

**WALDPOR CITY COUNCIL
DECEMBER 12, 2019
MEETING NOTICE AND AGENDA**

The Waldport City Council will meet at 2:00 p.m. on Thursday, December 12, 2019 in the City Council Meeting Room, 125 Alsea Highway to take up the following agenda:

1. CALL TO ORDER & ROLL CALL
2. MINUTES: *November 5, November 12 and November 14, 2019*
3. PUBLIC COMMENTS/PRESENTATIONS
4. CORRESPONDENCE: *Letter from County Board of Commissioners re Annual Meeting*
5. PUBLIC HEARING(S):
 - A) *Proposed Amendment to Waldport Comprehensive Plan - Waldport Transportation System Plan*
 - B) *Proposed Amendment to Waldport Development Code - Transportation Impact Analysis*
6. DISCUSSION/ACTION ITEMS:
 - A) *Annual Financial Report (Audit)*
 - B) *Former Umpqua Bank Property*
 - C) *Open Space Discussion*
 - D) *City Manager Recruitment & Planning/Code Enforcement*
 - E) *Council Rules*
 - F) *Other Issues*
7. COUNCIL COMMENTS AND CONCERNS
8. STAFF REPORTS
9. EXECUTIVE SESSION(S)
 - A) *Pursuant to ORS 192.660(2)(e): To conduct deliberations with persons designated by the governing body to negotiate real property transactions.*
 - B) *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.*
10. ACTIONS, IF ANY, FROM EXECUTIVE SESSION
11. GOOD OF THE ORDER
12. 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 6th day of December, 2019 - Reda Q. Eckerman, City Recorder

**WALDPORT CITY COUNCIL
NOVEMBER 5, 2019
SPECIAL MEETING MINUTES**

1. CALL TO ORDER AND ROLL CALL: Mayor Cutter called the meeting to order at 5:30 p.m. Mayor Cutter and Councilors Virtue, Dunn, Dennis and Holland answered the roll. Councilors Woodruff and Campbell were absent. A quorum was present.
2. EXECUTIVE SESSION: The Council adjourned into 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. Attorneys Gintner and Diaz were present to speak with the Council regarding the status of the water tank litigation.
3. ACTIONS, IF ANY, FROM EXECUTIVE SESSION: At 5:50 p.m., the Council reconvened into Open Session. Councilor Holland **moved** to authorize proceeding with the negotiations according to the consensus reached in Executive Session. Councilor Dunn **seconded**, and the motion **carried** unanimously.
4. GOOD OF THE ORDER: Nothing further.
5. ADJOURNMENT: At 5:51 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

**WALDPORT CITY COUNCIL
NOVEMBER 12, 2019
WORKSHOP MEETING MINUTES**

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

2. CITIZEN COMMENTS AND CONCERNS: None.

3. WORKSHOP ITEMS:

A. Former Umpqua Bank Property Discussion: Discussion ensued regarding the donated property. Topics included potential uses, property stipulations, funding opportunities, possible insurance and liability concerns, the composition and function of a Community Development Organization (CDO), and the selection process if requests for proposals (RFPs) are utilized. Mayor Cutter and Councilors Campbell and Woodruff volunteered to assist in the development of an RFP, pending a Council decision at the November 14 Council meeting to proceed in that direction. Citizens Mark Shepard, Amy Anderson, Jan Hansen, Terry Hill, Nancy Skaggs, Sue Valentine and Diana Buckley also joined in the conversation regarding the potential uses of the property, either by the City or a non-profit entity.

B. Other Issues: None.

4. ADJOURNMENT: At 7:08 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

**WALDPORT CITY COUNCIL
NOVEMBER 14, 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 Virtue, Dunn, Dennis, Campbell, Holland and Woodruff answered the roll. A quorum was present.

2. MINUTES: The Council considered the minutes from October 10, 2019 meeting. Councilor Holland **moved** to approve the minutes as presented. Councilor Dunn **seconded**, and the motion **carried** unanimously.

3. PUBLIC COMMENTS AND PRESENTATIONS:

Sgt. Etheridge addressed the Council regarding the activities of the Sheriff's Department during the previous month. Mayor Cutter asked about the department's policy regarding "swatting", where an individual calls in a false report to trigger a tactical response. Sgt. Etheridge assured the Council that they try to take every measure of precaution to ensure that the complaint is legitimate prior to response. Councilor Virtue suggested the department might consider additional training in hate crimes, specifically in transgender cases, given recent events and the fact that November is Trans Awareness Month.

Doug Durette addressed the Council on behalf of the Waldport Citizen's Patrol, noting they are having difficulty recruiting volunteers and establishing a tax-exempt status. They would also like to apply to the City for grant monies to acquire new equipment. Councilor Woodruff noted that the Community College may be able to offer assistance with the process for filing as a tax-exempt organization, and Mayor Cutter suggested they submit a letter to the Council during the upcoming budget process for monies. Councilor Woodruff also mentioned that the County might have grant monies available as well, which would be an additional avenue of funding for them to pursue.

A. Library Award Presentation: Jennifer Patterson, Director of the State Library of Oregon, and representing the Library Board and the LSTA Advisory Council, presented an award to Library Director Bennett for the State Library's "Grant Project of the Year". She explained that the Library utilized an \$8000 grant in their STEM (Science, Technology, Engineering and Math) education program to serve over 2000 participants in the previous year.

B. Information Technology Update: Curt Abbott and Alan Kennedy from OrcoTech provided a PowerPoint presentation on cybersecurity and email precautions, and reminded the Council that, due to Public Records law, any official City communication should take place on the City email accounts provided to them.

4. DISCUSSION/ACTION ITEMS:

A. Water Meter Discussion: City Manager Kemp noted that the Council may wish to revisit the discussion at the last Council meeting regarding the choice of metering systems, as the full Council was now in attendance and additional cost estimate information had been provided. Discussion ensued regarding the merits of the two systems and whether the decision to go with the AMI system should be revisited. Councilor Campbell **moved** to rescind the previous motion and revisit the issue. Councilor Woodruff **seconded**. The motion failed on a roll call vote, with Mayor Cutter and Councilors Virtue, Dunn, Dennis, and Holland voting "Nay", Councilors Campbell and Woodruff voting "Aye".

Mayor Cutter moved the Open Space discussion up on the agenda. The Council

reviewed the drawings and materials from the previous workshop, and discussion ensued. **Consensus** of the Council was to direct staff to proceed with an artistic rendition of a preliminary plan for review and further discussion as soon as possible, either by the December or January meeting.

B. Succession planning: City Manager Kemp noted that there will be some vacancies in critical positions in the near future, with the City Planner retiring in December, and his anticipated departure in April. There is also a Code Compliance vacancy, with the tasks being temporarily assumed by the City Recorder. Discussion ensued regarding qualifications and expectations, the possibility of shared positions, and the process for recruitment. Staff will proceed with further research into the available options and provide additional material for Council review at the December meeting.

C. Open Space Discussion: Previously addressed.

D. Other Issues: None.

5. COUNCIL COMMENTS AND CONCERNS: Councilor Virtue indicated that, as November is designated as Trans Awareness month, she wished to extend her appreciation for the support and reception she has received during her own transition process. Councilor Dennis asked about progress on replacing the lights on Highway 101 in the downtown area, and Public Director Andry responded that he was hopeful the process would begin the following week. Councilor Dennis also expressed concern regarding potential line of sight issues due to the hedge at the entrance to City Hall, and Mr. Andry noted he would look at the issue. Mayor Cutter suggested that, following some discussion with his colleagues, the Council may wish to review the Council rules with regard to some of the duties of the Mayor, such as voting or involvement in the agenda process. A copy of the Council Rules will be included in the December meeting packet for review.

6. STAFF REPORTS: The reports from the City Manager, Public Works Director, Library Director, City Planner, and City Recorder were included in the packet materials. City Manager Kemp noted that the Library Director's materials included information on the space planning project for the Library, as they have now chosen a consultant. The allocation for this project had been included in the 2019-2020 budget, so further Council action was not required.

7. GOOD OF THE ORDER: Mayor Cutter announced that he would be serving as co-interim Director for the Council of Governments for the next couple of months.

8. ADJOURNMENT: At 4:45 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



Board of Commissioners

Courthouse, Room 110
225 W. Olive Street
Newport, Oregon 97365
(541) 265-4100
FAX (541) 265-4176

December 5, 2019

City of Waldport
Dan Cutter, Mayor
PO Box 1120
Waldport, OR 97394

RE: Joint Session with Lincoln County Board of Commissioners - 2020

Dear Mayor Cutter:

The Lincoln County Board of Commissioners would once again like to schedule a joint work session with your city councilors. The joint work session, to be held in your council chambers, would begin at 6:00 p.m. and continue to no later than 7:00 p.m. We would then hold our regular weekly Board of Commissioners meeting immediately following the joint session and would include information and discussion items that might be of particular interest to citizens in your area.

We hope one of the following available meeting dates is convenient for your schedule:

June 3
June 17

To confirm one of these dates, please contact me at kpeter@co.lincoln.or.us. Our Board looks forward to continuing its ongoing communication and cooperation with you and your council members.

Sincerely,

Kristi Peter
Executive Assistant
Lincoln County Board of Commissioners

e-c: Reda Eckerman, City Recorder, reda.eckerman@waldport.org



CITY OF WALDPORT
MEETING AGENDA COVER SHEET FOR
DISCUSSION / ACTION ITEMS

TITLE OF ISSUE	PUBLIC HEARINGS: 1) Waldport Comprehensive Plan – Waldport Transportation System Plan 2) Development Code Amendment – Transportation Impact Analysis
REQUESTED BY	City Manager/City Planner
FOR MEETING DATE	December 12, 2019

SUMMARY OF ISSUE

At the December 12, 2019 City Council meeting, the Council will conduct the following public hearings:

Waldport Comprehensive Plan – Waldport Transportation System Plan (TSP)

The TSP is a long-range plan that identifies improvements to the city’s transportation system. The Draft TSP may be reviewed at <http://waldporttsp.com/websites/54/pages/297>. On the website click on **Transportation System Plan – Adoption Draft**.

The Planning Commission conducted a public hearing and have forwarded a recommendation to the City Council to adopt the TSP. The Planning Commission solicited public input which is summarized below. Written testimony is attached. The consultant, Kittelson & Associates, have updated the draft TSP based on the Planning Commission recommendation. Matt Bell of Kittelson & Associates will provide a presentation at the City Council meeting. The City Council will solicit public input, deliberate, and consider adoption of the TSP.

Waldport Development Code Amendment – Transportation Impact Analysis (TIA)

The Planning Commission conducted a public hearing and have forwarded a recommendation to the City Council to adopt the TIA. The draft TIA is attached for your review. This proposed amendment was prepared by the consultant team. The proposed TIA would require proposed developments that generate a certain threshold of traffic to submit a TIA report. The TIA determines if there are impacts to the transportation system and identifies recommended transportation improvements. The City Council will solicit public input, deliberate, and consider adoption of the TIA.

Notice of the public hearings was mailed to all property owners within the Waldport city limits.

Summary of Public Input

The City received a combination of written and oral testimony from eight people. The written testimony is attached. A summary of the testimony is provided below.

- The speed limit on Hwy 101 from Maple to Range should be 35 mph.
- On Crestline Drive between Cedar and Range, the east sidewalk should take priority over the west sidewalk.
- Hwy 101 improvements should be made from Range south to Ocean Hills.
- Trails should not adversely impact residences.
- Letter supporting testimony from Hollis Lundeen regarding Norwood Drive and the Transportation System Plan.
- No rationale for proposed street extensions and connections in the Norwood Drive area.
- No assessment of Norwood Drive traffic.
- Deficiency between proposed TSP and proposed future growth.
- Hwy 101/Starr Street intersection not addressed.

- Request to remove funds identified for Norwood Drive curve assessment.
- Adoption of this ordinance may affect permissible use of properties and may decrease property values.
- Where is the Technical Appendix Volume II?
- Why are there no Neighborhood Traffic Management Projects?
- How were pedestrian crossings determined without traffic and pedestrian counts?
- Request timeline for John Street & Hwy 34 project (P23).
- Request to publicly discuss alternative proposals of Table 18, page 62.
- Where is a list of streets affected by the relaxation of the code?
- How does a TIA relate to existing development applications? Should be retroactive to existing development applications.
- Accolades on the transit plan proposals.

Attachments: Draft Waldport Transportation System Plan (via website noted above)
Draft Transportation Impact Analysis
Written Testimony

STAFF RECOMMENDATION or ACTION REQUESTED:

After holding public hearings, the recommendation is to 1) adopt the Waldport Transportation System Plan, an amendment to the Waldport Comprehensive Plan and; 2) adopt the Transportation Impact Analysis, an amendment to the Waldport Development Code.

16.72 Supplementary Regulations

16.72.140 TRANSPORTATION IMPACT ANALYSIS

- A. The following provisions establish when a proposal must be reviewed for potential transportation impacts:
- when a Transportation Impact Analysis (TIA) must be submitted with a development application in order to determine whether conditions are needed to minimize impacts to and protect transportation facilities;
 - the required contents of a TIA; and
 - who is qualified to prepare the analysis.
- B. **When a Transportation Impact Analysis (TIA) is Required.** The City or other road authority with jurisdiction may require a TIA as part of an application for development, a change in use, or a change in access. A TIA shall be required where a change of use or a development would involve one or more of the following:
1. A change in zoning or a plan amendment designation;
 2. Operational or safety concerns documented in writing by a road authority;
 3. An increase in site traffic volume generation by 300 Average Daily Trips (ADT) or more;
 4. An increase in peak hour volume of a particular movement to and from a street or highway by 20 percent or more;
 5. The development is expected to impact intersections that are currently operating at the upper limits of the acceptable range of level of service during the PM peak operating hour;
 6. The development is expected to significantly impact adjacent roadways and intersections that have previously been identified as high crash locations or areas that contain a high concentration of pedestrians or bicyclists such as school zones;
 7. An increase in the use of adjacent streets by vehicles exceeding the 20,000-pound gross vehicle weights by 10 vehicles or more per day;
 8. Existing or proposed approaches or access connections that do not meet minimum spacing or sight distance requirements or are located where vehicles entering or leaving the property are restricted, or such vehicles are likely to queue or hesitate at an approach or access connection, creating a safety hazard; or
 9. A TIA required by ODOT pursuant to OAR 734-051.
- C. **TIA Preparation.** The TIA shall be prepared by a professional engineer with competence in traffic engineering, licensed in the State of Oregon. If the TIA identifies level of service conditions less than the minimum standard established in the Waldport Transportation System Plan (TSP), improvements and funding strategies mitigating the problem shall be considered concurrent with the development proposal.

D. Approval Criteria. The TIA shall be reviewed according to the following criteria:

1. The analysis complies with the content requirements set forth by the City and/or other road authorities as appropriate;
2. The study demonstrates that adequate transportation facilities exist to serve the proposed land use action or identifies mitigation measures that resolve identified traffic safety problems in a manner that is satisfactory to the road authority;
3. For affected City facilities, the study demonstrates that the project meets mobility and other applicable performance standards established in the Waldport Development Code (WDC) and TSP, and includes identification of multi-modal solutions used to meet these standards, as needed; and
4. Proposed design and construction of transportation improvements are in accordance with the design standards and the access spacing standards specified in the WDC and TSP.

E. Conditions of Approval.

1. The City may deny, approve, or approve a proposal with conditions necessary to meet operational and safety standards; provide the necessary right-of-way for planned improvements; and require construction of improvements to ensure consistency with the future planned transportation system.
2. Construction of off-site improvements, including those related to bicycle and pedestrian facilities, may be required to mitigate impacts resulting from development that relate to capacity deficiencies and public safety; and/or to upgrade or construct public facilities to City standards.
3. Where the existing transportation system is shown to be impacted by the proposed use, improvements such as paving; curbing; installation of or contribution to traffic signals; and/or construction of sidewalks, bikeways, access ways, paths, or streets that serve the proposed use may be required.
4. Improvements required as a condition of development approval, when not voluntarily provided by the applicant, shall be roughly proportional to the impact of the development on transportation facilities. Findings in the development approval shall indicate how the required improvements directly relate to and are roughly proportional to the impact of development.

16.60 Planned Development Zone P-D

16.60.030.B.4 Traffic Impact Analysis. See Section 16.72.140.

16.100 Land Divisions

16.100.040 General requirements and minimum standards of design development.

B. The following shall apply to subdivisions only:

(New #8. Renumber remaining in this section.)

8. Traffic Impact Analysis. See Section 16.72.140.

Larry Lewis

From: Patricia Cramer <muchtwodo@live.com>
Sent: Wednesday, November 06, 2019 10:09 AM
To: Larry Lewis
Subject: Testimony for Nov. 18, 2019 Public Hearing

Dear Mr. Lewis – We are residents of Coburg, OR, but own a vacation residence on S.W. Waziyata in Waldport. I would take this opportunity to ask the City of Waldport to consider a speed limit request. I feel the 45 MPH speed limit from S.W. Maple and S.W. Starr Streets heading south up to around S.W. Range Dr. should be lowered to at least 35 MPH.

The sides of Highway 101 along the quay are frequently used by pedestrians and bicyclists. The top of hill, near the Hillside Café & Bistro has quite a bit of congestion, and both Waziyata and Adahi are nearly hidden outlets. Many vehicles are making left turns or slowing for right turns here. For these reasons, I believe lowering the speed limit would greatly increase safety in that area.

I don't know if the City can set the speed limits on this stretch of road, it being a state highway, but it appears the whole area is within the City boundaries and thus under its jurisdiction.

Thank you for your consideration of our request.

Ron and Pat Cramer
Coburg Oregon
(541) 345-7677

Sent from [Mail](#) for Windows 10

Total Control Panel

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To: larry.lewis@waldport.org
From: muchtwodo@live.com

Message Score: 1
My Spam Blocking Level: Low

High (60): **Pass**
Medium (75): **Pass**
Low (90): **Pass**

[Block](#) this sender
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This message was delivered because the content filter score did not exceed your filter level.

Hollis Lundeen
P.O. Box 1392
Waldport, Oregon 97394
November 18, 2019

City of Waldport
P.O. Box 1120
Waldport, Oregon 97394

Referencing the October 22, 2019, Notice of Public Hearing Amendments to the Waldport Comprehensive Plan and the Waldport Development Code please record this written documentation into the City of Waldport record regarding the Proposed 2019 Transportation System Plan and the Traffic Impact Analysis Requirement.

As per the Proposed 2019 Transportation Plan:	(Estimated Funds)
S3 Norwood Drive to Skyline Terrace Connection	\$ 650,000
S4 Norwood Drive Extension	\$ 790,000
S5 Dolores Drive Extension	\$ 505,000
S10 Wedge Drive to Norwood Connection	\$ 1,115,000
Total Funds Needed: \$ 3,060,000	

There is no rationale listed for these extensions or connections within this proposed updated 2019 Transportation System Plan OR the Waldport Yaquina John Point Land Use and Transportation Final Preferred Plan Adopted June 14, 2012.

The current existing Norwood Drive traffic has had no assessment in it's ability to facilitate any additional future traffic. From previous public hearing, both with oral and written testimony, there is documented high pedestrian use, along with citizen safety concern for any additional traffic on Norwood Drive, within a limited street capacity right of way expansion, due to existing utility infrastructure consisting of water and sewer lines, and telephone communications, which are permanent topographical constraints, located on steep road gradients. Request the City of Waldport to budget for traffic studies prior to allocating the above extensions utilizing the identical means of securing funds as described in Chapter 10.

There is a great gap of deficiency that has not been considered or addressed within this proposed updated 2019 Transportation System Plan. It is non compliant with the proposed future growth as described in the 2019 Plan.

The Goals and Objectives of the TSP Update, including addressing Waldport Comprehensive Plan Elements listed have completely negated including the key and major intersection of Highway 101 and Starr Street, which is a designated collector, within the analysis plan.

The junction of Starr Street and Highway 101 has demonstrated increased traffic flow, with average annual daily traffic (AADT) that has not been addressed in the proposed Transportation Plan and Analysis, as per ORS 227.186, therefore, request the City of Waldport to adopt this intersection within the designated roadway plan assessments and to include a budget for long term seasonal traffic study with proposed traffic study plan for intersection improvement and street capacity as described in Table 17. (Page 59.) It should also be included in the Traffic Safety Plan of projects.

This intersection analysis should be addressed as a HIGH PRIORITY prior to allocating funds for the proposed extensions and connections as described above, S3, S4, S5 & S10. Addressing the intersection analysis prior to funding and addressing the four "S" options complies with the Transportation System Management Directive.

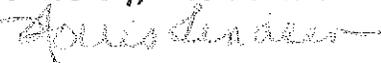
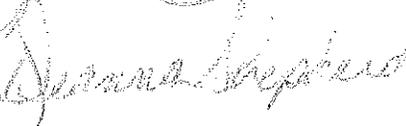
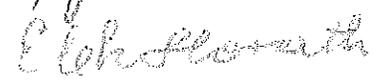
As property owners and tax paying citizens of the Waldport Community request the City to immediately remove these four "S" proposals, from this update for future to reconsideration, only after traffic studies and intersection of Highway 101 and Starr Street have been completed, published, and shared with Waldport Citizens and Community, while reallocating and utilizing these designated funds for other transportation needs of the community, which are at a higher priority and included in the Transportation Plan.

There has been a proposal to utilize City Funds totaling \$15,000 for a curve assessment on Norwood Drive. There has been no basis or reasoning provided by the City to justify this change, including no request or complaint by any local citizens and residents to implement this assessment. There has not been a hearing open to the public on allocating local citizen tax dollars towards this assessment. There is no designation for this assessment within the existing Transportation Plan. As of this writing, there was no confirmation of inquiry status of this assessment from the City of Waldport Public Works Department. Request it be removed, with any allocated budget funds be contributed to traffic analysis on Norwood Drive.

Referencing ORS 227.186, adoption of this ordinance may affect the permissible uses of our properties and may decrease property values.

Referencing Above Letter Dated November 18, 2019 Regarding:
Notice of Public Hearing Amendments to the Waldport Comprehensive Plan and the Waldport Development Code please record this written documentation into the City of Waldport record regarding the Proposed 2019 Transportation System Plan and the Traffic Impact Analysis Requirement.

Sincerely, Residents and Tax Paying Citizens residing in Waldport, Oregon 97394

<u>SIGNATURE</u>	<u>PRINTED NAME</u>	<u>ADDRESS</u>
	Hollis Lortzen	PO Box 1392 Waldport, OR 97394
	James Shepherd	1020 SW Norwood Dr. Waldport, OR 97394
	Deanna Shepherd	1020 SW Norwood Dr. Waldport OR 97394
	RAYMOND BRECKENZER	1083 SW NORWOOD DRIVE WALDPART, OR 97394
	Lewis Orendorf	1160 SW Norwood DR WALDPART, OR 97394
	Shelly Orendorf	" " "
	Paul F. Blasko	1125 SW Norwood Dr. Waldport, OR 97394
	LINDA B. BLASKO	
	Jean Johnson	1060 SW Norwood 97394
	Joyce L. Wilson	725 SW Skyline Terrace P.O. Box 746 Waldport, OR 97394
	ELIZABETH HORVATH	1025 Norwood Dr
	INDE HORVATH	
	Pamela Wiggleston	1120 SW Norwood Dr.
	Tim Wiggleston	1130 SW Norwood Dr.

Hollis Lundeen
P.O. Box 1392
Waldport, Oregon 97394
November 18, 2019

City of Waldport
P.O. Box 1120
Waldport, Oregon 97394

Questions for Planning Commissioners Public Hearing conducted: November 18, 2019.

Regarding the :

Waldport Comprehensive Plan-Summary of Proposed Comprehensive Plan Update –
Waldport Transportation System Plan (TSP), and

Waldport Development Code Amendment- Transportation Impact Analysis (TIA)

Prior to approval request consideration from the Planning Commission to address these
written for the record, questions and clarifications to the Public Citizens and Tax Payers
of Waldport.

-Where is the Technical Appendix Volume II with the 2019 TSP?

-Why are there no proposed NTM's identified? Neighborhood Traffic
Management Projects? Pg 19 ie: traffic control bumps, curb extensions, etc?

-How were pedestrian crossings determined without traffic and pedestrian
counts?

-Page 30: Please verbally or by improved written documentation within the plan,
interpret the proposed pedestrian plan projects?

-Page 29: P23 John Street & Hwy 34. Request a time line of initiation for the
award of \$5,000. Request the Commissioners pursue this plan immediately due to
safety concerns that have been documented by prior public testimony.

-Request Commissioners to publicly discuss the alternative proposals of
Table 18 on Page 62.

-Where is a list of streets affected by the relaxation of code?

-How does a Transportation Impact Analysis TIA relate to existing development applications?

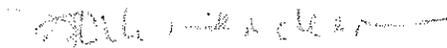
Recommend and request there be a statement included regarding retroactive to all current applications, prior to approval of this proposal.

-Accolades on your Transit Plan proposals!!!!

As shown above there are many deficiencies that are either, unclear, unspecified, justified, or have a defined objective, regarding both of the public hearing proposals. Aside from these above inquires, I have immediate grave concerns regarding the Transportation Proposals specific to Norwood Drive and have addressed them in a separate written testimony, including many local resident and tax payer signatures with immediate identical concerns.

Thank you for your consideration of this request prior to approving both of the hearing proposals.

Sincerely,



Hollis Lundeen

Larry Lewis

From: bgbg <bgbg@peak.org>
Sent: Monday, November 18, 2019 2:32 PM
To: Larry Lewis
Cc: drioideric@gmail.com
Subject: Transportation study for Norwood Dr.

We support and Ms. Lundeen's positions regarding Norwood Drive and Waldport's transportation study.

Sincerely,
Bernice Barnett
Bruce Gainer.

Sent via the Samsung Galaxy Note9, an AT&T 5G Evolution capable smartphone

Total Control Panel

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To: larry.lewis@waldport.org [Remove](#) this sender from my allow list
From: bgbg@peak.org

You received this message because the sender is on your allow list.



CITY COUNCIL MEETING AGENDA COVER SHEET FOR DISCUSSION / ACTION

TITLE OF ISSUE: The Annual Financial Report for fiscal year ending 6/30/2019

REQUESTED BY: City Manager and City Accountant

FOR MEETING DATE: December 12, 2019

SUMMARY OF ISSUE:

The audit concluded with an unqualified (favorable) opinion (shown on page 2 of the report) that states: "In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position . . . in accordance with accounting principles generally accepted in the United States of America."

The assets of the City exceeded its liabilities by \$12,115,682 (financial position aka net position) as of June 30, 2019. Of this amount, \$10,264,056 is invested in capital assets, net of related debt. The city's total net position increased by \$285,054 or 2%.

As of June 30, 2019, the city had \$12,846,057 invested in a broad range of capital assets, including water, wastewater, and street utility systems. Additions to capital assets included mandatory waterline relocations for the ODOT McKinney Slough bridge project, water master plan, inflow and infiltration mitigation, and construction of the disc golf course, Waziyata beach access. More detailed information about the city's capital assets is presented in the notes to the financial statements. The city's fiscal year 2019/2020 budget has appropriated \$830,200 for capital outlays, which includes transportation system plan update, Open Space development, digital speed signs, 101 street light rehabilitation, wayfinding signs, sidewalk – design & readiness, water conservation plan, public works equipment, and wastewater master plan.

Total revenues for fiscal year ending 2019 increased \$356,438 over the previous year and included \$149,555 in grant proceeds for the water fund. The total expenses for programs and services increased \$159,187 and included \$79,448 for the actuarially estimated long term pension expense, an increase of \$29,824 from the prior year.

As of June 30, 2019, the city owed \$2,471,667 of long-term principal debt. Detailed information about the city's long-term debt is presented in the notes to the financial statements.

Under GASB 68, financial reports show pension expense as the change in Net Pension Liability, the excess of the actuarial accrued liability over the actuarial value of assets. With the continued implementation of GASB 68, the city reports a net pension liability of \$586,701, deferred pension outflows of \$345,524, and deferred pension inflows of \$52,811.

Net Pension Liability (NPL) is a long-term actuarial estimate, projecting future benefits for current and former employees and their beneficiaries. NPL is the amount by which the total pension liability exceeds the pension plan's net assets (aka plan net position) available for paying benefits. For fiscal year ending 6/30/2019, the city's NPL increased along with the city's proportionate share of the cost-sharing, multiple-employer pension plan.

The Actuarial Valuation from 12/31/2015 was "rolled forward" for the pension estimates included in fiscal year ending 6/30/2018 - a 30-month time lag of data. The increase in NPL is attributed to:

- Asset investment returns were dramatically below the assumed rate of return for 12/31/2015,
- Employer rates for 2015 – 2017 were underestimated because they were set prior to the Moro decision that reversed a portion of employee benefits

STAFF RECOMMENDATION or ACTION REQUESTED:

A copy of the audit report was furnished previously to the governing body, along with the auditor's letter to management. Attached from that report are the statement of net position and the statement of activities. The audit report has been filed with the Secretary of State and will be posted on the city's website upon acceptance by the governing body.

Under ORS 297.465 the governing body shall determine the measures it considers necessary to correct any deficiencies disclosed in the report. The governing body shall adopt a resolution setting forth the corrective measures it proposes, and the period of time estimated to complete them. No action is required as no deficiencies are noted in the report.

City of Waldport
Statement of Net Position

	Governmental Activities		Business Type Activities		City as a Whole	
	2018	2019	2018	2019	2018	2019
Assets:						
Cash and investments	1,162,273	1,315,124	719,837	573,094	1,882,110	1,888,218
Other assets	158,116	178,314	352,590	249,134	510,706	427,448
Deferred pension outflows	133,532	171,186	137,013	174,338	270,545	345,524
Capital assets	<u>2,444,848</u>	<u>2,563,154</u>	<u>10,167,293</u>	<u>10,282,903</u>	<u>12,612,141</u>	<u>12,846,057</u>
Total assets	<u>3,898,769</u>	<u>4,227,778</u>	<u>11,376,733</u>	<u>11,279,469</u>	<u>15,275,502</u>	<u>15,507,247</u>
Liabilities:						
Current liabilities	128,260	136,495	317,577	143,891	445,837	280,386
Deferred pension inflows	19,322	26,165	19,826	26,646	39,148	52,811
Long term debt outstanding	966,656	924,114	1,547,299	1,547,553	2,513,955	2,471,667
Net pension liability	<u>220,100</u>	<u>290,674</u>	<u>225,834</u>	<u>296,027</u>	<u>445,934</u>	<u>586,701</u>
Total liabilities	<u>1,334,338</u>	<u>1,377,448</u>	<u>2,110,536</u>	<u>2,014,117</u>	<u>3,444,874</u>	<u>3,391,565</u>
Net position:						
Net investment in capital assets	1,437,481	1,596,497	8,544,861	8,667,559	9,982,342	10,264,056
Restricted	794,495	896,713	200,188	192,211	994,683	1,088,924
Unrestricted	<u>332,455</u>	<u>357,120</u>	<u>521,148</u>	<u>405,582</u>	<u>853,603</u>	<u>762,702</u>
Total net position	<u>2,564,431</u>	<u>2,850,330</u>	<u>9,266,197</u>	<u>9,265,352</u>	<u>11,830,628</u>	<u>12,115,682</u>

City of Waldport
Statement of Activities

	Governmental Activities		Business Type Activities		City as a Whole	
	2018	2019	2018	2019	2018	2019
Program Revenues:						
Charges for services	83,642	81,648	1,326,104	1,396,725	1,409,746	1,478,373
Grants and contributions	28,213	291,743	232,491	149,556	260,704	441,299
General Revenues:						
Taxes	1,069,456	1,130,571	-	-	1,069,456	1,130,571
Intergovernmental	389,327	408,082	-	-	389,327	408,082
Gain on sale of capital assets	-	-	11,484	-	11,484	-
Interest	15,884	27,322	9,507	15,946	25,391	43,268
Total Revenues	1,586,522	1,939,366	1,579,586	1,562,227	3,166,108	3,501,593
Expenses:						
General government	540,265	927,453	-	-	540,265	927,453
Public safety	363,776	395,533	-	-	363,776	395,533
Streets, storm water	278,490	317,615	-	-	278,490	317,612
Culture, recreation	354,468	55,270	-	-	354,468	55,270
Economic development	14,645	17,604	-	-	14,645	17,604
Interest on debt	45,981	43,664	-	-	45,981	43,664
Water	-	-	566,423	749,044	566,423	749,044
Wastewater	-	-	635,486	710,359	635,486	710,359
Total Expenses	1,597,625	1,757,139	1,201,909	1,459,403	2,799,534	3,216,539
Excess (deficiency) before transfers	(11,103)	182,230	377,677	102,824	366,574	285,054
Contributed capital	(133,230)	-	133,230	-	-	-
Transfers in (out)	136,133	103,669	(136,133)	(103,669)	-	-
Changes in net position	(8,200)	285,899	374,774	(845)	366,574	285,054
Net position at beginning of year	2,572,631	2,564,431	8,891,423	9,266,197	11,464,054	11,830,628
Net position at end of year	2,564,431	2,850,330	9,266,197	9,265,352	11,830,628	12,115,682



CITY COUNCIL MEETING AGENDA COVER SHEET FOR DISCUSSION / ACTION

TITLE OF ISSUE: Former Umpqua Bank Property and City Facilities Plan – Continued Discussion

REQUESTED BY: City Manager

FOR MEETING DATE: December 12, 2019

SUMMARY OF ISSUE:

The City of Waldport (“City”) now owns the former Umpqua Bank Property (“Property”). This agenda item is to follow up on the workshop held by City Council on November 12, 2019.

STAFF RECOMMENDATION or ACTION REQUESTED:

Review workshop, continue discussion, and provide direction to staff as warranted.

BACKGROUND:

The City Council held a workshop on November 12, 2019, to discuss the potential disposition and use of the former Umpqua Bank (“Bank”) site and building (“Property”). The purpose of this agenda item is to follow up on questions or issues raised at that meeting and to continue the discussion. These include, but may not be limited to, the following:

- Requirements on reuse of the Property
- Request for Proposals (“RFP”) process
- City facility’s needs, options and construction cost-effectiveness analysis
- Operating revenues and costs

Property Reuse Requirements

While there were preliminary meetings and discussion between Bank representatives and various groups, the final agreements that were executed and approved by the Bank and City Council only include the following conditions or restrictions (paraphrased):

- ✓ The Bank is to lease a portion of the Property for ten years for an on-site ATM
- ✓ The Property cannot be used as a financial institution or have another ATM or cash-back device on-site for ten years
- ✓ City cannot convey an interest in the Property for first five years, except:
- ✓ City may transfer the Property to a non-profit or government entity

Although there is a certain sentiment that the Bank in some way wanted a local non-profit to occupy the Bank, which has helped frame and direct this conversation, the signed Letter of Intent states that "any general use is authorized," also subject to the above limitations. While the City may certainly allow a non-profit to use the Property, it is not a requirement.

RFP Process/Community Development Corporation

The City Council discussed the potential RFP process at the workshop, including tentatively naming three Councilors for a sub-committee to develop same (Mayor Cutter and Councilors Campbell and Woodruff). However, no formal motion or action was taken by the Council with respect to a subcommittee or creating the RFP, its selection criteria, and the process. There was also discussion about possibly creating a non-profit Community Development type of corporation or organization that would become involved with the building. No action was taken.

City Options & Analysis

The City Council commented that a cost analysis of City options would be necessary with respect to the Property and other City facilities and operations needs. City staff has prepared a cost-effectiveness analysis with the following constructs in mind:

1. The building housing the City Library is approximately 120 years old. It is too small without adequate collections or events space, meeting rooms, and program areas. There is inadequate and awkward on-site parking. The City is proceeding with a space needs analysis to meet current and future demand, but a rule-of-thumb is to double the size.
2. The existing City Hall facility was constructed 30 years ago, is outdated and marginally functional with a poor layout. It has less than adequate security, accessibility and safety features, and may not be large enough for future growth (unless the Sheriff vacates).
3. The Central Oregon Coast Fire & Rescue District ("Fire District") has expressed interest in constructing a new headquarters/fire station out of the tsunami inundation zone. I understand that the Fire District would still need a presence in downtown for coverage.
4. The Fire District and City held a joint meeting on March 7, 2019, to discuss potential relocation together. No official action was taken by either agency at this meeting. This meeting took place before the opportunity presented by the Property was fully known.
5. The Oregon Revised Statutes ("ORS") dictate which buildings are either "essential facilities" or "special occupancy structures" and therefore may not be constructed in a tsunami inundation zone, with certain exceptions.¹ As stated in the ORS, fire and police stations are essential facilities. A city hall is not designated as an essential facility nor is it identified as a special occupancy structure.
6. The Waldport Museum (also located on City property) has sent a letter to the City stating its desire and need to be more visibly downtown rather than tucked away in a residential area. The museum would like to move sooner rather than later.

¹ Please see ORS 455.446 and ORS 455.447.

In considering these factors, three options are being presented for information and review. The attached spreadsheet summarizes preliminary construction costs for each option and provided below is a description. Also attached is a diagrammatic representation of the three options.

- A. The first option involves i) moving to a new City Hall, either inside or outside the tsunami zone, and either with or without the Fire District as a partner, and ii) relocating the City Library into the vacated City Hall/Fire Hall building. **Total preliminary cost = \$4.4M.**

Option A would allow the City to formulate the RFP process for soliciting other uses at the Property. The vacated library property would also be available for reuse/disposition.

- B. The second option involves i) relocating City Hall to the former Bank Property and ii) relocating the Library into the vacated City Hall/Fire Hall building. **Total preliminary cost = \$2.8M.** Although this could eventually include a new Council Chamber on the Bank Property (around \$140,000 extra cost), this option involves the Library and City Hall sharing event/meeting space in a remodeled Chamber.

Option B precludes the RFP process for the Property. However, the vacated library property would be available for reuse/disposition.

- C. The third option involves i) remodeling the existing City Hall, ii) relocating the Library into the vacated City Hall/Fire Hall building, and iii) constructing a new addition to the existing structure. **Total preliminary cost = \$3.4M.** As with the second option, this one also involves the Library and City Hall sharing event/meeting space in a remodeled Chamber.

Option C would allow the City to proceed with the RFP process for the Property. The vacated library property would also be available for reuse/disposition.

As noted above, the first and third options could involve the RFP and selection process for deciding the Property's user, if the City Council decides to pursue that path. In all three options the existing City Library property would be available for reuse. Implementing the second option would likely mean that the opportunity to sell the Property goes away as it becomes City Hall.

Operating Parameters and Budgets

The City now owns five properties downtown (and soon perhaps one more, the Alsea Bridge Interpretive Center) that are non- or minimal revenue generating, including a) City Hall/Fire Station, b) City Library, c) Community Center, d) Waldport Museum, and e) the former Bank. Apart from the Bank Property, all these buildings are old, with the Community Center being the "youngest" at 27 years. Maintenance obligations and repairs will increase as the buildings age.

With respect to assessing Options A, B, and C, please note that regardless of which option is chosen (or the fourth option, which would be "doing nothing" and continuing with the status quo), the City would have dual operating expenses for a City Hall and Library, regardless of the location (or relocation). In the case of a non-profit using the Bank Property and reimbursing the City, the City may still need to act as a "backstop" if the user is not able to make its required payments. This would be a potential burden on the City's General Fund.

One other potential outcome of implementing any of the Options A, B, or C could be a vacant museum building (if the museum subsequently is able to move to another more visible building, as requested), that the City could entertain for other public uses or reversion.²

Please also note this updated information from Brown & Brown Northwest, our insurance agent (from CIS Oregon property coverage document):

*For **buildings** vacant more than 90 consecutive days before the loss or damage occurs, covered losses are subject to a per occurrence deductible of \$10,000 or the per occurrence building deductible stated on the Property Coverage Declarations, whichever is greater. As used in this deductible, the term vacancy shall mean any **building** when 70% or more of its total square footage is not rented or used to conduct customary operations. **Buildings** under construction or renovation are not considered vacant.*

One of the questions at the recent workshop had to do with the Bank's operating expenses for the Property. The expenses for last year are provided below. After zeroing out property taxes, the amount equals **\$35,055**, or nearly \$3,000 a month.

COSTS FROM UMPQUA BANK GENERAL LEDGER	
2018 Operating Expenses	Sum of Amount
INSURANCE-LIABILITY & OTHER	\$ 3,721
JANITORIAL SERVICE & SUPPLIES	\$ 8,195
MAINTENANCE CONTRACTS	\$ 6,066
PREPAID-PROPERTY TAX	\$ 9,881
REPAIRS & MAINTENANCE	\$ 10,510
UTILITIES	\$ 6,564
Grand Total	\$ 44,936

Summary and Conclusions

The City Council has the task and the opportunity before it of evaluating its facilities needs and determining the course of the City with respect to these assets, in a practical fiduciary sense as well as being sympathetic to the community's needs and desires. Also, given that evidently "time is of the essence" from a risk management point-of-view, the Council would be well-served to follow two basic tenets: First, keep it simple. And, do what you do well, just do it better.

Another factor is that, although possible, it's may be doubtful that grant funds would be available for City Hall, therefore necessitating seeking other revenue sources. The City would more than likely be much better positioned and well served if planning and financing efforts go towards a new Library, using its award-winning programs as a launchpad.

² Lincoln County deeded the southern portion of this property to the City in 1968. The deed restriction states that it will not be used for any purpose other than public, and that the City shall not sell or convey it. The property shall revert to the County if these conditions are violated. The northern lot has no restriction.

With these points in mind, as City Manager my recommendation is that the City consider the Property in coordination with all its downtown properties. This view is not intended to suggest that non-profits or other agencies are not important. They are indeed. But from a strategic and sustainable perspective the City should holistically evaluate and satisfy its needs first.

Option B involves the simplest, most pragmatic, and cost-effective development and utilization of City assets. Options A and C add more complexity and cost. However, if the City Council decides to consider the former Bank building for other community uses, Option C appears to be the next best choice. Option A adds even more time, complexity, and the chance of failure with the highest cost, and there is no essential need to relocate City Hall out of the tsunami zone. To do so may be perceived by some in the community as abandoning it rather than standing with it.

There are justifications for a new civic center "campus" that includes a new City Hall and Library (as well as the existing Community Center) being in the downtown heart of the City. One being that modern facilities convey a better image of Waldport being a productive, progressive locale.

Options B and C also may afford another benefit: continuing to have an emergency operations center (EOC) downtown. The City's Public Works facility in the industrial park serves as primary City EOC. The Fire District has its EOC downtown, but it is looking to move its headquarters (and hence EOC) out of the tsunami zone. However, for coverage purposes, the Fire District apparently would still need an annex to cover upriver. With City Hall remaining downtown, we could work together on forming a supplementary EOC/fire annex. If the Cascadia earthquake and tsunami happen, Public Works and the new Fire HQ would be primary EOCs. If a large wildfire event happens and threatens the hills, then the EOC could be activated downtown.

Domino Effect

There is also the "domino effect" to study. The following table outlines some ideas to ponder:

Building/Property	Status	Potentialities and Possibilities
City Hall	Occupied	Become part of expanded library. Or city hall/library.
Fire Hall/HQ	Occupied	Become part of expanded library.
Library	Occupied	Become other public use or deem as surplus; sell or transfer. Museum? Other non-profit? Private?
Former Bank	TBD	Become city hall or other civic/community/non-profit use. Fire hall annex possibly at vacant lot on northwest corner?
Waldport Museum	Occupied	If museum moves, reuse or sell northern lot. Southern lot becomes other public use or reverts to county for other use. Or combine both lots for other use (like housing).
Community Center	Community use	Remain as community use. Part of civic center complex.
Alesea Bay Bridge Interpretive Center	ODOT/Chamber/Visitors Center	Visitors center, museum, chamber. Supporting retail/restaurant to generate income. Interpretive bridge component.

CITY OF WALDPORTR BUILDING OPTIONS
Preliminary City Development Cost Estimates and Comparison*

	<u>City Hall</u>	<u>City Library</u>	<u>Total SF</u>	<u>Total Cost</u>	<u>Cost/SF</u>
Existing sf:	4300	4600	8900		
Target sf:	4500	9200	13700		
<u>Option A</u>	Move to New Property/Building Square feet of new space Cost psf (includes land/sitework) (w/o shared meeting/event space)	Remodel Vacated City Hall/FD Square feet of remodel Cost psf (w/o shared meeting/event space)	14900	\$4,400,000	\$295
<u>Option B**</u>	Move to Former Bank Square feet of remodel Cost psf (w/ shared meeting/event space)	Remodel Vacated City Hall/FD Square feet of remodel Cost psf (w/ shared meeting/event space)	13600 Delta: B-A	\$2,800,000 -\$1,600,000	\$206
<u>Option C</u>	Stay and Remodel Existing Square feet of remodel Cost psf Square feet of new space Cost psf Total sf (w/ shared meeting/event space)	Remodel & Addition to CH/FD Square feet of remodel Cost psf Square feet of new space Cost psf Total sf (w/ shared meeting/event space)	13700 Delta C-A: Delta C-B:	\$3,410,000 -\$990,000 \$610,000	\$249

* Costs are preliminary for an "order-of-magnitude" comparing of options; budget and definitive estimates to be based on scope and drawings.

All three options provide the opportunity to reuse, transfer or sell the vacated Library property.

** Option B could preclude the option of selling property at market value after five years, assuming City Hall is located for a longer period of time (i.e., decades).
(Market Value approximately \$600,000 per County Assessor records.)

NOTE: although not included, there is a fourth, status quo option: leaving the Library and City Hall where they are.

WALDFORT BUILDINGS

Option A

ABIC/
VISITORS
center
4,700 卄

Museum
1700 卄

(not including
1200 卄 annex)

Former Bank
?
3200 卄

Non-profit
other

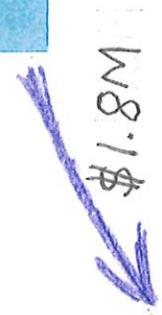
LIBRARY
4600 卄

FIRE
6100 卄

CITY
HALL
4300 卄

\$2.6M

\$1.8M



WALDFORT BUILDINGS

Option B

ABIC/
VISITORS
center
4,700 卅

Museum
1700 卅

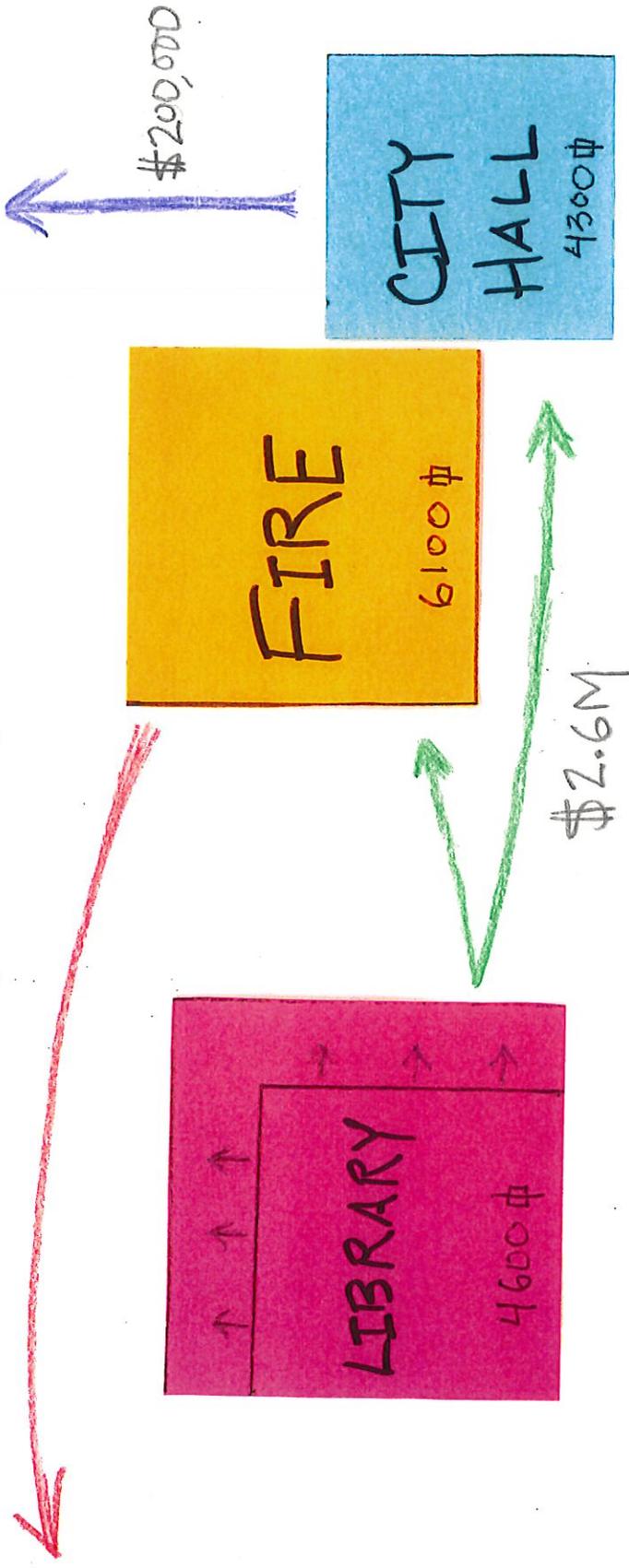
(not including
1200 卅 annex)

Former Bank
?
3200 卅

LIBRARY
4600 卅

FIRE
6100 卅

CITY
HALL
4300 卅



WALDFORT BUILDINGS

Option C

ABIC/
VISITORS
center
4,700 中

Museum
1700 中

(not including
1200 中 annex)

Former Bank
?
3200 中

Non-profit/
other

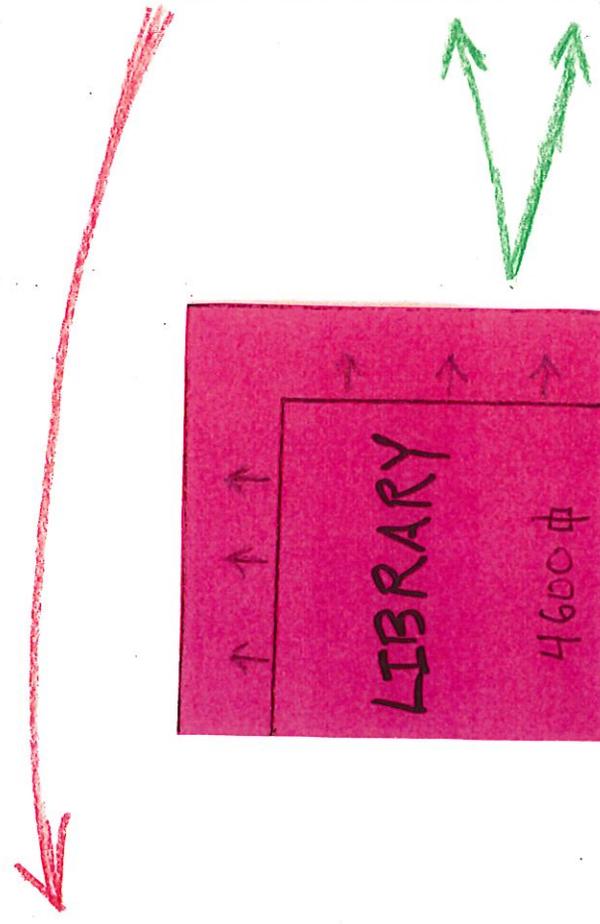
LIBRARY
4600 中

FIRE
6100 中
3300 中

CITY
HALL
4300 中

\$2.61M

\$809,000





CITY COUNCIL MEETING AGENDA COVER SHEET FOR DISCUSSION / ACTION

TITLE OF ISSUE: Open Space Project – Conceptual Site Plan Review

REQUESTED BY: City Manager & City Council

FOR MEETING DATE: December 12, 2019

SUMMARY OF ISSUE:

The City of Waldport ("City") now owns the approximately 12 acres of land that used to house the Waldport High School campus ("Open Space" or "Site"). The Site is vacant, and subject to restrictions by the Federal Emergency Management Agency ("FEMA"). This item is to review and approve the conceptual site plan.

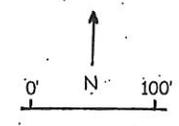
STAFF RECOMMENDATION or ACTION REQUESTED:

Review and approve conceptual site plan and direct staff as warranted.

BACKGROUND:

The City Council held a public workshop on the open space, outlining some elements for a draft site plan. Council directed staff to put these thoughts into a defined conceptual site plan, which is attached for review and consideration. The site plan was prepared with FEMA restrictions in mind. After approval staff could refine the scope of work and project budget and priorities.

Attachment: Conceptual Site Plan (dated November 2019)





CITY COUNCIL MEETING AGENDA COVER SHEET FOR DISCUSSION / ACTION

TITLE OF ISSUE: City Manager Recruitment & Planning/Code Enforcement

REQUESTED BY: City Manager

FOR MEETING DATE: December 12, 2019

SUMMARY OF ISSUE:

The City of Waldport has some current and upcoming needs in Code Enforcement, City Planner, and City Manager. The City Council reviewed succession planning at its last meeting. This item is to continue the discussion and review proposal for City Manager recruitment.

STAFF RECOMMENDATION or ACTION REQUESTED:

Review materials and select City Manager recruitment consultant if desired.

BACKGROUND:

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

- City Manager: I contacted Prothman. Attached is a proposal for recruitment services. Please note that in my discussion with Sonja Prothman, they always recommend a full recruitment for City Manager positions. They have lesser tiers for department heads, etc. The proposed amount plus expenses is in line with our budget.
- City Planning: I received a draft Intergovernmental Agreement and is negotiating with the Council of Governments to provide regionalized coordinated planning services for the City of Waldport and other small cities in Lincoln County.
- Code Enforcement: We are still currently engaged in discussions with the Lincoln County Sheriff's for its office to potentially assume these duties. No update to share.

At the last meeting, the City Council asked the City Manager for a synopsis of work duties. In response, it's not straightforward nor is it realistic to identify specific tasks or responsibilities. Rather, it's better to compartmentalize the work into buckets with percentages, as follows:

1. Coordinating and facilitating all items for Council meetings. This includes interactively assembling the meeting agendas, analyzing and evaluating all aspects for upcoming agenda items, preparing and reviewing staff reports, debriefing with department heads and staff, and setting or defining tasks and schedules for follow up work.

This can be between 20%-40% of my time, with approximately 30% on average. The upper range is for when certain complicated or time-consuming matters arise, such as McKinney Slough Bridge Project, and the lower end for "light" agendas.

2. Planning, organizing, leading and controlling management staff. These are the basic functions of the management process regarding working with City department heads and management staff. Includes weekly meetings with the team, as well as daily internal interactions or discussions. This typically is 25% of my time.
3. Working with outside organizations, agencies, constituents, and general public. This is a catch-all for all external communications and work. This is also typically 25% of my time.
4. Special projects and tasks. This is for performing ongoing work and various deliverables, including special projects, research, technical writing, application preparation, budgets, signing payroll and accounts payable checks, contracts, etc. This ranges from 10%-30% of my time, depending on workflow and other priorities.

Please note that these percentages apply regardless of the number of days (whether the current four days a week or standard full-time work schedule).

The Council also requested a City Planner job description. Attached is a task list prepared by Larry Lewis, City Planner.

Attachments: Prothman Agreement
City Planner Responsibilities

**Proposal to provide
recruitment services for
the City of Waldport's next
City Manager**



Leadership is Key to the Sustainability of Any Organization

Character, integrity, and the commitment of a leader inspires those in the workplace to go the extra mile and can greatly influence the team's success in achieving its objectives.

Finding great leaders is what we do!

***P*ROTHMAN**

Executive Recruitment

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STATEMENT OF QUALIFICATIONS

ABOUT PROTHMAN

Prothman specializes in providing national and regional executive recruitment services to cities, counties, districts and other governmental agencies throughout the western United States. Founded in 2001, Prothman has become an industry leader known and respected for outstanding customer service, quality candidate pools, and our knowledge of local government.

OUR EXPERTISE

Recruitment Knowledge and Experience: The Prothman team has conducted over 550 recruitments and interim placements. We have read and screened over 15,000 resumes, and we have personally interviewed over 6,500 semifinalist candidates. We know how to read between the lines, filter the fluff, and drill down to the qualities and experiences required to be a good manager.

Firsthand Knowledge of Local Government: Every Prothman team member has worked in local government. Our talented consultants have a cumulative 175 years in local government service, with expertise ranging from organization management, police and fire management, human resources, finance, public works and elected official public service.

OUR PROVEN PROCESS

Clients and candidates continually tell us that we have the best process and client service in the industry. The tenure of our placements is among the best in the industry because we understand that "fit" is the most important part of the process; not just fit within the organization, but fit within the community, as well.

OUR GUARANTEE

We are confident in our ability to recruit an experienced and qualified candidate who will be the perfect "fit" for your organization. Should the selected finalist leave the position or be terminated for cause within one year from the employment date, we will conduct a replacement search with no additional professional fee.

CONTACT INFORMATION

Sonja Prothman - Co-Owner - sonja@prothman.com, 206.368.0050
371 NE Gilman Blvd., Suite 310, Issaquah, WA 98027
www.prothman.com
www.prothman-jobboard.com

Submittal Date: December 4, 2019

COMMITMENT TO PROVIDE SERVICE

Prothman looks forward to working with the City of Waldport and commits to performing all services represented in this proposal.

STATEMENT OF QUALIFICATIONS - EXPERIENCE

Current Recruitments

City of Coquille, OR – *City Manager - just completed*
City of Toledo, OR – *City Manager*
City of Monmouth, OR – *City Manager*
City of Lebanon, OR – *City Manager*
City of Thorne Bay, AK – *City Administrator*
Lancaster County, NE – *Chief Administrative Officer*
City of Moses Lake, WA – *City Manager*
Pacific City Joint Water-Sanitary Authority, OR – *Authority Manager*
Association of Oregon Counties, OR – *Executive Director*
City of Vancouver, WA – *Deputy HR Director*
Washington Association of County Officials, WA – *Executive Director*
Tualatin Valley Irrigation District, OR – *District Manager*
City of Lincoln, NE – *Health Director*
Port of Benton, WA – *Executive Director*
City of Duvall, WA – *Finance Director*
Wood River Fire & Rescue, ID – *Fire Chief*
Tillamook County, OR – *HR Director*

References & Recruitments

Clatsop County, OR - *County Manager - just completed*
Contact - HR Director, Kelly Stiles - 503.338.3624
kstiles@co.clatsop.or.us

City of Woodburn, OR - *Finance Director, HR Director, City Administrator,
Community Development Director, Police Chief, Economic Development Director*
Contact - HR Director, Mel Gregg - 503.982.5231
mel.gregg@ci.woodburn.or.us

Association of Oregon Counties, OR - *Executive Director*
Contact - Chief Operations Officer, Robb Van Cleave - 503.585.8351
rvanleave@oregoncounties.org

Jefferson County, OR - *Community Development Director, Health Director,
Public Works Director*
Contact - County Administrative Officer, Jeff Rasmussen - 541.475.2449
jeff.rasmussen@co.jefferson.or.us

2014 - 2019 Oregon Recruitments

City of Wood Village	City Manager
Pacific City Joint Water-Sewer Authority	Authority Manager
Lebanon Fire District	Fire Chief
Jefferson County	Community Development Director
Clatsop County	County Manager
City of Lebanon	Community Development Director, City Clerk
City of Astoria	City Planner, Community Development Director
City of Salem	Chief Financial Officer, Deputy City Attorney
Douglas County	Solid Waste Division Manager, PW Director
Tualatin Valley Water District	Chief Executive Officer
Deschutes Valley Water District	General Manager
City of Umatilla	City Manager
City of Medford	CFO/Assistant City Manager
League of Oregon Cities	Legislative Director
City of Grants Pass	Public Safety Director
City of Troutdale	Public Works Director
Jefferson County	Public Works Director
Deschutes County	Fair & Expo Center Director, Finance Director
City of Bend	Accounting & Financial Reporting Manager
City of Bend	Property Manager
Tualatin Hills Parks & Rec District	Communications Director
City of Roseburg	City Manager
Woodburn Fire District	Fire Chief
Curry County	County Administrator
City of Coburg	City Administrator
Lincoln County	Community Justice Director
City of Hermiston	Finance Director
City of North Bend	Wastewater Superintendent
Curry County	Finance Director
City of Troutdale	City Manager
City of West Linn	City Manager
Hood River County	County Administrator
City of Yachats	City Administrator
City of West Linn	Community Development Director
City of Woodburn	Community Development Director
Lincoln County	Personnel Director
Jefferson County	Public Health Director
City of Woodburn	Public Works Director
Clackamas Fire District 1	Finance Director
City of Drain	City Administrator
Josephine County	Community Development Director

City of Bandon	Finance Director
City of Gladstone	City Administrator
City of Woodburn	Police Chief
City of Gladstone	Fire Chief
City of Woodburn	Economic Dev. Dir
City of Lincoln City	HR Director
City of Beaverton	HR Manager
LGPI	Executive Director
Clackamas Community College	Director of Campus Safety
Jackson County	HR Director
City of Bandon	City Manager
City of McMinnville	City Manager
City of Scappoose	City Manager
City of Hermiston	City Manager
City of Canby	City Manager
City of Lincoln City	City Manager
City of Woodburn	Finance Director
Canby Fire District 62	Fire Chief

SAMPLE SCHEDULE

Blue highlighted / bolded events represent meetings with the client.

Date	Topic
Weeks of December 16 & 23, 2019	Travel to Waldport for stakeholder interviews, work the contract, gather information for position profile, send profile for review and edits
December 23, 2019 – January 3, 2020	Winter Holiday
January 6, 2020	Post Profile and Start Advertising
January 10, 2020	Send Direct Mail
February 16, 2020	Application Closing Date
Weeks of February 17 & 24, 2020	Prothman screens applications & interviews top 8 - 15 candidates
Week of March 2 - 6, 2020	Travel to Waldport for Work Session to review semifinalists
Week of March 16 or 23, 2020	Travel to Waldport for Final Interview Process which usually includes an evening reception and next day interviews

This supports a late April, early May start date.

STATEMENT OF QUALIFICATIONS - PROJECT TEAM

GARY MILLIMAN - PROJECT LEAD

Recognized by the International City/County Management Association (ICMA) with the highly prestigious Career Excellence Award, Gary brings more than 45 years of experience in city management and public affairs to the Prothman team. Gary has served as a City Manager in cities with populations ranging from 2,800 to 105,000 in California and Oregon, with 35-450 employees. In South Gate, California, he was principally responsible for rebuilding that city's organization, financial stability and reputation following a period of political corruption and mismanagement. Gary has served as City Manager in Cotati, Fort Bragg and Bell Gardens, California, and in Brookings, Oregon, as well as serving as Southern California Director for the League of California Cities. Having completed an undergraduate degree in journalism, Gary earned a Master of Public Administration degree from the University of Southern California and completed the Senior Executives in State and Local Government program at Harvard University.

STEVE WORTHINGTON - PROJECT SUPPORT

Steve is a senior consultant for Prothman and brings over 25 years of successful leadership in local government and is currently serving his second 4-year term as a Council Member for the City of University Place, WA. Prior to retirement after 6 years as the City Manager for the City of Fife, WA, Steve served as Community Development Director for six years in Fife and for nine years for the City of Cheney, WA. Steve was also an economic development specialist for the Spokane WA Economic Development Council, a member of the Association of Washington Cities Legislative Task Force, and an Economic Development Board Tacoma/Pierce County Trustee. Steve has a Bachelor of Arts degree in Speech Communications from the University of Washington, and a Master of Public Administration degree from Eastern Washington University.

SONJA PROTHMAN - PROJECT SUPPORT

As Co-Owner and Vice President, Sonja directs the day-to-day operations of the Prothman Company and has over 12 years of experience in local government recruiting, interim placements, and organizational assessments. Sonja is a former councilmember for the City of Normandy Park, Washington, and brings to Prothman the "elected official" side of government – a vital perspective for understanding our clients' needs. Sonja also brings private sector expertise having worked with the Boeing Company where she was on the start-up team as lead negotiator for schedules and deliverables for the first 777 composite empennage. A Seattle native, Sonja earned a bachelor's degree in Communications from the University of Washington.

BARRY GASKINS - PROJECT SUPPORT

Barry is responsible for candidate management. His attention to detail and understanding of timeliness to the customer and candidates is remarkable. Barry works with the lead consultant in following through with scheduling interviews, arranging candidate travel, managing candidate application packets, and assembly of candidate information to give to the client. Barry came to us from the Bill & Melinda Gates Foundation where he served as a Program Assistant for four years in the US Library Program. Barry earned his bachelor's degree from California State University in Los Angeles.

JARED ECKHARDT - PROJECT SUPPORT

Jared is responsible for profile development and candidate outreach. Jared works one-on-one with the client for the profile development and works with Sonja and the lead consultant on each client's outreach strategies. Jared graduated from the University of Washington, earning his BA in Communications.

EXECUTIVE SUMMARY

Prothman has been in the business of finding highly qualified candidates for placement in local government organizations of various sizes with varying political ideologies for 17 years. We have placed managers in small organizations like Yachats, Oregon, population 800, Eugene, Oregon, population 170,000, to large counties like King County, Washington, population 2+ million. We understand politics, council and board dynamics and community passion, and we are experts in facilitating. We have designed our recruitment process so that all stakeholders are included, listened to and treated with respect. Our company takes pride in and stakes its reputation on finding qualified candidates who are the right "fit" for our clients.

Our strategy is to cast the widest net possible to ensure a diverse, qualified applicant pool. We have an aggressive local and national advertising campaign and our extensive databases allow us to mail the job announcement directly to employees in every city and county in the US. Our recruitment process emphasizes "fit" and we take as much time as needed to meet with your team so that we can learn and understand the experience, qualities and personality traits required for candidates to be successful within your unique organization and community.

PROPOSED SCOPE OF WORK

1. Develop a Tailored Recruitment Strategy

Project Review

The first step will be to:

- ◆ Review the scope of work and project schedule
- ◆ Review compensation and decide if a salary survey is needed

Information Gathering and Research (*Soliciting Input*)

We will travel to Waldport and spend as much time as it takes to learn everything we can about your organization. Our goal is to thoroughly understand the values and culture of your organization, as well as the preferred qualifications you desire in your next City Manager. We will:

- ◆ Meet with the Mayor & City Council
- ◆ Meet with Retiring City Manager
- ◆ Meet with Department Directors and Staff as directed
- ◆ Meet with other stakeholders as directed
- ◆ Review all documents related to the position

Position Profile Development (*Identifying the Ideal Candidate*)

We will develop a profile of your ideal candidate. Once the Position Profile is written and approved, it will serve as the foundation for our determination of a candidate's "fit" within the organization and community. Profiles include the following:

- ◆ **A description of the ideal candidate's qualifications**
 - Years of related experience
 - Ideal personality traits
- ◆ **Organization-specific information**
 - Description of the organization, position and key responsibilities
 - Priorities and challenges facing the organization
- ◆ **Community-specific information**
- ◆ **Compensation package details**
- ◆ **Information on how to apply**

2. Identify, Target, and Recruit Viable Candidates

Outreach and Advertising Strategy (*Locating Qualified Candidates*)

We recognize that often the best candidates are not actively looking for a new position--*this is the person we want to reach and recruit*. We have an aggressive recruitment strategy which involves the following:

- ◆ **Print and Internet-based Ads** placed locally and nationally in professional publications, journals and on related websites.
- ◆ **Targeted Direct Mail Brochures** sent directly to hundreds of highly qualified city/county managers who are not actively searching for a new position.
- ◆ **Focused Candidate Outreach and Networking** via over 7,500 ICMA emails and phone calls from our database and knowledge of potential candidates.
- ◆ **Posting the Position Profile on Prothman's Facebook and LinkedIn pages, and on the Prothman website**, which receives over five thousand visits per month from potential candidates.

3. Conduct Preliminary Screening

Candidate Screening (*Narrowing the Field*)

Once the application deadline has passed, we will conduct an extensive candidate review designed to gather detailed information on the leading candidates. The screening process has 3 key steps:

- 1) **Application Review:** Using the Position Profile as our guide, we will screen the candidates for qualifications based on the resumes, applications, and supplemental question responses (to determine a candidate's writing skills, analytical abilities and communication style). After the initial screening, we take the yes's and maybe's and complete a second screening where we take a much deeper look into the training, work history and qualifications of each candidate.
- 2) **Internet Publication Background Search:** We conduct an internet publication search on all semifinalist candidates prior to their interviews. If we find anything out of the ordinary, we discuss this during the initial interview and bring this information to you.
- 3) **Personal Interviews:** We will conduct in-depth videoconference or in-person interviews with the top 8 to 12 candidates. During the interviews, we ask the technical questions to gauge their competency, and just as importantly, we design our interviews to measure the candidate's fit within your organization.

Candidate Presentation (*Choosing the Finalists*)

We will prepare and send to you a detailed summary report of the semifinalist candidates and binders which include each candidate's application materials, including resume, cover letter, and supplemental question responses, and the results of the personal interviews and publication search.

We will travel to the City of Waldport or meet via Skype and discuss with you what we have learned throughout our screening process. We will review with you the candidates' qualifications and experience, the results of the semifinal interviews and the candidates' strengths and weaknesses relative to fit within your organization. We will give you our recommendations and then work with you to identify the top 3 to 5 candidates to invite to the final interviews. We will discuss the planning and design of the final interview process during this meeting after the finalist candidates have been agreed upon.

4. Prepare Final Interview Process

Final Interview Process (*Selecting the Right Candidate*)

The design of the final interviews is an integral component towards making sure that all stakeholders have the opportunity to learn as much as possible about each candidate.

- ◆ **Elements of the design process include:**
 - **Deciding on the Structure of the Interviews**
We will tailor the interview process to fit your needs. It may involve using various interview panels or an evening reception.
 - **Deciding on Candidate Travel Expenses**
We will help you identify which expenses your organization wishes to cover.
- ◆ **Evening Reception**
We recommend that you have an evening reception so that the Mayor, Council Members, staff and community members have a chance to meet the finalist candidates in an informal setting. We will facilitate the reception.
- ◆ **Background Checks**
Background checks include the following:
 - **References**
We conduct 6-8 reference checks on each candidate. We ask each candidate to provide names of their supervisors, subordinates and peers for the last several years.
 - **Education Verification, Criminal History, Driving Record and Sex Offender Check**
We contract with Sterling for all background checks.
- ◆ **Candidate Travel Coordination**
After you have identified the expenses you wish to cover, we work with the candidates to organize the most cost-effective travel arrangements.
- ◆ **Final Interview Binders**
The Final Interview Binders include suggested interview questions, as well as the candidates' applications, supplemental question responses, and resumes, and are the tool that keeps the final interview process organized. Each panel member will be provided a binder.
- ◆ **Final Interviews with Candidates**
We will travel to the City of Waldport and facilitate the interviews. The interview process usually begins with a morning briefing where schedule and process will be discussed with all those involved in the interviews. Each candidate will then go through a series of one-hour interview sessions, with an hour break for lunch.
- ◆ **Panelists & Decision Makers Debrief:** After the interviews are complete, we will facilitate a debrief with all panel participants where the panel facilitators will report their panel's view of the strengths and weaknesses of each candidate interviewed.
- ◆ **Candidate Evaluation Session:** After the debrief, we will facilitate the evaluation process, help the decision makers come to consensus, discuss next steps, and organize any additional candidate referencing or research if needed.
- ◆ **Facilitate Employment Agreement:** Once the top candidate has been selected, we will offer any assistance needed in developing a letter of offer and negotiating terms of the employment agreement.

FEE, EXPENSES & GUARANTEE

Professional Fee

The fee for conducting a City Manager recruitment with a one-year guarantee is typically \$18,500, but in recognition that Waldport is a “small” city, we offer a full recruitment at \$16,500. The professional fee covers all Prothman staff time required to conduct the recruitment. This includes all correspondence and (3) on-site meetings with the client, writing and placing the recruitment ads, development of the candidate profile, creating and processing invitation letters, reviewing resumes, coordinating and conducting semifinalist interviews, coordinating and attending finalist interviews, coordinating candidate travel, conducting background checks and professional references on the finalist candidates and all other search related tasks required to successfully complete the recruitment.

Professional fees are billed in three equal installments throughout the recruitment, one at the beginning, at the halfway point, and upon completion.

Expenses

Expenses vary depending on the design and geographical scope of the recruitment. We do not mark up expenses and work diligently to keep expenses at a minimum and keep records of all expenditures. The City of Waldport will be responsible for reimbursing expenses Prothman incurs on your behalf. Expenses include:

- Newspaper, trade journal, websites and other advertising (approx. \$1,600 - 1,700)
- Direct mail announcements (approx. \$1,500 - 1,600)
- Interview binders & printing of materials (approx. \$400 - 500)
- Delivery expenses for Interview Binders (approx. \$200 - 400)
- Consultant travel: Mileage at IRS rate, travel time at \$45 per hour, lodging if required (approx. \$700 - 800 per trip)
- Background checks performed by Sterling (approx. \$150 per candidate)

Expenses are billed monthly.

Other Expenses

Candidate travel: We cannot approximate candidate travel expenses because they vary depending on the number of candidates, how far the candidates travel, length of stay, if spouses are included, etc. If you wish, we will coordinate and forward to your organization the candidates' travel receipts for direct reimbursement to the candidates.

Warranty

Repeat the Recruitment: If you follow our process and a top candidate is not chosen, we will repeat the recruitment with no additional professional fee, the only cost to you would be for the expenses.

Guarantee

If you follow our process and the selected finalist is terminated for cause or resigns within one year from the employment date, we will conduct a replacement search with no additional professional fee, the only cost to you would be the expenses.

Cancellation

You have the right to cancel the search at any time. Your only obligation would be the fees and expenses incurred prior to cancellation.

DIVERSITY INITIATIVE

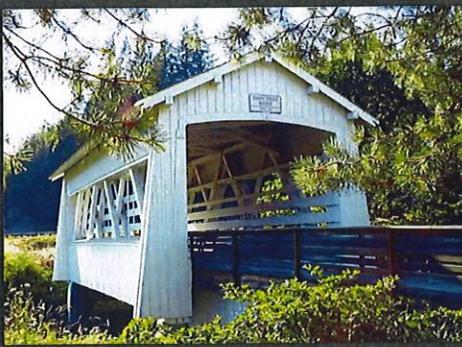
Equal Opportunity

All qualified applicants are considered in accordance with applicable laws prohibiting discrimination on the base of race, religion, color, gender, age, national origin, sexual orientation, physical or mental disability, marital status or veteran status or any other legally protected status. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance.

Local government serves each and every community member regardless of ethnicity, gender, race, background, or economy and as we specialize in "public" organizations, we see firsthand how diversity in the workforce allows for government agencies to better understand, communicate with, and enlist cooperation from residents in multi-cultural communities.

We can assure you that we recognize the importance and wisdom of a diversity rich candidate pool and for every recruitment we conduct, we have made it our mission to reach out to and attract the most qualified and diverse candidate pool as possible for our clients. If we are chosen to be your executive recruiting partner, and more specifically, if we are chosen to recruit for the City of Waldport's next City Manager, we will do so with the common goal of finding the City a diverse and qualified pool of candidates.

EXAMPLE OF POSITION PROFILE



COQUILLE, OREGON

CITY MANAGER

\$100,000 - \$130,000

Plus Excellent Benefits

Apply by

September 15, 2019

(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?



Framed by heavily forested hills to the north, south and east, and the Pacific Ocean to the west, Coquille offers unparalleled small-town charm, an abundance of scenic beauty in every direction, and rich opportunities for recreation and relaxation.

The City of Coquille is seeking a public sector professional who is committed to preserving and enhancing what makes this community special by leading it into the future. If you are looking to work with a dedicated staff to provide excellent public service for residents and visitors alike in an ideal place to live, work and play, this is the right position for you!

THE COMMUNITY

Located in Coos County in Southern Oregon, the City of Coquille is located 90 miles north of the California border and just 15 miles inland from the Pacific Coast. Incorporated in 1885, Coquille is home to 3,900 residents and has remained the county seat of Coos County since 1896. Bounded by the Coquille River to the south and the beginnings of the Coast Range to the east and north, the City of Coquille sits in the beautiful Coquille Valley. Being inland from the Pacific Ocean has a moderating effect on the City's climate, resulting in a much warmer and less windy summer than the neighboring cities of Coos Bay and Bandon.



The City of Coquille is an active and healthy community that promotes a small-town atmosphere, a friendly lifestyle and embraces a diversity of cultural, historic, eclectic and local resources through civic participation, local economic activity and the individual pursuit of happiness. The town's prime location along the Coquille River Valley offers many outdoor recreation opportunities on the waterfront including abundant fishing in the Coquille River, along with Laverne County Park, and miles of hiking and biking trails.

The surrounding area also offers an abundance of nearby beaches, ocean fishing, hunting, golf, antiquing, surfing, birding, mushroom picking and more. With all that it offers, Coquille remains charmingly undiscovered and unspoiled. For those looking to stay inside, Coquille is known as a place of rich history and entertainment. Residents and visitors enjoy the famous Sawdust Theater, where audiences cheer for the hero and boo to the villain, and the Coquille Valley Art Association, which offers exhibits and classes for artists of all skill levels.

Coquille also boasts and an excellent hospital and emergency care facility, quality education provided through the Coquille School District, a Community Center with a pool that is open for swimming during the summer, and the Rivers Edge RV Park, which has 54 spaces overlooking the Coquille River.



THE CITY

Operating under a Council/Manager form of government, the City has six council members who are elected at-large for four-year staggered terms, and a Mayor, who presides at the City Council meetings, and is elected at-large for a two-year term. The Mayor and City Council appoints the City Manager, City Attorney and City Judge.

The City Manager appoints and removes the Finance Director, Public Works Director, Police Chief, Fire Chief, and the Library Director. In addition to the help they receive from their appointed staff and employees, the Mayor with the consent of the City Council appoints the members of 8 advisory boards and commissions that assist the City Council. Nearly 30 Coquille citizens serve on these boards and commissions and make a valuable contribution to the City of Coquille.

The City of Coquille provides a full range of municipal services, including police and fire protection, parks and recreation facilities/activities, streets, planning, a library, and general administration services on a 2019-2020 budget of \$16,463,291 with 28 FTE's. The City also operates the water and wastewater utility systems.

THE POSITION

Under the general direction of the City Council, the City Manager is the Chief Executive Officer of the City of Coquille. The City Manager assists the mayor and council in the development of city policies and carries out policies established by ordinances and resolutions.



Other responsibilities include:

- Directs the development and implementation of the city's goals, objectives, policies and priorities.
- Hire and fire City employees as necessary.
- Conducts or coordinates, through department heads, departmental strategic planning efforts and other studies of city services to ensure they are provided in the most effective manner.
- Establishes, within city policy and budget, appropriate service and staffing levels, monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures, and allocates resources accordingly.
- Prepares and administers the fiscal year city budget for approval by the budget committee and council.
- Represents the city and the city's interests on various regional committees and taskforces, and with citizen involvement groups. Works with regional partners to protect and promote the city's and region's interests.
- Provides advice and assistance to the City Council on a wide variety of issues, including writing or editing agenda items, and council memorandums. Conducts a variety of special projects as directed by City Council.
- Reviews local, state and federal legislation to determine the impact on administrative plans, policies and strategies; and prepares and coordinates responses and recommendations as appropriate.
- Resolves inquiries, complaints, problems, or emergencies affecting the availability or quality of services. Responds to sensitive or complex inquiries or complaints.
- Maintains positive public relations with customers and is responsive to customer needs.

OPPORTUNITIES & CHALLENGES

Water Turbidity

The City of Coquille is experiencing a severe turbidity problem with its raw water supply, which is hampering the proper operation of the water treatment plant. Developing a plan for resolving this issue, in consultation with public works staff and City engineers, will be one of the initial top priority items for the new City Manager. Together with developing a plan for addressing the turbidity problems, the City Manager must also prepare a budget, identify potential financing resources, secure funding, and ensure that the required improvements to the water treatment facilities are made.

Rate Increases

In addition to needed capital improvements, the water and sewer utilities are facing impending revenue shortfalls. Additional money will be necessary for the City to continue to properly operate and maintain those treatment, collection, and distribution systems. Securing the required funds will necessitate significant increases in water and sewer rates. The City Manager will be responsible for calculating the amount and timing for those rate increases, and will be expected to take the lead in explaining to the citizens and utility customers why those utility rate increases are essential for ensuring an adequate supply of clean drinking water and protecting the health, safety, and welfare of the citizens of Coquille.

City Owned Property Opportunities

The City of Coquille owns a significant amount of land, including the vacant former Georgia Pacific mill site, the former Jefferson School site and buildings, and numerous other properties. The City Manager will be expected to take the lead in preparing the necessary plans and marketing these properties in a manner that will enable and encourage their redevelopment by the private sector for commercial and industrial uses, job creation, and/or related economic development purposes such as the provision of workforce housing.



Urban Renewal Plan

An Urban Renewal District was formed and has been administered by the City of Coquille for many years. The City Council serves as the Urban Renewal Agency, with the City Manager functioning as the Urban Renewal Manager. Since its formation, the Urban Renewal District has undertaken a number of projects, including operating a Façade Improvement Program to provide financial aid for businesses and property owners who rehabilitate buildings within the District. Over the last several years, a significant amount of Urban Renewal reserve funds have been accumulated. The City/Urban Renewal Manager will be responsible for reviewing the Urban Renewal Plan, making recommendations regarding possible amendments to that Plan, and budgeting for the expenditure of Urban Renewal funds to accomplish its goals and undertake needed economic development and community improvement projects.

IDEAL CANDIDATE

Education & Experience:

A bachelor's degree from an accredited college or university in public or business administration or a related field is highly preferred. Candidates must have at least five (5) years of experience as a City Manager or Administrator. An advanced degree in a related field is preferred.

Necessary Knowledge, Skills & Abilities:

- Ability to communicate clearly and effectively with the Mayor, City Councilors, City staff, and the public.
- Willingness to keep the Mayor and City Councilors continuously informed, advised, and updated in writing and verbally regarding the City's financial condition and all of its various ongoing and proposed plans, projects, and activities.
- Must be a strong leader who can provide effective direction and inspiration to City employees as necessary to successfully implement the decisions and policy directions of the Mayor and City Council.
- Ability to prepare and administer the annual City Budget in accordance with Oregon's local budget laws.
- Knowledge and familiarity with Oregon statutes, laws, and regulations, particularly as they apply to municipal government finance and operations.
- Knowledge of labor relations, and experience negotiating collective bargaining agreements.

- Understanding of how Urban Renewal functions in Oregon, and the ability to move the City's Urban Renewal program forward to accomplish its goals, and get its projects undertaken and completed.
- Expertise and ability to plan and implement a variety of projects to promote economic development and job creation in Coquille.
- Along with the Mayor and City Council, the City Manager serves as the "face" of City government. The City Manager must therefore help instill public "trust" in its local municipal government, and represent the City well before its citizens, community organizations, the Chamber of Commerce, the Coquille Valley Hospital District, the Coquille School District, and representatives of various other City, County, State, and Federal agencies.
- Must be civic minded and able to integrate himself/herself into the community. The City Manager will therefore be expected to appropriately "circulate" throughout the City and the business district, and regularly and willingly participate in various local events, organizations, and activities.
- Knowledge and experience in negotiating real property sales, purchases, and transactions.
- Expertise in preparing applications and securing grants, loans, and other financing mechanisms and resources necessary to accomplish a wide variety of needed projects and infrastructure improvements.
- Understanding of water and sewer utility systems, treatment plant operations, and utility rate structures.

- Must be able to ensure the timely completion and submission of required financial reports and annual audits.
- The next manager will be approachable by all citizens, staff and Council, and will communicate effectively, with honesty and transparency. He or she will establish and maintain effective working relationships with other employees, the Mayor, the Council, and the public by getting out into the community to meet residents and understand their needs.

COMPENSATION & BENEFITS

- **\$100,000 - \$130,000 DOQ**
- Medical, Dental, and Vision Insurance
- Long-Term Disability
- Oregon PERS
- 457 Deferred Compensation Plan
- 11 Paid Holidays
- Sick Leave
- Generous Vacation

Please visit:
www.cityofcoquille.org



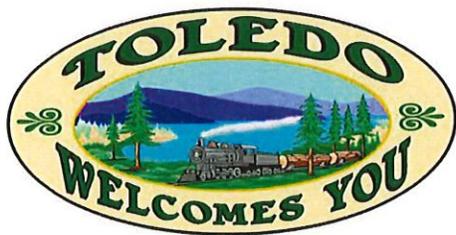
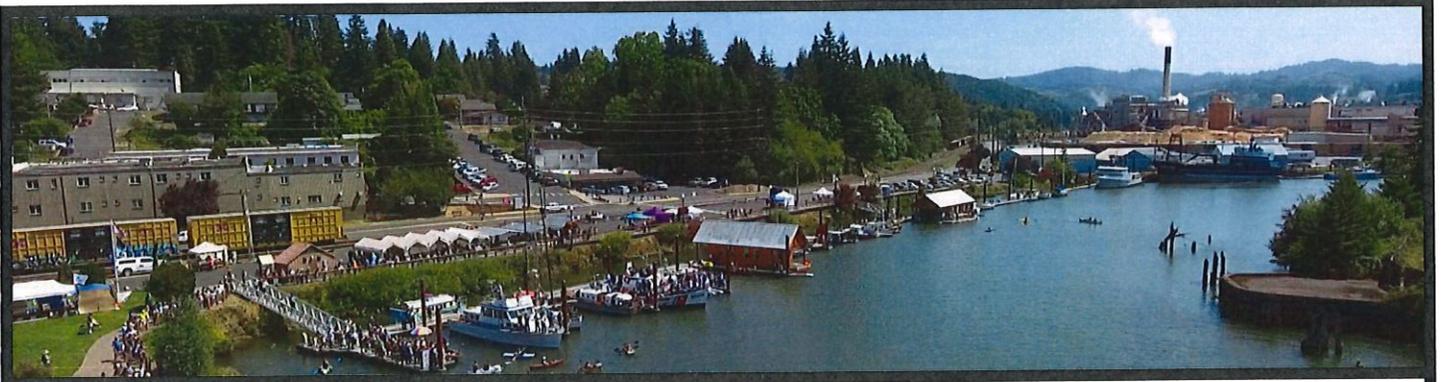
The City of Coquille is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **September 15, 2019** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website as instructed on the form.



www.prothman.com

371 NE Gilman Blvd., Suite 310
 Issaquah, WA 98027
 206.368.0050

EXAMPLE OF INVITE LETTER



City of Toledo, Oregon

CITY MANAGER

\$90,000 - \$125,000

First Review: October 27, 2019 (Open Until Filled)

Apply at www.prothman.com

Dear Colleague,

Prothman is currently recruiting for the **City Manager** position for the **City of Toledo, Oregon**. We invite you to review the position details on the back page, and if you find that this position isn't right for you, could you please pass this on to other public sector management professionals who may be ready for this next step in their career.

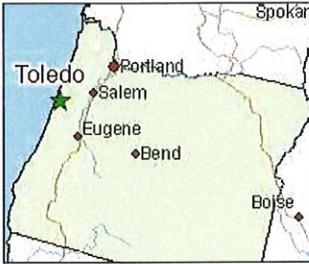
Thank you for your consideration and help!

The Prothman Company

PROTHMAN



TOLEDO, OREGON



The City of Toledo is located in Lincoln County, Oregon at the base of the Coast Range, seven miles inland from the Pacific Ocean. The city is framed by forested foothills and the

Yaquina River system, both of which have contributed greatly to the city's historic growth as a timber town and port city. US Highway 20 passes through the northern part of town, while Business Highway 20 connects with the historic downtown shopping district. The city covers nearly 2,000 acres and is home to 3,580 residents. Set back from the ocean, the community enjoys warmer and sunnier weather than many of the nearby coastal communities.



Toledo's downtown boasts many art galleries and studios and a unique collection of independent businesses and restaurants that make the city an interesting and unique place to visit. Local organizations also host several annual events including the Toledo Summer Festival which has a parade, logging show, carnival, dances, and a large fireworks display, Trick or Treating on Main Street, and a Christmas tree lighting celebration and holiday party each year.

Located near the Main Street's shopping and restaurants, Toledo's Public Library, Skate Park, Public indoor pool, City Park, and a hiking trail offer great family activities and recreation. The area also boasts a nine-hole Disc Golf course, and the Oregon Coast Aquarium, just 15 minutes west in the City of Newport.



THE CITY & POSITION

Operating under a Council/Manager form of government, the Toledo City Council is comprised of a Mayor, elected to serve a two-year term and six Council Members, each elected to serve four-year terms. The City Council is the policy-making body of the City and serves as the link between the residents of Toledo and their municipal government. It is responsible for enacting and amending City laws, adopting the City's Budget, appointing citizen boards, committees and commissions and providing guidance and direction for actions which affect the quality of life in Toledo. The City of Toledo provides a full range of municipal services, including police and fire protection, general administrative services, finance, planning, a library, and public works on a 2019-2020 budget of \$17.9 million including a General Fund of \$4.8 million with 44.23 FTE's.

The City Manager is appointed by the City Council, acts as the Chief Executive Officer, and is charged with overseeing the daily operation of the City. The City Manager advises the City Council on policies and implementing Council goals and directives.

EDUCATION & EXPERIENCE

A bachelor's degree from an accredited college or university in public or business administration or a related field is highly preferred. While not required, it is preferred that candidates have at least five (5) years of experience as a City Manager or Administrator. It is preferred but not required that the new City Manager will live within the City of Toledo or its Urban Growth Boundary.

Please visit www.prothman.com to review the detailed position profile and compensation package.

Also visit the **Prothman Job Board** at prothman-jobboard.com for this and other great opportunities!

CITY PLANNER RESPONSIBILITIES

Current Planning

- Land Use Applications
- Building Permit Review
- On-Site Waste Management Permits
- Public Consultation
- Sign Permits
- Land Use Compatibility Statements
- Flood Plain Administration
- Development Code Enforcement

Long-Term Planning

- Zoning Ordinance Amendments
- Comprehensive Plan Amendments
- Planning Studies
- Master Plans
- Conceptual Physical Design
- Grant Writing
- Project Management
- Urban Renewal

CURRENT PLANNING DESCRIPTIONS

LAND USE APPLICATIONS

Process for Land Use Applications Requiring Planning Commission Action (Planned Developments, Subdivisions, Conditional Uses, Variances, Nonconforming Uses)	
1	Deem application complete
2	Prepare Notice, Vicinity Map, and Mailing Labels
3	Prepare Staff Report
4	Administer public hearing
5	Prepare Findings, Conclusions & Final Order. Prepare Decision/Appeal letter.

Process for Land Use Applications Requiring City Planner Action with Notification (Partitions)	
1	Deem application complete
2	Prepare Staff Report/Tentative Decision
3	Prepare Notice (of City Planner action) and Mailing Labels
4	Prepare Decision/Appeal Letter. Send letter and Tentative Decision to applicant and testifiers.

Process for Land Use Applications Requiring City Planner Action Not Subject to Notification (Property Line Adjustments)	
1	Deem application complete
2	Prepare Staff Report and Tentative Decision Letter

BUILDING PERMITS

1	Receive building permit application from Lincoln County
2	Record on Land Use/Building Permit Activity Table
3	Complete Building Permit Checklist to determine if application meets Development Code requirements

4	Forward application for review by others if deemed necessary, e.g. Public Works for all new construction and other applications where water, sewer, storm drainage, and/or street improvements need to be addressed); Fire District if commercial, industrial, or multi-family residential use.
5	Verify applicable fees (SDCs and water/sewer connection) and other applications (water/sewer) have been paid/completed.
6	Forward signed application back to Lincoln County.

ON-SITE WASTE MANAGEMENT PERMITS

1	Receive on-site waste management application from Lincoln County
2	Complete "City Planning" section on page 2 verifying whether or not city sewer service is available.
3	Forward signed application back to Lincoln County.

SIGN PERMITS

Record on Land Use/Building Permit Activity Table

Review sign permit applications and determine compliance with sign ordinance.

LAND USE COMPATIBILITY STATEMENTS (LUCS)

Record on Land Use/Building Permit Activity Table

Review application and determine compliance with comprehensive plan and development code.

PUBLIC CONSULTATION

Meetings, telephone conversations, and emails regarding Development Code provisions with existing and potential property owners, realtors, contractors, developers, appraisers, and others.

FLOOD PLAIN ADMINISTRATION

Confirm whether or not properties are within flood hazard zones and inform inquirers of Development Code provisions.

DEVELOPMENT CODE ENFORCEMENT

Respond to alleged development code violations, i.e. site visits to determine if violation exists, phone calls/emails/letters to property owners describing violation and requesting action to correct violation, and follow-up to ensure violation is corrected.

WALDPORT PLANNER ESTIMATED TASK ALLOCATION

Task	Estimated Time	Examples	Notes
Property Consultation	50%	Friday 3/3/17 – 8 phone conversations, 5 email responses, 4 meetings (one of the busier days but do have many like this)	Consultation on land use regulations w/ existing and potential land owners, realtors, appraisers, developers, contractors, and others.
Planning Studies	12%	Parks Master Plan, Transportation System Plan, Industrial Park Master Plan, Yaquina John Point Land Use/Transportation Plan	
Building Permits	10%	Building Permits, On-Site Waste Management Permits, Land Use Compatibility Statements, Sign Permits	44 permit applications in 2016 calendar year
Land Use Applications	10%	Conditional Uses, Variances, Property Line Adjustments, Partitions, Subdivisions, Planned Developments, Zone Changes	Most land use applications require Planning Commission involvement
Code Amendments	5%	Sign Ordinance C-1 & C-2 Amendments Accessory Dwelling Units	Draft amendments, Planning Commission work sessions and public hearing, City Council public hearing
Prepare for and attend Committee Meetings	5%	Planning Commission, City Council, Trails Committee	
Project Management/Adm.	4%	OPRD grants - Woodland Trail, Lint Slough Trail, Wazyata Beach Access	
Grant Writing	2%	OPRD Recreational Trail Grants, OPRD Local Government Grants, ODOT STIP Grants, ODOT TGM Grants, DLCD Technical Assistance Grants	
Flood Plain Administration, Sign Permits, LUCS	1%	Administer flood plain development permits, Consult w/ property owners, land purchasers, and realtors on flood zone designations and building requirements	
Development Code Enforcement	1%	Fence, signs, setback, complaints/violations	Coordination w/ Code Enforcement and Public Works



CITY COUNCIL MEETING AGENDA COVER SHEET FOR DISCUSSION / ACTION

TITLE OF ISSUE: Council Rules
REQUESTED BY: City Council
FOR MEETING DATE: December 12, 2019

SUMMARY OF ISSUE:

The Waldport City Charter stipulates that the City Council adopt rules for meetings and proceedings ("Council Rules"). The last set of Council Rules was amended by resolution January 2015. Enclosed are current Council Rules for review and discussion.

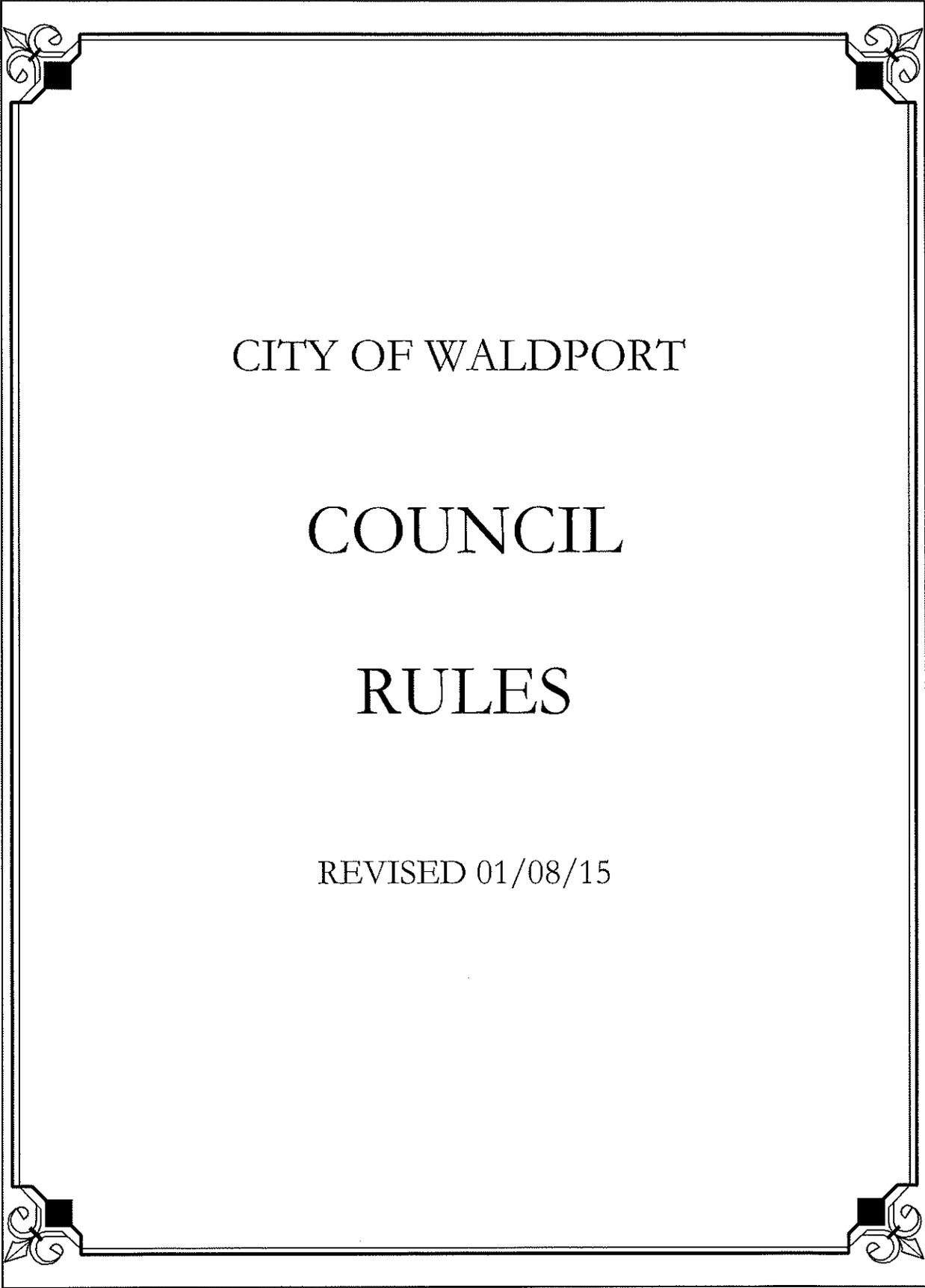
STAFF RECOMMENDATION or ACTION REQUESTED:

Review and discuss Council Rules and recommend changes if desired.

BACKGROUND:

At last month's City Council meeting the Council decided to review the Council Rules, after discussing agenda processes. Attached is the current Rules for information and review. Also attached is a summary of examples from similarly sized cities regarding agendas and the Mayor's function at meetings, which is how Mayor Cutter initiated the discussion about the Rule.

Attachments: Council Rules
Examples from other cities



CITY OF WALDPORT

COUNCIL

RULES

REVISED 01/08/15

COUNCIL RULES INDEX

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WALDPORT CITY COUNCIL COUNCIL RULES

1. AUTHORITY

- 1.1 WALDPORT CITY CHARTER: The Waldport City Charter provides that the Council may determine its own rules of procedures for meetings. The following set of rules shall be in effect upon their adoption by the Council and until such time they are amended or new rules are adopted in the manner provided by these rules. When applicable, these rules apply to any committee of the Council.

2. GENERAL RULES

- 2.1 MEETINGS TO BE PUBLIC: All official meetings of the Council shall be open to the public with exception of the executive session for certain limited topics, as defined in Section 3.5. The Journal of Proceedings shall be maintained by the City Recorder and shall be open to public inspection.
- 2.2 QUORUM: Four members of council shall be in attendance to constitute a quorum. If a quorum is not present, those in attendance will be named and they shall adjourn.
- 2.3 ORDINANCES: No ordinance except an appropriation ordinance, an ordinance adopting or embodying an administrative or governmental code, or an ordinance adopting a code of ordinances, shall relate to more than one subject, which subject shall be clearly stated in the title.
- 2.4 RULES OF FLOOR: Any member desiring to speak shall be recognized by the Chair and shall confine their remarks to one subject under consideration or to be considered.
- 2.5 RULES OF ORDER: Whenever the rulings of the Chair are challenged by a councilor, Robert's Rules of Order, newly revised, shall govern the proceedings of the Council, unless such rules are in conflict with these rules.
- 2.6 CITY MANAGER (CM): Unless excused, the CM or designee shall attend all meetings of the Council. The CM shall keep the Council fully advised as to the financial condition and needs of the City. The CM may make recommendations to the Council and may take part in discussion on all matters concerning the welfare of the City; provided, however, that the CM shall not, unless requested by a councilor, participate in deliberations on any motion.

- 2.7 CITY ATTORNEY: The City Attorney shall, at the request of the Council and/or CM, attend meetings of the Council. The Council may, at any time during a regular or special meeting of the Council, call upon the City Attorney for an oral or written opinion to decide any question of the law.
- 2.8 OFFICERS AND EMPLOYEES: Department Heads of the City shall attend council or committee meetings when requested by a councilor or a member of the committee.
- 2.9 COUNCIL MEMBER ABSENCE: When the Mayor or a Councilor must be absent from the City for more than 30 days, or from a regular meeting, s/he shall notify either the Mayor or another Councilor or the City Manager of the intended absence. The notification shall then be announced at the beginning of the meeting.
3. TYPES OF MEETINGS
- 3.1 REGULAR COUNCIL MEETING: The Council's regular meeting shall be scheduled by resolution of the Council. The time of these meetings will be 2:00 p.m. When the Council meeting falls on a holiday, the regular meeting date shall be set at the meeting prior to that date. The meeting place shall be the commonly used Council Chambers and all regular and special meetings shall be public.
- 3.2 SPECIAL MEETINGS: Special meetings may be called by two or more members of the Council. The CM shall prepare a notice of special sessions, stating time, place and subject. It shall also be the duty of the CM to make diligent effort to notify each member of the Council in person, by telephone or otherwise, of such special session. Notice of such special session shall be properly publicized by news media as specified by the law. Only matters set forth in the notice of the meeting shall be discussed at such meeting.
- 3.3 ADJOURNED SESSIONS: Any session of the Council may be continued or adjourned, but for no period longer than until the next regularly or special scheduled meeting thereafter.
- 3.4 WORKSHOPS: The Council may meet informally in workshop session (open to the public) at the call of any two or more members of the Council.
- 3.5 EXECUTIVE SESSIONS: Executive Sessions shall be held in accordance with the provisions of Oregon State Public Meeting Laws.
- 3.6 ATTENDANCE OF MEDIA AT COUNCIL MEETINGS: Other than during executive sessions, meetings of the City Council and its committees shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.

4. CHAIR AND DUTIES

- 4.1 CHAIR: The Mayor, if present, shall preside as the Chair at all meetings of the Council. In the absence of the Mayor, the Council President shall preside. In the absence of both the Mayor and Council President, the Council shall select a temporary presiding officer.
- 4.2 CALL TO ORDER: The meeting of the Council shall be called to order by the Mayor, or in his/her absence, by the Council President. In the absence of both the Mayor and Council President the meeting shall be called to order by the CAO or designee for the selection of the temporary chair. Roll call shall then be called by the CM or designee, who shall enter in the minutes of the meeting the names of the members present.
- 4.3 PRESERVATION OF ORDER: The Mayor or other presiding officer shall call the meeting to order; announce the order of business as provided in the agenda; state motions, put them to a vote and announce the result of the vote; prevent irrelevant or frivolous debate or discussion; maintain order and decorum; and otherwise enforce the Council's rules and appropriate parliamentary procedures.
- 4.4 POINTS OF ORDER: The Chair shall determine all points of order, subject to the right of any member to appeal to the Council. If any appeal is taken, the question shall be, "Shall the decision of the Chair be sustained?"
- 4.5 QUESTIONS TO BE STATED: The Chair shall state all questions submitted for a vote and announce the result. A roll call vote shall be taken upon the request of any member, in the manner provided in Section 6.5 of these rules.
- 4.6 PRESIDING OFFICER - POWERS: The presiding officer may move, second, and debate from the chair, subject only to such limitations of debate as are by these rules imposed on all members.
- 4.7 VOTING: All official actions of the Council shall be taken by public vote and the vote of each member shall be recorded, pursuant to ORS 192.650(1)(c) -- Public Meetings Law. Secret ballots are prohibited.

5. ORDER OF BUSINESS AND AGENDA

- 5.1 ORDER OF BUSINESS: The business of all regular meetings of the Council will be determined by the City Council and shall be transacted in the following order, unless the Council by a majority vote of the members present, suspends the rules and changes the order:

Roll Call
Minutes

Citizen Comments and Concerns
Public Hearings (Including any related Ordinances or Resolutions)
Discussion/Action Items
Council Comments and Concerns
Staff Reports
Consent Calendar
Good of the Order
Adjournment

- 5.2 AGENDA: The order of business of each regular meeting shall be as contained in the agenda prepared by the CM. The agenda shall be a listing by topic of subjects to be considered by the Council and shall be made available to the members of the Council by the Friday preceding the regular council meeting and at least 24 hours in advance of a special meeting. Items to be placed in the agenda must be in the office of the CM by 1:00 p.m. on the Thursday (7 days) preceding the meeting. Discussion/Action agenda items shall be accompanied by a cover sheet with the title of the agenda item, a summary of the item, any staff recommendations and the action that is requested of the Council for the item.
- 5.3 CONSENT CALENDAR: The Consent Calendar may contain items which are of a routine and non-controversial nature which may include, but are not limited to the following: communications, memos and reports for information of council, agreement petitions, minutes of commissions and boards, applications, approval of accounts which may be accepted by consent of the Council by a single vote without reading, unless a member of the Council should request such reading and such request shall be granted. Minutes of the preceding meeting, and bills tendered for payment shall not be read in detail at each meeting prior to approval. Any item of the consent agenda may be removed and considered separately as an agenda item at the request of any council member.
- 5.4 FINANCIAL REPORT: Financial reports will be presented by the CM and will specifically include, but not be limited to include: all bills for routine outside contract services; i.e. attorney, engineering, insuring and accounting, and, in addition, any current special contractual services. Financial reports may be included in the Consent Calendar.
- 5.5 CITIZEN'S OR COUNCIL CONCERNS: Items brought to the Council under "citizen's or council concerns" will not become agenda or discussion items when presented. Unless the Council by vote deems an emergency to exist, items shall be referred to the appropriate committee or placed on the next agenda.
6. ORDINANCES, RESOLUTIONS, AND MOTIONS
- 6.1 FORM: Ordinances and resolutions shall be presented to the Council only in typewritten form.

- 6.2 FUNDING: All ordinances and resolutions authorizing any expenditure of money shall include the exact source of the funds to be expended.
- 6.3 ORDINANCES/RESOLUTIONS INTRODUCTION: All proposed ordinances and resolutions shall be prepared by the CM or City Attorney. All ordinances prepared by the CM will be reviewed by the Attorney.
- 6.4 RECORDING OF VOTES: The ayes and nays shall be taken upon the passage of all ordinances and resolutions and entered upon the official record of the Council. When any vote is called, each council member shall respond "yes" or "no" or "abstain". Any council member who responds "abstain" shall state their reason for abstention, being limited to a possible conflict of interest and the abstention shall be accepted or rejected by the Council.
- 6.5 RESOLUTION: Any reading may be by title only or any council member present may request reading in full.
- 6.6 REQUESTS FOR LEGAL OPINIONS: Any member of the City Council may request a legal opinion, relating to City business from the City Attorney. These requests should be made after exhausting other sources; i.e. Committee Heads, Department Heads and should be made if possible through the CM and at the regularly scheduled Council meeting.

7. CREATION OF COMMITTEES, BOARDS AND COMMISSIONS

7.1 STANDING COMMITTEES:

- A. Committees and their membership will be reviewed and membership established by the Council at the first meeting of odd-numbered years. Members of the Council will indicate committee preference in order of priority.
- B. Chairs of committees will be determined by the committees at their first meeting.
- C. If during the two (2) year term of the committee, the committee as a whole determines a restructuring is necessary, the issue will be determined internally, and if consensus cannot be reached, the issue may be referred to full council for resolution.

7.2 CITIZENS COMMITTEES, BOARDS AND COMMISSIONS:

- A. The Council may create committees, boards and commissions to assist City government with such duties as the Council shall specify.

B. Depending on its function, members of any board shall be:

1. Only residents of Waldport, or
2. A majority of residents of Waldport.

Selection will be determined by the Council. Any committee, board or commission so created shall cease to exist upon the accomplishment of the special purpose for which it was created, or when abolished by a majority vote of the Council. No committee so appointed shall have powers other than advisory to the Council.

7.3 REMOVAL OF MEMBERS OF BOARDS AND COMMISSIONS: The Council may remove any member of any board or commission which it has created by a vote of a majority of the Council present and voting.

8. CITIZEN'S RIGHTS

8.1 MANNER OF ADDRESSING THE COUNCIL - TIME LIMITS: Each person addressing the Council shall step up to the microphone, or designated area of the meeting room, will give his/her name and general area of residence in an audible tone of voice for the record. Unless further time is granted by the presiding officer with concurrence of the Council, comments should be limited to five minutes. All remarks shall be addressed from the podium to the Council as a body. Questions should be asked of the Council members through the presiding officer. The Council may then determine the disposition of the issue, (placed on present agenda if an emergency exists, workshop, other agendas, or do not consider).

8.2 PERSONAL AND SLANDEROUS REMARKS: Any person making personal, impertinent or slanderous remarks or who shall become boisterous while addressing the Council, may be requested to leave the meeting and may forthwith, by the presiding officer, be barred from further audience before the Council during that council meeting.

8.3 READING OF PROTESTS: Interested persons, or their authorized representatives may address the Council for the reading of protests, petitions or communications relating to any matter over which the Council has control, when the item is under consideration by the Council, if a majority of the Council present agrees to let them be heard.

8.4 CITIZEN COMPLAINTS OF CM: Citizen complaints concerning the CM must be submitted in writing, signed, to the Mayor. The Council shall be fully informed of the complaint.

- 8.5 CITIZEN COMPLAINTS AGAINST DEPARTMENT HEADS: Citizen complaints concerning department heads of the City must be submitted in writing, signed, to the CM. The Council shall be fully informed of the complaint, and any action taken.
- 8.6 CITIZEN COMPLAINTS AGAINST CITY EMPLOYEES: Complaints will be submitted in writing, signed, to the CM and handled in accordance with the established personnel policy.
- 8.7 WRITTEN COMMUNICATION: In lieu of attendance at public meetings, interested parties, or their authorized representatives may address the Council by written communication in regard to any matter concerning the City's business or over which the Council has control at the time by direct mail or by addressing the CM and copies will be distributed to the Council members.
9. SUSPENSIONS AND AMENDMENT OF THESE RULES
- 9.1 SUSPENSION OF THESE RULES: Any provision of these rules not governed by the Waldport City Charter may be temporarily suspended by a vote of a majority of the Council. The vote on any such suspension shall be taken by ayes and nays and entered upon the record.
- 9.2 AMENDMENTS OF THESE RULES: These rules may be amended, or new rules adopted, by a majority vote of all members of the Council, provided that the proposed amendments or new rules shall have been introduced into the record at the prior council meeting.

EXAMPLE LANGUAGE FROM OTHER CITIES

Waldport (2033)

**Mayor - 2-year term
Councilors - 6, 4-year terms**

City Manager

5.2 Agenda: The order of business of each regular meeting shall be as contained in the agenda prepared by the CM. The agenda shall be a listing by topic of subjects to be considered by the Council and shall be made available to the members of the Council by the Friday preceding the regular council meeting and at least 24 hours in advance of a special meeting. Items to be placed in the agenda must be in the office of the CM by 1:00 p.m. on the Thursday (7 days) preceding the meeting. Discussion/Action agenda items shall be accompanied by a cover sheet with the title of the agenda item, a summary of the item, any staff recommendations and the action that is requested of the Council for the item.

Shady Cove (2904)

**Mayor - 2 year term
Councilors - 4, 4 year terms**

City Administrator

Agenda: The Mayor, or designated representative, will provide the City Administrator a list of items to be covered in Unfinished and New Business not later than 3:00 p.m. on Wednesday the week prior to a scheduled Council meeting. The City Administrator will prepare an agenda not later than 3:00 p.m. on Thursday the week prior to the scheduled Council meeting.

Complete Council packages will be made available by close of business on Friday the week prior to a scheduled meeting.

During announcements, the presiding officer may add items to, or delete items from the agenda. Verbal explanations will be provided for additions and deletions.

Burns (2806)

**Mayor - 4 year term
Councilors - 6, 4 year terms**

City Manager

2.05.040 Agenda and order of business.

(1) An agenda for each regular council meeting shall be prepared by the city

manager, city clerk and the mayor. The city council may direct that specific items be included on the agenda. The city staff shall be given sufficient time to do necessary research or prepare necessary reports or documents to address agenda items. Agendas and informational material shall be distributed to the council by close of business on the Friday prior to each regular meeting.

Jacksonville (2785)

Mayor - 4 year term
Councilors - 6, 4 year terms

City Administrator

Sec. 2.36.090. - Agenda.

(A) All Council agenda items shall be routed through staff for Mayoral approval. Any person desiring inclusion of agenda items (including the City Attorney, City Recorder and any other City staff) shall direct these to the Mayor for their approval.

(B) The Mayor along with the City Recorder or City Administrator shall prepare together the agenda for each meeting. This agenda shall be closed for further items at 3:00 p.m. on the Tuesday preceding the meeting except in the case of special meetings. All background materials shall be submitted on the Wednesday preceding the meeting by 3:00 p.m.

(C) Any member of the Council may introduce items not on the agenda which constitutes an emergency. Emergency placement of an item onto the agenda requires a unanimous vote of the Council members present. However, in order to provide adequate public notice, other items should be placed on the next agenda. No vote shall be allowed on items under "other" with the exception of an emergency.

Dayton (2534)

Mayor - 4 year term
Councilors - 6, 4 year terms

City Manager

1.05.00 Mayor, Council President and Councilor Duties

(B) The duties of the mayor include:

(4) Meet with manager to prepare Council agendas and review items for presentation to the Council

Gold Beach (2253)

Mayor - 4 year term
City Council - 5, 4-year terms

City Administrator

Rule No. 25 - Agendas: Staff shall prepare an agenda for every regular, and if requested, for every special Council meeting. Items may be placed on the agenda by any person, but such items shall be presented to the City Administrator or designee in writing at least six days prior to the meeting at which they are to be discussed. Agendas and informational material for regular meetings shall be distributed to the Council at least four days prior to the meeting. Items may be added to the agenda in accordance with Council Rule 26. New business brought before the Council in a meeting may be referred to the City Administrator for a report at a future Council meeting.

Rule No. 26 - Additions to Agenda: A request to add an item for Council consideration to the Council agenda may be presented at the Council meeting but shall require a majority concurrence of the Councilors present to be so added. Decisions on added agenda items that were not advertised on the agenda could be challenged.

Sisters (2038)

Mayor - 2-year
Councilors - 5, 4-year

City Manager

Agenda:

1. The city manager, with the approval of the mayor (or council president in the absence of the mayor) shall prepare an agenda for workshops and regular council meetings.
2. A majority of council members may request that items be placed on the agenda.
3. Agenda and supporting material shall be made available to council members no later than three days prior to scheduled council workshops and meetings.

Carlton (2007)

Mayor - 2 year
Councilors - 6, 4-year

City Manager

2.05.090 - Agenda

The city manager shall prepare an agenda of the business to be presented at a regular council meeting, which shall be posted at City Hall and the US Post office stating the day and time and to be published prior to the meeting. Additions to the published agenda may be approved by the council. Non-agenda items brought before the council during a meeting shall normally be for informational purposes only.

North Plains (1947)

Mayor - 4 year

Councilors - 6, 4-year

City Manager

1.05.070 Agenda

The Mayor or City Manager shall approve an agenda of the business to be presented at a regular Council meeting. No item of business shall be added to an agenda after 4:30 p.m. on the Wednesday of the week proceeding the week of the Council meeting for which the agenda has been prepared. The Council shall vote on only matters that appear on the agenda for that meeting or are introduced by a Council member or the Mayor. Council members and the Mayor shall endeavor to have subjects they wish considered submitted in time to be placed on the agenda.

Enterprise (1940)

Mayor - 2-year

Councilors - 6, 4-year

City Administrator/Recorder

2.04.060 (B)Agendas. The administrator/city recorder shall prepare an agenda for every council meeting. Items to be set on the agenda are normally recommended by city staff regarding issues. The agenda should be completed by Wednesday of the preceding week and presented to the mayor or presiding officer of that meeting. Three business days before the regular council meeting, which is typically the Wednesday before the regular council meeting, packets containing information beneficial to the council shall be provided to each council member.

Items may be recommended for the agenda by any person. Such items shall be presented to the city administrator/city recorder, in writing, at least seven days prior to the meeting in which they are to be discussed.

Recommendations at a council meeting or study session for items to be placed on the agenda must be approved by consensus of the council.

Agendas and informational material for regular meetings shall be distributed to the council at least three working days prior to the meeting.

New business brought before the council in a meeting may be referred to the city administrator/city recorder for a report at a future council meeting.

Additions to the Agenda. A request to add an item for council consideration to the council may be presented at the council meeting. Addition of any item to the agenda is limited to discretion of the mayor or presiding officer.

Turner (1854)

Mayor - 2 year term

Councilors - 6, 4-year terms

City Administrator

2.06.08 Agenda. The City Administrator shall prepare an agenda of business to be presented at a regular Council meeting. The Council may pass rules for how citizens can submit items to be placed on the agenda. Council members and the Mayor will endeavor to have subjects they wish to have considered submitted to the City Administrator in time to be placed on the agenda. The Council may amend the agenda to consider items which are urgent in nature and cannot wait until the next scheduled meeting.

Banks (1777)

Mayor - 4 year term
Councilors - 6, 4 year terms

City Manager

1-5-2 Order of Business

The order of business at each Council meeting shall be in accordance with the agenda prepared by the City Manager.

A. Placing Items on Agenda Generally: Any person wishing to place an item on the agenda shall advise the Manager's office no later than 1:00 p.m. on the Wednesday preceding the meeting at which the person wishes the item to be considered.

B. Items to be Acted on Generally: Normally, only those items on the agenda shall be acted upon by the Council. Matters deemed to be emergencies or of an urgent nature by the Mayor, a Councilmember, or the Manager may be submitted for Council consideration and action.

C. New Business: The Mayor or a Councilmember may bring before the Council any new business under the "other business" portion of the agenda. These matters need not be specifically listed on the agenda, but formal action on the matters shall be deferred until a subsequent Council meeting unless deemed urgent.

Clatskanie (1737)

Mayor - 2-year term
Councilors - 6, 4-year terms

City Manager

1-5-4: Agenda and Order of Business

Preparation and Distribution of Agenda: An agenda for each regular council meeting shall be prepared by the city manager. The mayor or the city council may direct that specific items be included on the agenda. The city manager should be given enough time to do necessary research or prepare necessary reports to address the agenda items. Agendas and informational material should be distributed to the council at least four (4) days prior to the meeting.

CITY COUNCIL MEETING – December 12, 2019

CITY MANAGER REPORT

1. *Financial Report*

Last month's summary is attached.

2. *Lincoln County Sheriff*

Last month's Sheriff's report is attached.

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

NO CHANGE. 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.

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

Our application was approved! We received a letter from Director Chris Harden dated October 28, 2019, in an email from Business Oregon (please see attached). Work must start within 5 years and reimbursable work must be complete within 10 years from date of approval (November 9, 2019). There is a 10-year extension that may be given since the City is a rural sponsor.

5. *Waldport Citizen Patrol*

We received a letter from Doug Durrett dated November 18, 2019, requesting \$500 for supplies. We have available funding in the current year budget, so are cutting a check this month for 2019-20. The Citizen Patrol should be advised to submit a request for 2020-21 during the beginning of the calendar year.

City of Waldport

PO Box 1120, Waldport, OR 97394

Phone: (541) 563-3561

Email: finance@waldport.org



FINANCIAL REPORT FOR PERIOD ENDING NOVEMBER 30, 2019

FINANCIAL SUMMARY OF REVENUES, EXPENSES, AND CHANGES IN FUND BALANCES

Revenues and expenditures have been categorized into operating (ongoing) and capital (long term). Capital revenues are committed, either by state or council, to fund improvements to the systems or to repayment of debt for such improvements.

Funds	General	Street, Road District	Urban Renewal	Public Works	Water	Wastewater	Totals
Operating Revenues	614,941	159,924	-	456,634	284,051	253,790	1,769,339
Operating Expenses	551,165	82,187	109	360,353	232,451	209,860	1,436,125
Net Operations	63,776	77,737	(109)	96,281	51,600	43,930	333,214
Capital Revenues	6,188	-	53,309	-	58,398	44,946	162,841
Capital Outlays	-	-	-	15,802	63,846	41,168	120,816
Debt Service	86,053	-	-	30,370	49,719	45,418	211,560
Net Capital	(79,865)	-	53,309	(46,172)	(55,167)	(41,640)	(169,535)
Net Revenue (Loss)	(16,089)	77,737	53,200	50,109	(3,567)	2,290	163,679
Beginning Balances	787,655	317,529	292,749	103,583	154,201	401,682	2,057,399
Ending Balances	771,566	395,266	345,949	153,692	150,634	403,972	2,221,078
Net Revenue (Loss)	-2%	24%	18%	48%	-2%	1%	8%

REVENUE HIGHLIGHTS

The General fund received franchise taxes of \$6,400.97, transient room tax of \$15,546.65, property taxes of \$402,607.94, State revenue sharing of \$12,506.46.

The Street fund received state gas taxes of \$13,296.42 for the month of October.

Utility usage is comparable to the previous year; year to date billings reflect growth in the number of services from the previous fiscal year. This was in addition to the 3.4% increase that went into effect on July 1, 2019.

	YTD Usage	YTD Billings
Water		
Residential	27,537	\$210,461
Commercial	6,284	\$51,762
Multiple Dwelling	3,666	\$31,223
Total Water	37,487	\$293,446
YTD for Last Year	39,802	\$285,737
Current Year / Last Year	94%	103%

	YTD Usage	YTD Billings
Wastewater		
Residential	13,891	\$179,598
Commercial	5,645	\$53,346
Multiple Dwelling	4,613	\$47,227
Total Wastewater	24,149	\$280,171
YTD for Last Year	23,477	\$272,704
Current Year / Last Year	103%	103%

EXPENDITURE HIGHLIGHTS

Public Works purchased a new utility trailer in August. They are in the process of getting quotes for the new bucket trailer and ground penetrating radar.

Public Works Internal Services	YTD Billings	% of Total
Water Plant	99,448	22%
Distribution	95,859	21%
Wastewater Plant	123,799	28%
Collection	58,466	13%
Streets, Storm	52,395	12%
Other Projects	16,259	4%
Total	446,226	100%

CAPITAL PROJECTS OVERVIEW

Capital Outlay Projects	YTD Activity	Project to Date	Project Budget
Crestline Park Space	-	-	30,700
Disc Golf Course	-	-	3,600
Transportation System Plan	-	-	80,000
Lint Slough Trail	-	-	5,000
Open Space Development	-	-	10,000
SPWF	-	-	50,000
Crestline Sidewalk Design-Readiness	-	-	100,000
Digital Speen Signs	-	-	15,000
Way Finding / Port / Beach Access	-	-	50,000
PW Vehicles, Equipment	15,802	15,802	44,000
2MG Reservoir Rehabilitation	45,528	202,435	25,000
Ground Penetrating Radar	-	-	24,900
Street Light Repair	-	-	25,000
Facility Bathroom	-	-	25,000
Water/Wastewater Master Plan	19,882	80,865	110,000
Water Rights	245	-	20,000
Water Meters	6,465	-	-
Water Conservation Plan	7,483	7,483	28,000
Grinder Station Rehab	-	-	60,000
Inflow & Infiltration Mitigation	221	221	30,000
Pump Station - Yaquina	-	-	10,000
Lagoon Sludge Removal	25,190	-	40,000
WWTP Computer & Level Control	-	-	40,000
Totals	120,817	306,807	826,200

√ Completed projects

Waldport's Disc Golf Course is complete; however, there are budgeted enhancements in the current fiscal year.

Park updates include Crestline Park, Lint Slough Trail, as well as development of the Open Space.

\$100,000 is appropriated for the Crestline Sidewalk-Design Readiness, in preparation for applying for SRTS Grant.

The arbitrator for the 2 MG reservoir found claimant entitled to an award. Payment for award is pending, in separate litigation. We are still working with the insurance attorney, in anticipation of completing tank litigation by end of calendar year 2019.

Water rights involves updating the Water Management and Conservation Plan. Water Master Plan is approved by council. Wastewater Master Plan is progressing.

Wastewater outlays will involve lagoon sludge removal, continued I & I mitigation, grinder station rehab, pump station updates at Yaquina, as well as new WWTP computer and level control.

101 street light repair scheduled for early-December.



OFFICE OF THE SHERIFF
Sheriff Curtis L. Landers
225 W. Olive Street
Newport, Oregon 97365
Records (541) 265-4912
Civil (541) 265-4915
General (541) 265-4277
Fax (541) 265-4917

MEMORANDUM

DATE: December 2, 2019
TO: Waldport City Council / Kerry Kemp, City Manager
FROM: Rick Ballentine, Patrol Sergeant 
RE: **Waldport News Brief – November 2019**

Sheriff's Office News

If you recall, we mentioned in our June news brief that in May we hired Taylor Jernigan as a new patrol deputy. We are pleased to inform you that Taylor has completed the DPSST Police Academy and will graduate this coming Friday the 6th of December. Upon graduation, Deputy Jernigan will be assigned to a Field Training Officer to complete his basic training. Deputy Jernigan is a Lincoln County Native and resides in the South County area. The addition of Deputy Jernigan will benefit our citizens as he has local knowledge and positive "can do" attitude.

Calls for Service

During the month of November, the City of Waldport represented **37%** of all Sheriff's Office activity in South Lincoln County, which is down from **44%** last month. Sheriff's Deputies responded to or initiated **140** calls for service in the City of Waldport, which is down from **188** last month. Of the 140 calls, six (**6**) resulted in arrest for criminal offenses.

The arrests included Burglary, Theft and multiple Warrants.

Traffic Enforcement

The City of Waldport requests traffic offenses, which occur inside the city limits, be issued into the Waldport Municipal Court. There were **22** traffic stops, resulting in **18** citations. This is up from the 12 citations issued in October. **13** traffic stops were made on Hwy 101 with the remaining **9** spread out across the city from Crestline Drive to the lower area of Old Town.

A common theme for this round of traffic stops is the enforcement of the **Failure to Obey a Traffic Control Device (811.265)** particularly as related to the failure to come to a complete stop as required at a posted intersection.

The definition of 811.265 follows:

(1) A person commits the offense of driver failure to obey a traffic control device if the person drives a vehicle and the person does any of the following:

(a) Fails to obey the directions of any traffic control device.

(b) Fails to obey any specific traffic control device described in

ORS [811.260 \(Appropriate driver responses to traffic control devices\)](#) in the manner required by that section

Trends and Notable Events

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

For November, the crime definition will be **Burglary 2nd Degree** and **Theft 2nd Degree**.

Burglary 2nd Degree: a person commits the crime of burglary in the second degree if the person enters or remains unlawfully in a building with intent to commit a crime therein.

Theft 2nd Degree: a person commits the crime of theft in the second degree if;

(a) By means other than extortion, the person commits theft as defined in ORS 164.015, and

(b) The total value of the property in a single or aggregate transaction is \$100 or more and less than \$1,000.

Trends and Notable Events - Continued

On 11/07/2019, Deputy Tugwell responded to the Waldport High School regarding the complaint of **Burglary 2nd Degree / Theft 2nd Degree.**

Deputy Tugwell contacted a member of the administration who advised that after discovering signs of unlawful entry through a classroom window, video surveillance was reviewed at which time a suspect, identified as a student, was observed wandering the halls attempting to gain access to multiple classrooms. The video surveillance showed the illegal entry the evening prior at a time the school was closed.

The juvenile suspect was later located in the Waldport area at which time he was detained regarding the observed crimes. The suspect was subsequently lodged in the Lincoln County Juvenile Detention Center.

Events

Our South County/Waldport deputies made an effort to concentrate on traffic safety within the city just prior to the Thanksgiving Holiday, the time was spent to deter serious traffic related incidents.

Happy Holidays to all, be vigilant, be safe!

Kerry Kemp

From: HOLBROOK Daniel L * BIZ <Daniel.L.Holbrook@oregon.gov>
Sent: Monday, November 18, 2019 7:34 AM
To: Kerry Kemp
Cc: MURPHY Melissa * BIZ
Subject: Waldport Industrial Park RSIS007
Attachments: 11-07-19 Waldport Industrial Park RSIS007 executed.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Council Agenda

Mr. Kerry Kemp,

Under the authority given to the Director of Business Oregon, established by ORS 285B.625 to 285B.630, I am pleased to inform you that the Waldport's industrial project identified as Waldport Industrial Park is now designated as a Regionally Significant Industrial Site. For your records, Director Harder's designation approval is attached. Please note the conditions of approval.

The City is eligible for future state income tax reimbursements based on state income taxes paid for qualifying jobs, resulting from development within the designated Regionally Significant Industrial Site. Our team in consultation with the Department of Justice, will work with you on a tax reimbursement agreement, reporting requirements, and process for reimbursements.

Congratulations and we look forward to receiving news about the development of the site. Let me know if you have any questions.

Best,

Daniel Holbrook, AICP
Industrial Lands Specialist

Business Oregon | www.oregon4biz.com
(503) 877-7006 mobile



Total Control Panel

[Login](#)

To: kerry.kemp@waldport.org
From: prvs=12254cf6a8=daniel.l.holbrook@oregon.gov

Message Score: 1
My Spam Blocking Level: Low

High (60): **Pass**
Medium (75): **Pass**
Low (90): **Pass**

MEMORANDUM

Date: October 28, 2019

To: Chris Harder, Director

From: Daniel Holbrook, AICP, Industrial Lands Specialist 

Subject: Regionally Significant Industrial Site - Designation Request

Project Name: Waldport Industrial Park
Project Number: RSIS007
Applicant: City of Waldport
Developable Acres: 100
Estimated Jobs: 1,343
Project Location: Waldport, OR
Site Readiness Costs: \$20,075,000

Background: The Industrial Readiness Program, governed by Oregon Revised Statutes (ORS) 285B.625-630 and Oregon Administrative Rule (OAR) 123-097, establishes and guides the Regionally Significant Industrial Site (RSIS) process. This memorandum is the official document that indicates the Department's, via the Director, approval or denial of requested determination.

The applicant is requesting that the subject site be designated a RSIS. Staff held a pre-application meeting with the City on November 28, 2018. The application was received on August 5, 2019 and went through a sufficiency review by department staff. After the application was deemed sufficient, it was sent to the Governor's corresponding Regional Solutions Team for review and comment (attached). Per your request, this project was presented to you on September 18, 2019; you requested verification of the cost estimate and the projected employment. Those comments were shared with the applicant and no changes to the application are proposed.

Location: The subject property is located in Waldport; south of Waldport High School; west of Crestline Drive; north of Little Creek; generally east of Highway 101.

Development Plan: The City's development plan addresses site readiness of the project area, includes two needed capital infrastructure improvements detailed in the application, Attachment D.

Program Findings: City of Waldport is an eligible applicant to the program. All the proposed improvements are to bring essential infrastructure to the site and will be paid for

with public funds. The majority of site is privately owned except one parcel, which is owned by the City of Waldport.

A waiver to OAR 123-097-0200(8) and 123-097-1000(2g) is required, since this application does not contain a development agreement. Such an agreement is not needed since the improvements will occur on publicly owned land and not on privately owned land. A separate waiver form will accompany this application.

The subject land has the following zoning classification, Industrial Park (IP).

The subject site was approved as a Regionally Significant Industrial Area in 2016 in the Lincoln County nomination by the Economic Recovery Review Council (ERRC). The 2011 Oregon Legislature created the ERRC and two programs that streamline the process to ready industrial lands for business. One of the programs designates Regionally Significant Industrial Areas (RSIA) planned and zoned for industrial use that have potential long-term job creation and provides some protection for using the land for business and employment purposes.

The applicant has demonstrated that the subject land will be regionally significant upon completion of the development plan. All proposed reimbursable improvements will be paid by the applicant.

A site inspection by department staff on December 13th, 2018, confirms that the majority of the site is vacant and undeveloped; there two storage companies and associated buildings and the City's Public Works Building on site.

The subject site is connected to a roadway transportation system. The site is already subdivided and ready for development. The site would be competitive for several industries once the site readiness issues are addressed.

This project meets two priorities in the Business Oregon Strategic Plan, Grow Small - and Middle-market Companies by prioritizing in infrastructure investments to directly promote business growth and Cultivate Rural Economic Development.

Development Plan: The City has identified the required infrastructure to make the site ready for development. The site readiness improvements are as follow: roads, water, storm drainage, and sanitary sewer. The city will use municipal funds to pay for the identified projects. If any grants are used to pay for a portion of the cost, they will not be reimbursable.

If this application is approved (designated a RSIS), the total cost that will be eligible for reimbursement will be \$20,075,000.

As of the date of this memorandum, five RSIS sites have been approved with a site readiness grand total cost of \$82,142,692. Approval of this application will increase that number to \$102,217,692. Currently, this application is being processed with two other

applications so the figures do not reflect any project that has not been designated as of the date of this memo. To date, there has been one requested reimbursement by approved RSIS sponsor but the listed employer did not meet the employment wage and job thresholds

The estimated phased in completion date for all improvements is by 2040. Per ORS 285B.627 (8), "*The total amount of tax reimbursements arrangements and loan amounts authorized under this section may not exceed \$10 million per year.*" As of the date of this memorandum, the state has not made a tax reimbursement or loan for a RSIS.

Anticipated Results: The anticipated results will be a total of 100 developable acres that can accommodate an estimated 1,343 jobs which will benefit the greater area (Corvallis to Waldport to Depoe Bay to Florence).

Recommendation: With the findings and comments contained herein, staff finds that there is sufficient support to approve the Waldport Industrial Park as defined in the attached application from the county to be designated as a Regionally Significant Industrial Site with the following conditions:

1. Work must start within 5 years from the date of approval;
2. Reimbursable work must be complete within 10 years from the date of approval;
3. Final reimbursement must occur within 30 years from the date of approval;
4. Since this is a rural sponsor, a 10 year extension may be given to conditions 1-3 listed above.

Approve the subject site as a Regionally Significant Industrial Site (RSIS).

Deny the subject site as a Regionally Significant Industrial Site (RSIS) for the following concerns/issues: _____



Chris Harder, Director

November 7, 2019

Date

Public Works Department

Report for the month of November 2019

Water Treatment Plant

Plant Production:	<u>7.85</u>	MG
Rainfall:	<u>2.8</u>	inches

Wastewater Treatment Facility

Effluent Flow:	<u>3.6</u>	MG
Rainfall:	<u>2.5</u>	Inches

Department Overview

During the month of November, 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 November consisted of:

- Operating Treatment plants
- Continuing with our asset management program (IWORQS)
- Open space maintenance
- Street pothole repair
- Fixed or replaced two hydrants
- Repaired a main line water break
- 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.

**Waldport Public Library
Board of Trustees
Minutes of Regular Meeting August 13, 2019**

Members Present:

Brian Fodness, Chair
Jed Hansen
George Sisikin
Gary Hodges
Kevin Quill

Others Present:

Sue Bennett, Library Director
Greg Holland, City Council Member

Members Absent:

Call to order, introductions & review of agenda: Brian Fodness, Chair, called the meeting to order at 9:30 a.m.

Welcomed new member, Kevin Quill.

First order of business was to elect a new chair. Brian Fodness was nominated and unanimously voted as chair.

Minutes: Mr. Hansen moved to approve the June minutes and Gary Hodges seconded. The minutes were unanimously approved.

Financial Report: The financial report for the end of the year was not available at the time of the meeting. The end of the year financial report will be available for the next meeting of the Board

Committee Reports: The Friends of the Waldport Library have not met since the last Board meeting.

No minutes from the Teen Advisory Board (TAB).

Director's Report: Ms. Bennett provided a review of the programs and future programs for the youth and adults. The regularly schedule programs continued this month in addition to the summer reading programs.

Old Business:

New Business:

Lincoln County Library District Update: Brian Fodness provided and update for the district. The LCLD offices are now in their new building.

Board Members concerns:

Actions or Recommendations to the City Council: No reports to City Council. Greg Holland mentioned the Council is holding a workshop regarding the open space October 8 at 6:00 pm. Suggested the library send a representative since the RC Club made a presentation for the use of a portion of the space.

Public Comment: None.

Announcements: None

Next Regular Meeting: September 10, 2019 at 9:30 a.m.

Adjournment: Mr. Fodness adjourned the meeting at 10:18 a.m.

**Waldport Public Library
Board of Trustees
Minutes of Regular Meeting October 8, 2019**

Members Present:

Brian Fodness, Chair
George Sisikin

Others Present:

Sue Bennett, Library Director

Members Absent:

Jed Hansen
Gary Hodges
Kevin Quill

Call to order, introductions & review of agenda: Brian Fodness, Chair, called the meeting to order at 9:27 a.m.

Minutes: Minutes of the August meeting were not approved as we did not have a quorum

Financial Report: The financial report for FYE 2019 and July/August 2019 reported.

Committee Reports: The Friends of the Waldport Library minutes.

Teen Advisory Board (TAB) minutes.

Director's Report: Ms. Bennett provided a review of the programs and future programs for the youth and adults. The regularly schedule programs continued this month in addition to a program on Mushroom Hunting

Old Business:

New Business:

Lincoln County Library District Update: Brian Fodness provided and update for the district and talked about the renewal of the tax levy for the District.

Board Members concerns:

Actions or Recommendations to the City Council: No reports to City Council

Public Comment: None.

Announcements: None

Next Regular Meeting: November 12, 2019 at 9:30 a.m.

Adjournment: Mr. Fodness adjourned the meeting at 10:10 a.m.

Director's Report November 2019

Programs

November Programs

Adult craft night had 28 people at the library to paint thanksgiving signs.

Patron appreciation day went well. We may make the day a monthly event but on a scaled down version.

Baby story time has dwindled some since last year but is now beginning to build up with some regular families attending.

The chess club is also beginning to build with some new members.

The RC club continues to remain around 10-12 participants. We have had several donations from people of RC parts and radios. This will get the cars back up and running as some of the equipment was beginning to fail from heavy use.

We held a family movie night but was not well attended.

The library has a history of partnering with the schools. This year, we are increasing that partnership through the Crestview school librarian. The goal of the Crestview librarian is to have all the kids at the school sign up for library cards. The school has given us a space to advertise our programs and allows Sharon to come in to the school to talk with the kids and promote our programs.

We have also started a new program called Invention Convention. We will work with the school and homeschoolers to encourage kids to participate in this national program. The students find a problem, research the problem, and find an invention to solve that problem. This is a national competition and we are the first library to partner with a school for the program.

Future Programs

Lots of crafting with the kids beginning December 4 and will daily continue until the 19. December 9 is family Who-ville night where everyone will come dressed as a Who-ville character.

The Friends of the Waldport library is conducting their annual Holiday drawing which will end December 14.

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

Kerry Kemp and I will meet with the Penny Hummel on December 19 to discuss the space planning consultation schedule. She will be speaking to the Library Board at some point. 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. The proposal for the project is attached. Ms. Hummel has experience as a Director in several libraries in Oregon and has been consultant for libraries since 2013. As a consultant, 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.

The City council is moving ahead with the open space and it appears the council will allow the RC club to build a track in a small portion of the field. We should be able to start on the track next spring.

The library will participate in the collection of the 2020 census. The census is online this year and the library will provide a dedicated station for people to enter their information in a private setting. We will also provide informational material as well as staff support to help people navigate the census website.

Waldport Public Library
Monthly Circulation FY 2019-20

Patron Category	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
LCLD-Adult	3281	3,005	2,489	2,894	2,831								14,500
LCLD-Youth	158	56	23	22	57								316
Waldport Adult	1,891	1,923	1,741	1,785	1,737								9,077
Waldport Youth	80	40	52	24	19								215
CITIES (Adult & Juv)	8	0	0	2	24								34
Temporary 1 yr	2	9	11	17	17								56
Temporary	68	61	55	16	13								213
OCCC	2	0	0	4	0								6
Oregon Passport	90	147	154	95	116								602
Interlibrary loan out	64	63	57	69	76								329
Chinook Circ	5,644	5,304	4,582	4,928	4,890	0	0	0	0	0	0	0	25,348
FY2019	5,159	5,368	4,832	5,552	4,888	5,179	4,888	4,829	5,309	5,059	4,711	4,958	60,732
% circ in public lib	53%	50%	49%	52%	50%								
Library2Go *	<u>398</u>	<u>428</u>	<u>391</u>	<u>420</u>	<u>390</u>								2,027
GRAND TOTAL	6,042	5,732	4,973	5,348	5,280	0	27,375						
FY2019	5,463	5,704	5,146	5,908	5,233	5,498	5,234	5,124	5,635	5,443	5,027	5,327	64,742
Interlibrary loan In	49	52	34	54	48								237
Computers	1,164	1,042	868	884	812								4770
WiFi	1647	1374	927	1077	845								5870
Patrons added	50	30	34	36	26								176
Webpage Visits*	573	469	381	370	408								2201
Program attendance	1112	962	270	530	459								3333
Program attendance FY2019	1030	592	203	498	321	681	319	464	646	472	285	977	6488



*Family Who-ville Night
at the Waldport Library!*

Monday, December 9
5 to 7 p.m.

At the Waldport Public Library
460 Hemlock, Waldport, OR
541 563-5880
waldportlibrary.org--Facebook

- Craft Extravaganza!**
- Dress up like a Who-ville character or the Grinch.**
- Goodies and Give-aways.**
- Check out a holiday book or movie.**

Waldport Library December 2019 Youth Events

Mon	Tue	Wed	Thu	Fri	Sat	
1 Chess Club 3-30 Make or Take Candy Cane Reindeer Chess Club 3-30	2 Baby Story Time 10 a.m. RC DRAFTERS 3:00	3 Baby Story Time 10 a.m. RC DRAFTERS 3:00	4 Baby Story Time 10 a.m. RC DRAFTERS 3:00	5 Legos & Math Games-3-5 p.m. 12/6, 12/13, 12/20, 12/27	6 Legos & Math Games-3-5 p.m. 12/6, 12/13, 12/20, 12/27	7 Legos & Math Games-3-5 p.m. 12/6, 12/13, 12/20, 12/27
8 Make or Take Button Trees Chess Club 3-30	9 Make or Take Candy Cane Reindeer Chess Club 3-30	10 Make or Take Candy Cane Reindeer Chess Club 3-30	11 Baby Story Time 10 a.m. RC DRAFTERS 3:00	12 Hands-On-Thursday Florida's Christmas Sculpture Hippios 10 a.m.	13 Make or Take Cork Holiday Horses TAB 3:45	14 Make or Take Seashell Angels
15 Teen & Tween Jewelry Day Wed, Dec. 11 2:30-4:30 @ the Waldport Community Ctr. 5th grade-High School	16 Make or Take Button Trees Chess Club 3-30	17 Make or Take Filled "Ocean" Ornaments	18 Baby Story Time 10 a.m. RC DRAFTERS 3:00	19 Hands-On-Thursday Winter Mason Jars 10 a.m.	20 Legos & Math Games-3-5 p.m. 12/6, 12/13, 12/20, 12/27	21 Legos & Math Games-3-5 p.m. 12/6, 12/13, 12/20, 12/27
22 Help Fill CHRISTMAS FOOD BASKETS Canned in FOOD Packaged for Christmas 12/10-12/13	23 Help Fill CHRISTMAS FOOD BASKETS Canned in FOOD Packaged for Christmas 12/10-12/13	24 Help Fill CHRISTMAS FOOD BASKETS Canned in FOOD Packaged for Christmas 12/10-12/13	25 Closed on Christmas Eve at 2 p.m. All Day Christmas	26 NO Hands-On-Thursday	27 Mon., Dec. 23 10-11 a.m. Hanukkah Dreidel Fun	28 NO Hands-On-Thursday

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.

Family Who-ville Night at the Waldport Library Monday, December 9 5 to 7 p.m.

Teen & Tween Jewelry Day Wed, Dec. 11 2:30-4:30 @ the Waldport Community Ctr. 5th grade-High School

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Wed, Dec. 4

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Thurs., Dec. 5

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Mon., Dec. 9

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Tues., Dec. 10

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Wed, Dec. 11

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Thurs., Dec. 12

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Fri., Dec. 13

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Mon., Dec. 30

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Tue., Dec. 31

“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 -

December 2, 1919

Common Council of the City of Waldport met in regular session, Mayor Goucher presiding. Councilmen present: Banta, Vaughn, Durbin, Knowles, Starr.

Minutes of last meeting were read and approved.

The following bills were presented and allowed: Kent & Durbin, hall rent for June, July & Aug., also trial in hall in June, total \$5.00; Walker and Lebow, \$5.80 for supplies; Daisy Overlander, \$5.00 for services as Recorder for the month of Aug.; Morris-Hallmark Co., \$4.97 for supplies; E.L. Sphar, \$20.00, services as City Marshall for the months of Oct. & Nov.; Daisy Overlander, \$5.00 for services as Recorder for the month of Sept.; Geo. Miles, \$10.00 for services as Recorder for the months of Oct. & Nov.

Bill of Arsina Evans for \$72.99 was not allowed.

The resignation of Mayor Goucher was read and voted on by roll call. Banta - no; Vaughn - yes; Durbin - yes; Knowles - yes; Starr - yes. Clerk on announcing vote declared the office vacant, Chairman of the Council Starr taking charge of meeting until a suitable person can be elected.

City Clerk was instructed to advise the Assessor to use the same valuation figures as last year and to give us as near as possible the same amount of money.

Motion to adjourn.

Geo. G. Miles, Recorder

December 7, 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. Absent: E.E. Mills and E.K. Starr. City officials present: Recorder Kelly, Marshall and Fire Chief Rhoades, Treasurer Burns, City Attorney McCluskey, Engineer Ambler, Water Superintendent Houge.

Minutes of the previous meeting were read and approved.

Councilman McMillin moved, 2nd by Dey that the bills approved by the Finance Committee be allowed and warrants drawn on the Treasurer for the respective amounts. Carried.

It was moved by Councilman Clay and 2nd by Councilman McMillin that City Engineer Ambler make an estimate of the cost of installing a sewer system including a disposal plant and for him to obtain such expert advice as he considered expedient. Carried.

Wm. F. Keady stated he believed material could be found nearby suitable for constructing sewer tile and suggested that an investigation be made to determine the possibility and feasibility of the City doing this.

Councilman Fulp moved, 2nd by Dey, that application for building permit submitted by Otto T. Houge be accepted. Carried.

Councilman Fulp moved, 2nd by Dey, that C.A. Dussler's application to sell beer be accepted. Carried. Councilman Fulp moved, 2nd by Dey, that applications by Geo. H. Hershberger to sell both beer and wine be approved. Carried.

Mayor Goodman called attention to the fact that the City Council had never authorized the salary raises provided for in the Budget. Councilman Dey moved, 2nd by Fulp that the Council authorize payment of salaries in accordance with the adopted budget.

Dave Hall stated that he thought it only right that he be given the job of printing letterheads on City envelopes. Councilman Fulp moved, 2nd by Dey that this work be given the local printer if prices were satisfactory. Carried.

An application was made by John Wells for the use of the Community Hall on the 3rd Thursday night of each month for the ensuing years by the Oregon State Employees Association. Upon the motion of Councilman McMillin, 2nd by Dey, the council voted the application be accepted, with the understanding that it would be all right for the Association to pay \$1.00 per night to cover cost of wood and light.

City Engineer Ambler submitted a report, accompanied by map, of the survey made for drainage district. L.J. Rickard asked permission of the City to construct drainage ditch 5 ft. from property line on the west side of Maple Street. Upon the motion of Councilman McMillin, 2nd by Dey, the council voted that Mr. Rickard's request be granted. Ordered. Councilman Fulp moved, 2nd by Clay that the plans prepared by City Engineer Ambler for the drainage system on Maple Street and all property west of Highway 101 be accepted. Carried.

Councilman Clay moved, 2nd by Dey, that the two resolutions prepared by Oregon state Highway Commission re the expenditure of \$856.26 on construction of the Hospital Hill road, be adopted and the Mayor and Recorder be authorized to sign same. Carried.

The City Recorder reported that a canvass of the votes cast at the regular biannual election, held November 7, 1944, had been made by the Mayor and himself, and as shown by said canvass the following were elected as City officers for the next two years: John Greenbo, Mayor; C.C. Clay, Councilman; H.A. McMillin, Councilman, Leo Goodman, Councilman; Desmond Fulp, Councilman; Jennie Monroe, Council[woman]; Elmer Pankey, Councilman; Robert E. Burns, Treasurer.

Otto Houge reported that a great many people were complaining about the number of rats that had invaded the city and stated he believed it advisable that an expert be hired to exterminate, or at least reduce their numbers by use of traps and poison. Councilman Fulp moved, 2nd by Clay that the Mayor appoint a Rat Committee with authority to act. Carried. The following committee was appointed by the Mayor: Councilmen Fulp, Dey and Clay.

Mr. Schissler asked re the installation of the pipeline for himself and others of his neighbors, and was advised that an order had been placed for the pipe and the work of laying the line would be undertaken as soon as this can be obtained.

Upon the motion of Councilman Fulp, 2nd by McMillin, the council voted to adjourn until next regular meeting, January 4, 1945, at 8 P.M.

[Unsigned]City Recorder

[Unsigned]Mayor

Council Meeting, December 11, 1969

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

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

Old Business: Citizen's Band Radio for the Police car has been purchased, installed and

in operation. Street drain at the Ced Olsen property has been repaired. Street light on Crestview Drive at Brentwood St. will be installed in the near future. Ordinance 318 is still in committee.

Councilman Seaman recommended the City adopt Exhibit "A" Sewer Service Study as worked out by Robert E. Meyers Engineers, Inc. A copy of this new schedule may be seen in the Recorder's office. Public hearing will be held January 15, 1970 at 8:00 p.m. to discuss the new proposed sewer rates.

Motion by Councilman Pankey, seconded by Councilman McMillin to pay the Jaycee's up to \$125.00 for Christmas lights. Motion carried.

The new pump for draining Red River has been installed. It should be in operation in the near future.

The Fire Chief was instructed to submit to the City his necessary expenses while attending training meetings.

Mrs. Workman inquired about placing signs advertising the City Dock area. She was referred to the State Highway Dept.

Motion by Councilman Pankey, seconded by Councilman Seaman, accepting the resignation of Officer John Brown. Motion carried. The Police Committee was instructed to take necessary action to fill this position.

Regular bills were audited by the Finance Committee. Motion by Councilman McMillin, seconded by Councilman Seaman that the bills be paid. Motion carried.

Meeting adjourned at 8:50 p.m. until 8:00 p.m. December 30, 1969 at which time bids on the City insurance will be opened.

Adjourned Meeting, December 30, 1969. 8:00 p.m.

Roll Call: Mayor Joe Bird; Councilmen Seaman, Pankey, Sulsar; Asst. Supt. Becker, Recorder Blackman.

Two insurance bids were received: Waldport Insurance Service - \$2,181.00; Don M. DeFreese Insurance - \$1,712.00. Motion by Councilman Sulsar, seconded by Councilman Seaman, accepting the lowest bid, subject to the approval of Wm. T. Hollen, City Attorney. Motion carried.

Motion by Councilman Pankey, seconded by Councilman Sulsar, appointing Phil Smith to fill the unexpired term of Jack Boydston. Motion carried.

Meeting adjourned. 9:05 p.m.

December 8, 1994

Roll Call: Mayor Fred O. Boehme, Council President Pat Tryon (absent), Councilors Jan Hansen, George Russell, Ken Train, John Atkinson, Matt Pompel.

Meeting Minutes: Councilor Pompel moved for the adoption of the City Council minutes as amended. Councilor Train seconded and the motion carried. Councilor Hansen moved that the Finance and Administration Committee minutes be accepted as amended. Councilor Russell seconded and the motion carried.

Financial Report: City Manager Bauer presented the financial reports for October and November. She explained that the report the State Pool for investments had not yet been received and that some minor changes would occur when that information is posted. Ms. Bauer reported that tax revenues have been being received on a weekly basis. The condition of each fund was discussed. City Manager Bauer responded to financial questions from the City Council.

City Manager's Report: Ms. Bauer reported on the status of the hiring process for the Public Works Superintendent and additional police officer. She explained that it was the goal of the City

to secure employment agreements for both positions by December 31, 1994. Ms. Bauer addressed concerns regarding the Waldport Police Department and explained that during the budget process staff had been instructed to research the viability of contracting with the Lincoln County Sheriff's Department for police services.

The City Manager requested that at the regular January City Council meeting priorities be reestablished.

Ms. Bauer thanked the Waldport Volunteer Fire Department for their efforts during the recent fire at the Alsea Manor Motel.

Purchase of a new computer system for the City Manager, new printers for the administrative staff, and a new driver's seat for a police vehicle were reported.

Ms. Bauer reported that she would be canceling her Christmas vacation but would be taking several days off over the holidays and requested that the Council consider canceling the Infrastructure Planning Committee and Finance and Administration Committee meetings for December. After discussion of the request, it was the consensus of the Council to cancel the December meetings.

Ms. Bauer reported on the condition of the new wastewater treatment plant. Discussion of the wastewater treatment plant ensued. City Manager Bauer stated for the record that the new wastewater treatment facility has not been accepted by the City of Waldport.

Citizen's Concerns & Comments: Mr. Dan Sagaitis of 1060 Ball Blvd. expressed his concerns with the Police Chief's request that his legal expenses be paid by the City.

Mr. Howard Uhl of 465 Pacific View Drive addressed the City Council regarding the poor condition of Pacific View Drive. Ms. Bauer reported that she will be proceeding with a contract for grading and graveling of roads within the City including some private roads. A policy will be established by the City Council at a later date. Discussion ensued.

Mr. Les Prohaska of 1540 Ocean Terrace voiced his concerns with the condition of the paving on Range Drive due to heavy truck traffic and the sharp curves in the road. He requested that the City Council address this situation. Councilor Atkinson reported that heavy truck traffic is limited on Range Drive to trucks used in the construction process. Discussion ensued.

Ms. Tammy Seaman of 540 Pacific View Drive, and representing seven families in that area, expressed concerns with the condition of Pacific View Drive and questioned the ability of emergency service vehicles to access the road in its current condition.

Mr. Fred Watson of Pacific View Drive requested a progress report on the faulty manhole and sewer line in the Pacific View area. City Manager Bauer explained that a plan for repairs had been formulated and permission from the property owners had been granted. This permission has since been revoked. Until an alternative means for repair can be secured, the Public Works crew has been visiting the site daily to ensure the system keeps working.

Correspondence: An article and note were received from Mrs. Brouillette in the City Council packets. Two additional items were distributed during the meeting. The first was received from Mrs. Donna Clark and the second from Mrs. Sue Kirby.

Old Business: Findings of Fact, Peterson Park Subdivision. Councilor Atkinson moved to accept the findings of fact for the Peterson Park Subdivision. Councilor Hansen seconded and the motion carried.

New Business: Recommendation of the Finance and Administration Committee to enter into the 1994-1995 contract with the Lincoln County Library District. Discussion of the recommendation and potential ramifications ensued. Councilor Russell moved for approval of Resolution 752. Councilor Atkinson seconded and the motion carried.

Recommendation fo the Finance and Administration Committee to deny ratification of the amended contract with the Union and withdraw the City's offer. Councilor Train moved to deny the ratification of the union contract and withdraw the offer. Councilor Atkinson seconded and the

motion carried.

Public Hearing #1: Appeal of Planning Commission decision - Buzz Schulte dba Vista Land Corp of Oregon.

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

1. Abstentions/Ex Parte Contact: None.

2. Objections: None.

3. Staff Report: City Planner Jay Sennewald provided the City Council with background information on the request and read into the record all applicable criteria for the City Council to consider when making their determination on the appeal.

4. Applicant/Representative: Mr. Buzz Schulte, developer, provided the City Council with information regarding his request for subdivision approval and noted the conditions which his development has met. Mr. Schulte explained the offer for improvement of Norwood Drive which he made to the City. Mr. Schulte addressed questions from the City Council.

5. Opponents: Mrs. Marge Howell of 1185 Norwood Drive presented and read into the record a letter to the City Council which was signed by 19 Norwood Drive property owners who are opposed to the approval of a third subdivision in the Norwood Drive area.

Mrs. Anne Nolan of 1180 Norwood Drive presented and read into the record a letter of opposition to the proposed subdivision submitted by Mr. and Mrs. Otterness of 1120 Norwood Drive who were unable to attend the meeting.

Mrs. Alice Simon of 745 Norwood Drive expressed her concerns with the ability of current streets to accommodate the additional traffic which would be generated by the approval of a new subdivision in the Norwood area. She also questioned the ability of emergency vehicles to successfully navigate the street in its current condition. Mrs. Simon went on to read an excerpt from a letter from Oregon Fish and Wildlife representative, and expressed concern with potential runoff into the bay. City Planner Jay Sennewald responded to Mrs. Simon's concerns and noted that no wetlands were identified in the wetlands survey of that area.

6. Rebuttal: Mr. Schulte addressed the concerns which were noted by the persons who spoke in opposition to the tentative subdivision and provided his assurance that all conditions, standards and requirements would be met.

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

7. Deliberation: The City Council directed questions to Mr. Schulte; he responded. Discussion of the appeal ensued. Recommended conditions offered by staff were read into the record. Discussion of the conditions required by the Planning Commission ensued. Councilor Atkinson moved for the tentative approval of Whispering Woods subdivision based on the eleven conditions that the Planning Commission imposed and the additional conditions recommended by the City Council; and to direct staff to prepare the finding of fact to be approved at the next meeting. Councilor Train seconded and the motion carried.

Public Hearing #2: Consider Public Comments Regarding Fire Services Funding Proposal.

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

1. Abstentions/Ex Parte Contact: None.

2. Objections: None.

3. Staff Report: City Manager Bauer provided background information on why the request for Fire Services funding was made and listed options which were discussed at the Finance and Administration Committee meeting. She went on to describe how funding would be received by the Fire Services District and what positions would be funded.

Fire Chief Gary Pankey provided the City Council with partial job descriptions for a Training and Fire Prevention Officer and a General Safety Officer. Chief Pankey addressed questions regarding the estimated life of service of fire engines and the number of fire fighters currently certified. Further discussion ensued. Explanation of how a serial levy would work was provided by

City Manager Bauer. Discussion ensued.

4. Citizen's Input: Mr. Howard Uhl of 465 Pacific View Drive questioned the Council as to the addition of the tax levy. City Manager Bauer provided the mathematical formula used to figure the overall increase in the tax base. Mr. Uhl asked questions of Fire Chief Gary Pankey then voiced his support for the serial levy to fund fire services.

No decision was made by the City Council. It was noted that another public hearing to discuss fire service funding will be held again at the January 12, 1995 City Council meeting.

Consent Calendar: None.

Ordinances/Resolutions: Resolution 752 was passed earlier in the meeting.

Mid-Management Staff Reports: Reports were received from Police Chief Keith Johnson, Library Director Jill Tierce, Water Treatment Plant Operator Rick Nyhus, and Wastewater Treatment Plant Operator Sonja Pickner. Councilor Pompel requested more information on the siltation situation in the Weist Creek dams. City Manager Bauer explained that because of the heavy rains some of the silt had been washed away but that there was still a substantial amount to be removed. Discussion of the Water Master Plan's effect on the need for the dams ensued.

Executive Session: #1 - 192.6660 (h) and #2 - 192.660 (b) & (l).

Mayor Boehme noted that the second Executive Session item, consider disciplinary action or dismissal of the City Manager, would be held first. City Manager Bauer stated her election to have the executive session to discuss her performance held in open session.

City Attorney Dave Gordon clarified that because of Ms. Bauer's request to have the meeting in open session, an executive session would not occur.

Mayor Boehme turned the meeting over to Councilors Russell and Hansen, as they called the meeting.

City Manager Bauer reviewed the City Council approved process used for evaluation of her employment and how that process was established. Councilor Russell voiced concerns that the City Manager was neglecting to complete tasks she had been assigned by the City Council and the Council Committees. Ms. Bauer listed the priorities set for her by the City Council upon her hire and noted those which she had completed, then requested that Councilor Russell be more specific. Councilor Russell noted that painting of crosswalks had been discussed in the Infrastructure Planning Committee but had not been completed. Ms. Bauer noted that these instructions were given to her after the rainy season had begun and that successful painting of crosswalks cannot be done in the rain.

Councilor Russell noted an article in the local paper stating that the City does not have adequate money to pay for budgeted items. He questioned Ms. Bauer as to the actual financial situation of the City. Discussion ensued. Ms. Bauer responded that cash flow and budgetary appropriations were separate issues and that the cash flow of the city would not be sufficient to support expenditure of the budgetary appropriations.

Councilor Russell questioned City Manager Bauer about the types of financial reports which the City's computer program can generate. Discussion ensued. Ms. Bauer explained the poor condition of the City's finances when she was hired and what steps had been taken to correct the errors she found. Discussion ensued.

Councilor Russell noted that in an Infrastructure Planning meeting discussion had resulted in approval for the purchase of hand-held meter reading devices. He questioned why this purchase had not been made. Councilor Train concurred though he could not be sure if the meeting had been Infrastructure Planning or a priority setting meeting. Discussion ensued. City Manager Bauer remembered the discussion of purchasing these items to have taken place in her office and went on to cite a section of her agreed upon job description which states that the City Manager shall take direction from the full Council only.

Councilor Russell questioned Ms. Bauer on the water rate restructuring and system

development charges asking what had been done to complete these projects. Mr. Bauer responded that neither item was on the Priority A list provided to her by the City Council. Discussion ensued.

Councilor Hansen expressed concerns that she has had regarding the City's finances. Ms. Bauer assured the Council that the reporting and accounting aspect of the finances are in good shape. However the City is feeling the crunch of limited funds. Lengthy discussion ensued.

Councilor Train noted several things that he felt needed to be addressed. He expressed concerns with the establishment of policy, noting the hiring process as an example. Discussion ensued.

Ms. Bauer read into the record a letter received from Mr. Fred Mannhiem voicing his support for the City Manager and the job she is doing.

Further discussion of the financial statements and condition of the City ensued, as well as policies and procedures established by the Manager and Council.

With nothing further from the City Council regarding City Manager Bauer's performance, Mayor Boehme closed the City Council meeting to the public and opened the executive session called under ORS 192.660 (h).

The Mayor reconvened in open session, requested of the Councilors if anything further needed to come before the Council. Hearing none, the Mayor adjourned the City Council meeting. There was no motion nor any discussion of the agenda item to consider paying the Chief of Police's personal attorney fees.