

September 5, 2014
8:30 AM
Newport, Oregon

DRAFT

The City of Newport Wayfinding Committee met on the above date in the City Manager's Office Conference Room at Newport City Hall in Newport, Oregon. In attendance were: Committee Chair Wendy Engler, committee members Linda Neigebauer, Frank Geltner, Robin Dennis, and Chuck Forinash. Committee member Ken Spencer was not able to attend. Also in attendance: City Council liaison Mark Saelens and City of Newport committee staff Bob Fuller.

- I. The meeting was called to order at 8:30 AM by Chair Engler.
- II. *A motion was made and seconded* to approve the minutes of the July 11, 2014 minutes. The motion passed on unanimous voice vote.
- III. Discussion: Are monthly meetings necessary?

After discussion it was decided that it would be considered at each month's meeting if the following month's meeting is necessary. Regarding notifications and quorums, it was decided that Fuller would notify the committee by text message of the upcoming meeting two days before the scheduled meeting (e.g., Wednesday, if the meeting is scheduled for Friday). He will also send a text notification on Thursday morning; based on replies received by 4 PM Thursday, the scheduled meeting will either proceed, or, if there is not a quorum expected (based on replies received by that time), the meeting will be cancelled and a notification will be sent to all committee members advising one way or the other.

- IV. Update of work done

Ken Spencer was not able to attend; Fuller will request a report for the October meeting.

- V. Running document of Wayfinding Map edits

Fuller has included a spreadsheet in the meeting packet with this information. It will be a regular part of the meeting packet, and will be added to as committee members offer recommendations and items are implemented.

- VI. How to change out inconsistent signage

It was decided the committee would create a priority list by the November meeting date, with final edits by March 1st and completion of the proposed modifications by May 1st. Additionally, an annual review and, as needed, recommendations regarding accuracy on the Wayfinding Map will be done by the November meeting date.

Saelens recommended adding language to memorialize this task by adding an Item C-#6 to Exhibit A of the Wayfinding Committee ordinance 2.05.070.

A motion was made and seconded to add Item C-#6 to Exhibit A of Ord. 2.05.070 to reflect the above recommendation. The motion passed on a unanimous voice vote.

After discussion regarding adding either another responsibility item or amending an existing item, Saelens recommended amending #4 to add wording to read, "Recommend policies governing the *placement of wayfinding signage and maps*". (Italics indicate new language proposed).

A motion was made and seconded to have Saelens and/or Fuller present these items to the City Manager to finalize wording. The motion passed on a unanimous voice vote.

Engler requested Ken Spencer submit a report of jobs completed and pending by next meeting. Fuller will send Spencer an email with this request.

The committee agreed a contract, to include work proposed and agreed to, and dates of completion, would help track work orders and progress.

A motion was made and seconded to have four wayfinding maps produced, and coordinate with Oregon State Parks for placement of one map each at Beverly Beach State Park and South Beach State Park. The motion passed on a unanimous voice vote.

A discussion ensued regarding Item #2 of the ordinance pertaining to placement of banners. Geltner suggested removing this item, as it does not appear to be an appropriate responsibility for the Wayfinding Committee.

A motion was made and seconded to remove Item C-#2 from Exhibit A of Ord. 2.05.070. The motion passed on a unanimous voice vote.

The committee requested the City provide a laptop and a projector for use in using Google street view during meetings to facilitate locating signage and related issues. Fuller will coordinate with City IT Department.

VII. Recruitment of vacant position

The committee advised the "at-large" position should be considered the vacant position for purposes of recruitment. Fuller will contact City Recorder Peggy Hawker and initiate a recruitment process.

VIII. Response from City Recorder Peggy Hawker re: Committee request regarding quorum requirements

Fuller had contacted Hawker; she advised the committee is bound by State of Oregon Public Meeting laws and, as such, is subject to quorum requirements.

IX. Committee Comments

Forinash advised he will continue to coordinate with the Aquarium regarding sign/map placement. He will contact board member Mark Collson regarding any further determination on this issue.

X. Adjourned at 10:00 AM by Chair Engler