Kerry E. Kemp, City Manager  
PO Box 1120  
Waldport, OR 97394

SUBJECT: Water Management and Conservation Plan Five-Year Progress Report

Dear Mr. Kemp:

Thank you for submitting the City of Waldport's Water Management and Conservation Plan (WMCP) Five-Year Progress Report on September 26, 2019. It was a pleasure to review the detailed and thorough accounting of accomplishments and improvements made in the management and conservation of water by the City of Waldport over the past several years.

As you know, the Oregon Water Resources Department (Department) published notice of receipt of the progress report on the Department's public notice dated October 1, 2019. The public notice initiated a 30-day public comment period on City of Waldport's WMCP Five-Year Progress Report. No comments were received as a result of the public notice.

The Department's review of the City of Waldport's WMCP Five-Year Progress Report on the implementation of its WMCP did not reveal any deficiencies. Therefore, no further action related to the City of Waldport's progress report is needed.

The next requirement related to the City of Waldport's approved WMCP calls for the submittal of an updated WMCP to the Department by **September 29, 2020**.

The Department recognizes and appreciates the efforts of the City of Waldport to continue the cooperative management of water supplies in the region. We look forward to the next chapter as the City of Waldport strives to maintain efficient water use through continued implementation of a multitude of conservation measures.

Please contact me by telephone at (503) 986-0919 or by e-mail at [Kerri.H.Cope@oregon.gov](mailto:Kerri.H.Cope@oregon.gov) if I may be of any assistance, now or in the future.

Sincerely,

Kerri H. Cope  
Water Management and Conservation Analyst  
Water Right Services Division

cc: WMCP File  
District 1 Watermaster  
GSI Water Solutions, Inc. Attn: Suzanne de Szoeko, 1600 SW Western Blvd. Ste. 240, Corvallis, OR 97333



Public Works Department

## Report for the month of October 2019

### Water Treatment Plant

Plant Production:	<u>6.85</u>	MG
Rainfall:	<u>3.95</u>	inches

### Wastewater Treatment Facility

Effluent Flow:	<u>3.7</u>	MG
Rainfall:	<u>3.85</u>	Inches

### Department Overview

During the month of October, the Public Works Department was committed to providing safe and reliable public services to its citizens. Our department consists of water treatment, water distribution, wastewater treatment, wastewater collections, streets, storm water, parks maintenance, and building maintenance. Our current staff consists of eight full time staff members and one temporary member provided by BBSI in Newport.

Our projects during the month of October consisted of:

- Operating Treatment plants
- Continuing with our asset management program (IWORQS)
- Open space maintenance
- Drained and cleaned both wastewater treatment SBR Basins
- Land applied biosolids
- Anything else that arose

Other than the above projects, we also maintained equipment, organized the shop, and performed as many other normal duties as possible included in our department description.

## Director's Report October 2019

### Programs

#### October Programs

Nina Beckert, local experienced mushroom hunter, provided a mushroom 101 class for the library. Nina provided the attendees with sample of the local mushrooms that can be found and a sample of her mushroom soup. We had 67 in attendance.

The adults created fall wreaths with 24 in attendance.

The RC club continues to average approximately 10 kids at the Wednesday meetings. We have now moved to the community center with the possibility of rain. We purchased a new portable track that can be configured in a variety of ways.

The library hosted our annual Halloween celebration with a haunted hospital for the teens and had 79 attendees. We also hosted a Harvest Pie Family night for the younger kids with 68 attendees.

#### Future Programs

I am hoping to bring in more health related programs for adults. We have a mushroom class on October 7 that has had a great deal of interest. Space is a concern.

### Usage Statistics

Average about the same as previous years except in attendance of the programs. Our program attendance continues to grow. We are excited to see the level of participation.

### Miscellaneous

The Oregon State Library is awarding the library with a certificate for the "Best IMLS Grant Project of 2018" at the November City Council Meeting. The library applied and received an IMLS grant, a federal grant, to help boost math scores within our community, provide STEM projects such as the radio control car club and the chess club. The Oregon State Library awards IMLS grants annual to libraries throughout the State and the award committee unanimously nominated Waldport Public Library as the best project for 2018.

The budget committee provided \$11,200 to hire a space planning consultant to help the library staff determine the space needs for the library. After putting a call out on the Oregon Library listserv, we received one recommendation, Penny Hummel. She was also recommended by the Lincoln County Library District Director. Ms. Hummel provided a proposal for the project (attached). Ms. Hummel has experience as a Director in several libraries in Oregon and has been consulting for libraries since 2013. She has worked with libraries in Oregon, Washington, California and Utah. I have received a very positive reference for Ms. Hummel as well as copies of reports she completed for other libraries. Ms

Hummel has extensive experience as a consultant as well as experience in libraries and she is the only consultant of this type we have located, I would recommend to move forward with Ms. Hummel.



PENNY HUMMEL  
Consulting

penny@pennyhummel.com 316 NE 24<sup>th</sup> Avenue, Portland OR 97232 503.890.0494

September 26, 2019

Sue Bennett  
Library Director  
Waldport Public Library  
460 Hemlock  
Waldport OR 97394

Dear Sue:

I am pleased to present a proposal to the Waldport Public Library for a facilities needs assessment and plan. With the benefit of over 12 years as a public library director and administrator, I established Penny Hummel Consulting in late 2013, and since then, have worked with over 40 clients on 50 projects in seven states. The focus of my practice is supporting public libraries in the areas of organizational development, facilities planning, marketing and fundraising. Thus far, I have developed library facilities programs for seventeen public libraries in Oregon, Washington, California and Utah.

The proposal that follows this letter outlines my suggested approach with a budget of \$10,978 inclusive of travel. I am available to begin this work this fall. If I can provide any additional information, please let me know. Thank you.

Sincerely,

*Penny Hummel*

## Summary of qualifications and experience



The 2013-14 president of the Oregon Library Association, Penny Hummel has twelve years of management experience in public libraries both large and small, as well as prior volunteer experience as a library advocate, Friends president and Library Foundation trustee. She has been an independent library consultant since 2013. Penny's current areas of practice include organizational development, marketing, fundraising, and library facilities planning. Penny is based in Portland, Oregon and her company's website, which includes a list of past projects and clients, is [www.pennyhummel.com](http://www.pennyhummel.com)

With respect to libraries facilities planning, Penny utilizes the methodology developed by noted California library consultant Kathryn Page, which informed the development of over 150 completed library projects in the U.S. This approach is objective, analytical and detail oriented and includes gathering community input, analysis of library service delivery and collections, stakeholder interviews and review of demographic information. As of the fall of 2019, she has completed library facilities planning projects in Oregon (Salem, Sweet Home, Coos Bay, Corvallis, Springfield, Roseburg, Christmas Valley and the four branches of the Josephine Community Library District), California (Santa Cruz Central Library, Yolo, and Menlo Park), Washington (Longview, Washougal, Woodland and Ridgefield) and Utah (Logan).

Penny is experienced in meeting facilitation with various library stakeholder groups (staff, friends, foundations and library boards), public presentations and data analysis. As a consultant, her work has included facilitating nine public library strategic planning processes for public libraries on the West Coast, researching and writing a public library needs assessment for the Oregon Community Foundation, as well as a comprehensive library needs assessment for the state of New Mexico. In 2013, Penny was selected as a fellow in the Public Library Association's Leadership Academy, participating in a multi-day intensive training focused on enhancing the position of libraries within their communities.

Penny's background as a library administrator includes providing successful leadership for both urban and small town libraries. From 2009-2013, she was director of the Canby Public Library, which serves a population of 25,000. With the goal of revitalizing the Canby library's staffing, collections, programming and services, she increased the library's circulation by 20% within two years, comprehensively improved services to Spanish speakers, and raised over \$562,000 to support library services and capital improvements. From 2001 – 2009, she was a member of Multnomah County Library's senior management team, serving as the system's Marketing and Communications Manager and overseeing the library's communications, website and system wide programming.

### **Scope of Work**

The first step towards a new or revitalized library facility is documenting needs and articulating a vision for the future that anticipates the community's future demands upon its library. To achieve this first step, the primary deliverable of this planning process will be a written report incorporating the following elements:

- Review of community demographics.
- Needs assessment of current facility, including strengths and deficiencies.
- Recommendations for each area of the library facility—both in narrative form and as a detailed Excel spreadsheet (including, for example, the number of seats and computers in each area, and shelving recommendations for each area of the collection).
- Estimate of needed square footage to respond to community needs.

The final report will not include a layout of the new library, a customized cost estimate or structural evaluation of the library's current facility. These components are best undertaken by an architect in a subsequent phase of work, utilizing the current study as a foundation.

### **Project Activities**

**Gathering data.** This portion of the work plan includes the following activities:

- Start work meeting with Library and City staff to clarify expectations and outcomes.
- Evaluation and assessment of the current facility from a service perspective.
- Focus groups with library staff and stakeholder groups (Friends/Library Board).
- Providing materials and support for staff to conduct focus groups with targeted community groups (examples: seniors, teens, parents, teachers).
- A community survey, available online and on paper.
- Two public meetings to share information about trends in 21<sup>st</sup> century libraries and gather the community's input about hopes and dreams for their library.

<b>Visit #1</b> (8 hours)	<ul style="list-style-type: none"><li>• Start work meeting (with library board or key library and city staff):<ul style="list-style-type: none"><li>○ Goals, timeline, data needed</li><li>○ Involvement of the library's various stakeholder groups</li><li>○ Initial discussion of overall facility needs with planning team</li></ul></li><li>• Physical review (and documentation) of the current library</li></ul>
---------------------------	---

<b>Visit #2</b> (8 hours)	<ul style="list-style-type: none"> <li>• Staff focus group</li> <li>• Library Board/Friends focus group</li> <li>• Two community meetings (one in the afternoon, one in the evening)</li> </ul>
---------------------------	---

(4 hours)	<ul style="list-style-type: none"> <li>• Develop print/online survey and work with library staff on translation and dissemination</li> <li>• Work with library staff to support any desired community focus groups (examples: teens, seniors, parents, teachers)</li> </ul>
-----------	---

***Developing the library program.*** This portion of the work plan includes the following activities:

- Review of community demographics.
- Review of the library’s usage statistics, collection data and guiding documents (such as the library’s strategic plan).
- Prepare library program (interlocking Excel spreadsheets with detailed information about the contents of a new or renovated library).
- Prepare report with assessment of current facility and narrative describing the contents of the library program.

(22 hours)	<ul style="list-style-type: none"> <li>• Project administration</li> <li>• Data review</li> <li>• Preparation of library program</li> <li>• Preparation of narrative</li> </ul>
------------	---

***Present findings and recommended plan to library/city leadership.***

<b>Visit #3</b> (5 hours)	<ul style="list-style-type: none"> <li>• Project team meeting: <ul style="list-style-type: none"> <li>○ Review overall findings of needs assessment</li> <li>○ Present draft program (Excel spreadsheets) and discuss potential options/changes.</li> </ul> </li> </ul>
---------------------------	---

(2 hours)	<ul style="list-style-type: none"> <li>• Revise program based on library and stakeholder input</li> <li>• Finalize narrative</li> </ul>
-----------	---

<b>Visit #5</b> (5 hours)	<ul style="list-style-type: none"> <li>• Library board or city council meeting <ul style="list-style-type: none"> <li>○ Review overall findings of needs assessment, and present program.</li> </ul> </li> </ul>
---------------------------	--

**Budget**

**Consultant fee:       \$9,450 (54 hours @ \$175/hr.)**

**Travel costs:         \$1,528**

• Mileage: 148 x 2 x .58	\$172
• Hotel	\$150
• Meals \$15 breakfast, \$20 lunch, \$25 dinner	\$60
<b>Total per trip</b>	<b>\$382</b>
<b>Four trips</b>	<b>\$ 1,528</b>

**TOTAL: \$10,978**

**Library Facilities Planning References**

Emily David, Director  
Springfield Public Library  
541-726-3766  
[edavid@springfield-or.gov](mailto:edavid@springfield-or.gov)

Kate Lasky, Director  
Josephine Community Library District (Grants Pass)  
541-476-0571  
[klasky@josephinelibrary.org](mailto:klasky@josephinelibrary.org)

Rose Peda, Director  
Sweet Home Public Library  
541-367-5007  
[rpeda@sweethomeor.gov](mailto:rpeda@sweethomeor.gov)

Sami Pierson, Director  
Coos Bay Public Library  
541-269-1101  
[spierson@cclsd.org](mailto:spierson@cclsd.org)

Kate Jasny  
Josephine Community Library  
10-11-19

Reference for Penny Hummel

1. Scope of work - Satisfaction with process and report?

The board and management were highly satisfied with Penny Hummel consulting for facilities master plan development.

2. Overall Quality of assessment - Was report accurate?

The assessment was accurate and used to develop long-term plans for facilities improvement and collection development.

3. Quantity of assessment - report provide a detailed analysis?

The report was very detailed and is available on our website for your review - josephinelibrary.org

4. Knowledge of field - knowledgeable about library trends and space needs?

Penny Hummel is extremely knowledgeable as she has more than 20 years of experience in the library industry.

5. Timeliness - were the goals met?

All goals were met on or within the deadlines agreed upon.

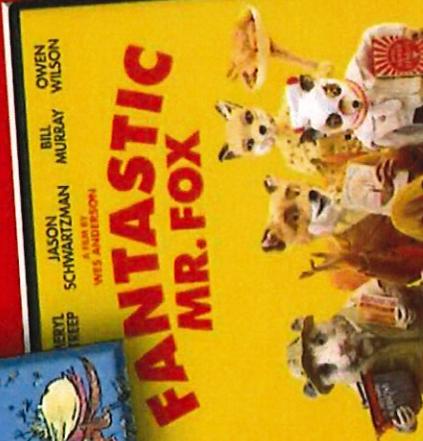
6. Would you hire her again?

Most definitely, we would hire or contract with her again. She has great integrity.

7. Additional comments.

Penny Hummel has a unique ability to foresee communication needs and assist with accurate transfer of knowledge through clear reporting and presentation to all stakeholders. Highly recommend!

# Waldport Library 2019 November YOUTH Events



**Family Movie Night**  
**Tuesday, Nov. 19, 2019**  
 6-8 p.m.  
 Wear your jammies! Enjoy an evening of FREE family-friendly entertainment.

**2020 Moose Youth Awareness Congress Scholarship Information Day for Home School TEENS**  
**Fri., Nov. 8**  
 2 p.m.

**Information Day**  
**Thursday, November 14**  
 10-11 a.m. & 5-6 p.m.

**the Henry Ford**  
**iNVENTION CONVENTION WORLDWIDE**

Mon	Tue	Wed	Thu	Fri	Sat
<p>4 Chess Club 3:30-5 p.m.</p>	<p>5 Library Closed</p>	<p>6 Baby Story Time Baby Food Drive Day! Jars, boxed; food &amp; formula 10 a.m. RC DRIFTERS 3-8:00</p>	<p>7 South Lincoln Thanksgiving Fill &amp; Decorate the Box Day! Hands-On-Thursday 10 a.m.</p>	<p>8 Legos &amp; Math Games 3-5 p.m. Home School Teens, 11:14, 2 p.m. TAB 3:45</p>	<p>9 Moose Youth Awareness Program 11:14, 10:30, 2 p.m.</p>
<p>10 Family Movie Night Tuesday, Nov. 19, 2019 6-8 p.m.</p>	<p>11 Veterans Day Library Closed</p>	<p>12 Baby Storytime Annual Turkey Handprints 10 a.m.</p>	<p>13 Hands-On-Thursday Find out about the Invention Convention Requirements. Home school &amp; Public: K-12, 10 a.m. &amp; 5 p.m.</p>	<p>14 Legos &amp; Math Games 3-5 p.m.</p>	<p>15 Legos &amp; Math Games 3-5 p.m. Invention Convention Info. Meeting Choose a Meeting! 11:14; 10 or 5 p.m.</p>
<p>16 Chess Club 3:30-5 p.m.</p>	<p>17 2020 Moose Youth Awareness Congress Scholarship Information Day for Home School TEENS Fri., Nov. 8 2 p.m.</p>	<p>18 Family Movie Night 6 to 8 p.m.</p>	<p>19 Baby Storytime Thankful poems &amp; songs 10 a.m. RC DRIFTERS 3-8:00</p>	<p>20 Legos &amp; Math Games 3-5 p.m.</p>	<p>21 Legos &amp; Math Games 3-5 p.m.</p>
<p>22 Chess Club 3:30-5 p.m.</p>	<p>23 Family Movie Night 6 to 8 p.m.</p>	<p>24 Baby Storytime Indoor "Gym" 10 a.m.</p>	<p>25 Chess Club 3:30-5 p.m.</p>	<p>26 Legos &amp; Math Games 3-5 p.m. TAB 3:45</p>	<p>27 Legos &amp; Math Games 3-5 p.m.</p>
<p>28 Chess Club 3:30-5 p.m.</p>	<p>29 Library Closed HAPPY THANKSGIVING</p>	<p>30 Library Closed HAPPY THANKSGIVING</p>	<p>31 Library Closed HAPPY THANKSGIVING</p>	<p>32 Library Closed HAPPY THANKSGIVING</p>	<p>33 Library Closed HAPPY THANKSGIVING</p>

**Annual Holiday Youth Book Drive**  
 is open between Nov. 1 and Dec. 12, 2019  
 Bring in new, unwrapped books for youth  
 0-18 to bring joy to kids in our area.

**Help Fill THANKSGIVING FOOD BASKETS with Canned & Packaged FOOD**  
 for Children, Seniors & Families in South Lincoln County

460 Hemlock, Waldport, OR--541 563-3940--waldportlibrary.org--Facebook



**“LOOKING BACK”**

The Council has been making history in Waldport for over a century, and I thought you might find reading minutes from 100 years, 75 years, 50 years and 25 years ago somewhat interesting.

- Reda Eckerman, City Recorder -

\*\*\*\*\*

November 4, 1919

No quorum.

Geo. G. Miles, Recorder

\*\*\*\*\*

Council Chambers, Waldport, Oregon, November 2, 1944

The regular monthly meeting of the Common Council of the City of Waldport, Oregon, was held in the Council Chambers of the said City at 8 P.M. of the above date with Mayor Goodman presiding. Councilmen present: C.C. Clay, Harry Dey, Desmond Fulp, H.A. McMillin, E.K. Starr. Absent: E.E. Mills.

Minutes of the previous meeting were read and approved.

Councilman Starr moved, 2<sup>nd</sup> by Dey, that all bills approved by the Finance Committee be allowed and warrants be drawn on the Treasurer for respective amounts. Carried.

The \$50.00 budgeted for the City Library was authorized paid.

Councilman Fulp moved, 2<sup>nd</sup> by Starr, that the money received from State Tax Commission, \$865.26, be spent for the improvement of the Hospital Road and the Mayor and Recorder be authorized to sign the resolution in the form which had been prepared by the State Highway Commission. Carried.

Councilman Starr moved, 2<sup>nd</sup> by McMillin, that the Recorder's application for ten day vacation be approved. Carried.

Mrs. C.C. Clay and Mrs. Laura Blackman having advised that they could not serve on the election board, A.S. Scales and Mrs. Daisy Overlander were appointed as Judge and Clerk respectively and the Recorder advised to notify them.

Councilman Clay moved, 2<sup>nd</sup> by McMillin, that Mayor instruct City Attorney McCluskey and City Engineer Ambler to hold meeting to get all the cooperation possible from the County Court to help in the improvement of the Hospital Road. Carried.

Councilman Fulp stated he believed something should be done to kill the gorse before it became a serious menace. Mr. Leo Martin stated he believed the best way to kill the gorse as well as destroy weeds before they became a fire hazard each summer was with the use of a hand fire pump, such as is used in the Forestry service, and he thought the Council might be able to borrow one of these from the Ranger Station. A question having been raised re the possibility that the plant supposed to be gorse might be some flowering shrub set out by the Garden Club, Mrs. Martin was asked to get the advice of Mrs. Daisy Overlander before further action be taken in the matter.

City Engineer Ambler reported he had investigated conditions along Alsea Highway where it was planned to lay a new water main, and that he was satisfied the transite pipe would serve the purpose. Councilman Starr moved, 2<sup>nd</sup> by Dey, that an order be placed with the Johns-Manville Co. for 1000 ft. of 3 inch pipe in accordance with the Engineer's recommendations. Carried.

Engineer Ambler reported he had turned maps of railroad right-of-way to appraisers.

Following a lengthy discussion re most economical and practical way of draining Maple and connecting streets, Mr. L.J. Rickard stated he favored the forming of drainage districts, and costs

be charged to property owners affected. Councilman Fulp moved, 2<sup>nd</sup> by McMillin, that the City Attorney be authorized to draw up a petition for the forming of a drainage district to include the property west of Highway 101. Carried.

Upon the motion of Councilman Starr, 2<sup>nd</sup> by Clay, the Council voted to adjourn until next regular meeting, Thursday, December 7, 1944. Ordered.

H.L. Kelly, City Recorder

Leo Goodman, Mayor

\*\*\*\*\*

Council Meeting, November 6, 1969

Roll Call: Mayor Joe Bird; Councilmen Seaman, Grier, Pankey, Sulsar, McMillin (absent); Supt. Halverson, Asst. Becker (absent), Engineer Cullen (absent), Police Chief Mitchell, Attorney Hollen (absent), Recorder Blackman.

Regular bills were audited by the Finance Committee. Motion by Councilman Pankey, seconded by Councilman Sulsar that the bills be paid.

On the invitation of Mayor Bird, Rev. William Gamble of the Presbyterian Church was present to offer a prayer in memory of Councilman Boydston.

Meeting adjourned until November 13, 1969. 8:20 p.m.

Mayor Joe Bird

Recorder Blackman

Adjourned Meeting, November 13, 1969

Mayor Bird, Councilmen Seaman, Grier, Pankey, Sulsar, McMillin (absent), Superintendent Halverson, Assistant Becker, Attorney Hollen, Engineer Cullen, Police Chief Mitchell, Recorder Blackman.

Motion by Councilman Sulsar, seconded by Seaman, accepting the minutes as printed. Motion carried.

Motion by Seaman, seconded by Sulsar, accepting the reports of the Supt., Asst. Supt., and the Chief of Police. Motion carried.

Engineer Cullen was instructed to obtain the signatures of Mr. & Mrs. Rodney Jensen with a description of the property to be deeded to the City.

The drain at the Ced Olsen property was referred back to the Street Committee.

Motion by Seaman, seconded by Sulsar, to hire Ramon Pankey for the position of Asst. Superintendent, at the salary of \$7,330.00 per year, starting December 1, 1969. Allen Becker will be advanced to the position of Superintendent, at the salary of \$7,990.00 per year. Louis Halverson will be retained as a consultant at the salary of \$100.00 per month until January 12, 1971. Motion carried.

Motion by Seaman, seconded by Pankey to raise the valuation of the City property for insurance purposes by 12% because of the increase of building costs. Motion carried.

Motion by Seaman, seconded by Grier, granting liquor licenses to the following business establishments: Silver Tavern, Seasquire, Iron Kettle Bar, Happy Landing Tavern, Waldport IGA Market, Grady's Y Market, Old Town Tavern. Motion carried.

Mrs. Clyde Carrick, President of the Waldport Library Board, presented the annual report for the fiscal year 1968-1969.

Motion by Sulsar, seconded by Pankey, appointing Charles [McMillin ?] as chairman and Seaman and Grier as members of the Wrestling and Boxing Committees as required by law. Motion carried.

Motion by Councilman Grier, seconded by Councilman Seaman to purchase a Citizen's Band Radio for the Police car at the approximate cost of \$135.00. Motion carried.

Ordinance No. 328, regulating trucks using City streets, was discussed. The matter was referred back to the Police and Street Committee.

Motion by Councilman Pankey, seconded by Councilman Sulsar to pay the expenses of any City officials attending the annual convention of the League of Oregon Cities. Motion carried.

Additional bills were voted on and passed.

Meeting adjourned by Mayor Bird. 9:40 p.m.

Mayor Bird

Recorder Blackman

\*\*\*\*\*

November 10, 1994

Roll Call: Mayor Fred O. Boehme, Council President Pat Tryon, Councilor Jan Hansen, John Atkinson (absent), George Russell (absent), Matt Pompel, Ken Train (absent), City Manager Margaret Bauer, City Attorney Dave Gordon.

Minutes: Councilor Tryon moved for the approval of the City Council minutes as presented. Councilor Pompel seconded and the motion carried. Councilor Tryon moved for the approval of the Committee minutes as presented. Councilor Hansen noted a correction to the Finance and Administration Committee minutes. Councilor Pompel seconded and the motion carried.

Financial Report: City Manager Bauer announced that the financial statement would not be distributed at this meeting. She went on to report that notice had been received from the Lincoln County Tax Assessor's office regarding City of Waldport levies. It was noted that the dollar based levies will be very close to what had been anticipated. The rate based levy will be notably higher than anticipated. Ms. Bauer explained why there was such a difference. Finally, she reported that the auditors would be returning to complete their work and that they should be here no longer than one day. Further explanation of the audit was provided.

Staff Reports: City Manager Bauer provided the Council with the City Manager's report and a brief explanation of its contents. She elaborated on the operating conditions of the new wastewater treatment plant and noted that manufacturer representatives would be on site to assist with final on-line adjustments. Water treatment plant operations were also discussed.

Ms. Bauer corrected misconceptions surrounding the water line break which occurred on Friday, November 4, 1994 and thanked Pioneer Telephone for their professionalism.

City Manager Bauer reported on a site visit she made with Conny Frisch of the Forest Service to the Wiest Creek dams. It was the recommendation of Ms. Bauer and Ms. Frisch that two earthen berms be placed at the fork in the road at 311 and 312.

It was announced that advertisement for a public works superintendent has begun, the architect and contractors have been contacted with regard to the new city hall building, and demolition of the old wastewater treatment plant is on hold. Ms. Bauer reported that it may be possible for the City to save in excess of \$20,000 on the demolition of that building. Options are being explored.

City Attorney Dave Gordon had nothing to report.

Citizens Concerns & Comments: Howard Uhl of 465 Pacific View Drive requested that the City effect repairs on Pacific View Drive. Ms. Bauer informed Mr. Uhl that Pacific View Drive has been scheduled for discussion at the November Infrastructure Planning Committee meeting, November 22 at 5:30 p.m.

Mr. John Boyer spoke to the City Council with regard to the Post Office facility and a trapezoidal parcel of property owned by the City. Mr. Boyer provided the Council with his understanding of the history of the acquisition of the property which currently houses the Post Office. Mr. Boyer requested that the City Council instruct legal counsel to prepare a deed conveying the property in question to Mr. Boyer. Discussion of the request ensued. City Manager Bauer recommended that this matter be referred back to the Infrastructure Planning Committee, which was the consensus of the Council.

Mr. Cory Comstock of 125 High Street requested that the City grade High Street and asked

when the codification of City ordinances would be completed. City Attorney Dave Gordon reported that the Finance and Administration Committee had concluded that completion of the codification would be reviewed during the next budget process.

Correspondence: A letter from Sheila Corley was entered into the record.

Old Business: None.

New Business: Establishment of a process to address Waldport City Charter provision Chapter V, Section 21(g) was discussed by the City Council. City Manager Bauer noted that City Attorney Dave Gordon had been consulted in recommending this process but had not had the opportunity to review the final draft. Mr. Gordon concurred with the method presented and added that the independent investigator should also be sensitive to the need to provide the kind of due process that would not stop a judge from ruling later that it was an unfair process. Discussion ensued. Councilor Pompel moved that the recommended process, with the addition of the City Attorney's suggestion, be made policy. Councilor Tryon seconded and the motion carried.

Public Hearing: Appeal of Planning Commission decision by Ed Peterson dba Peterson Park.

Mayor Boehme closed the City Council and opened the public hearing.

1. Abstentions: Councilor Tryon declared a conflict of interest.

2. Objections: None.

3. Staff Report: City Planner Jay Sennewald provided a brief history of this matter and read into the record all applicable criteria for the City Council to consider when making their determination. City Manager Bauer added that it has been the directive of the Infrastructure Planning Committee to require the developers to install full-width streets, curbs, gutters, and sidewalks. The Planning Commission had supported this direction in making its decision about Peterson Park.

4. Proponents: Mr. Dennis Bartoldus, representative of Ed and Virginia Peterson, presented the applicants' request that the Planning Commission's order for curbs and gutters in Peterson Park Phase IV be overturned by the City Council. He provided the City Council with an explanation of the current method of storm water drainage being utilized in Phases I - III and requested that this same method be allowed in Phase IV. Photos of the area were provided to the Council. Mr. Ed Peterson addressed the City Council offering his concurrence with Mr. Bartoldus' comments. Mr. Bartoldus and Peterson addressed questions from the City Council.

5. Opponents: None.

6. Rebuttal: None.

Mayor Boehme closed the public hearing and reopened the City Council meeting.

7. Deliberation: After discussion of the matter, Councilor Tryon moved to grant the appeal (overturn the Planning Commission condition regarding curbs and gutters). Councilor Hansen seconded and the motion carried.

Consent Calendar: None.

Ordinance/Resolution: Ordinance 617, the vehicle forfeiture Ordinance was presented to the City Council. Councilor Pompel moved for the adoption of Ordinance 617. Councilor Tryon seconded and the motion carried.

Mid-Management Reports: Reports from the Police Chief and the Library Director were received by the City Council.

City Manager Bauer announced the public meeting scheduled in the month of November.

Meeting Adjourned.

**City of Waldport  
2019 LAND USE / BUILDING PERMIT ACTIVITY**

Date	Application/ Activity	Applicant	Zoning	Tax Map/Lot Location	Description	Status
<b>For the Period October 1, 2019 through October 31, 2019</b>						
10/7/19	Manufactured Home Placement Permit	Lydia Cantrell (Crestview Golf Club LLC)	P-F (PD)	13-11-30CA/6800 2220 Green Ln Fairway Villa PD	New manufactured home	Approved 10/8/19
10/7/19	Building Permit	Lydia Cantrell (Crestview Golf Club LLC)	P-F (PD)	13-11-30CA/6800 2220 Green Ln Fairway Villa PD	New attached garage	Approved 10/8/19
10/7/19	Manufactured Home Placement Permit	Cindy Norwood (Crestview Golf Club LLC)	P-F (PD)	13-11-30BD/2600 2080 Green Ln Fairway Villa PD	New manufactured home	Approved 10/8/19
10/7/19	Building Permit	Cindy Norwood (Crestview Golf Club LLC)	P-F (PD)	13-11-30BD/2600 2080 Green Ln Fairway Villa PD	New attached garage	Approved 10/8/19
10/22/19	Manufactured Home Placement Permit	Steve Elhart	R-3	13-11-29AB/7500 1260 Virginia Pl Peterson Park	New manufactured home	Approved 10/22/19
10/22/19	Building Permit	Steve Elhart	R-3	13-11-29AB/7500 1260 Virginia Pl Peterson Park	New carport	Approved 10/22/19
10/29/19	Manufactured Home Placement Permit	J&M Homes	P-F (PD)	13-11-30BD/2900 2170 Green Ln Fairway Villa PD	New manufactured home	Approved 10/29/19
10/29/19	Building Permit	J&M Homes	P-F (PD)	13-11-30BD/2900 2170 Green Ln Fairway Villa PD	New attached garage	Approved 10/29/19