



CITY OF YACHATS

CITY COUNCIL WORK SESSION And SPECIAL MEETING

March 13, 2020

Approved Minutes

I. Meeting Call to Order

Mayor W. John Moore called the March 13, 2020 work session and special meeting of the City Council to order at 1:00 pm in Room 1 of the Yachats Commons. Council members present: W. John Moore, Max Glenn, Mary Ellen O'Shaughnessey, Jim Tooke, and Leslie Vaaler. Absent: none. Staff present: City Manager Shannon Beaucaire and Recorder Kimmie Jackson. Audience: 8.

Mayor Moore continued the special meeting to after the work session.

II. Work Session

A. 501 Building ITB

Councilor Vaaler reported she and Councilor O'Shaughnessey met with Facilities Manager Hoen to tour the 501 Building. Parks and Commons Chair John Purcell and a representative from Airrow Heating were present as well. Vaaler noted some of the advantages she saw, including a closet for A/V equipment in the Council chambers, an emergency exit on the north side, and locations of the load bearing walls. Vaaler asserted the restrooms were the least favorable item where there was a lot of wasted space.

Mayor Moore noted the costs of changing the bathrooms. Manager Beaucaire stated they learned that some issues have changed due, in part, to the building not being used. Hoen reported to the USDA representative that the changes were under consideration and explained the heating system was failing. Airrow heating provided two quotes between \$17,000 and \$20,000 to replace the heater. She estimated wiring for computers to be \$8,500. She had roofer examine the roof and that person estimated a roof replacement was needed within the next 5 years. She noted the current roof was 28 years old. Hoen asked the roofer to provide quotes. Her best guess was upwards of \$30,000 for the roof. Hoen summarized that these costs left \$80,000 for paint, flooring, new windows, and other equipment.

Manager Beaucaire stated the Council asked her to develop a plan to include council chambers, get functional office space, do so as inexpensively as possible, and obtain

1 grant funding. She indicated the current plan meets these goals. She stated that
2 Council could downgrade the project. Hoen added that the City cannot operate as its
3 own general contractor.

4
5 Mayor Moore asked if the current budget would cover the move of city offices and repair
6 the roof and heater. Hoen suggested it could. Hoen presented options of replacing the
7 roof later and delaying the window replacement. She stressed the importance of, at
8 minimum, getting water tight doors and windows to protect the building.

9
10 Vaaler clarified that applications for another grant were due in August. Manager
11 Beaucaire stated the City received a larger grant than the USDA standard \$50,000 and
12 should not expect more than that in the future.

13
14 Tooke asked about the status of moving the chambers. Hoen noted the entire building
15 will be carpeted and painted. She stated Council could meet in the building in an open
16 space.

17
18 O'Shaughnessey stated she was still considering the issues. Glenn suggested they
19 delay the roof replacement. O'Shaughnessey clarified that there were signs of leaks in
20 the roof. Hoen stressed the need to protect any public asset. Mayor Moore indicated he
21 would like to get started on the project.

22
23 Vaaler clarified that the needs for chambers would be walls and possible furnishings.
24 Hoen stated there could be some wiring, but she suggested the electrician would set the
25 feed wires from the start. Hoen noted the chamber walls are not load bearing and could
26 be installed over the carpet, although that option is not ideal.

27
28 Hoen reviewed the issues that hinge on the chambers in the middle of the building, such
29 as a need for another exterior exit. Hoen noted the stairs are the only item that has to
30 be built regardless of what phases were completed. If the chambers were added, they
31 would need to add the extra exit to meet fire codes.

32
33 Hoen explained the difference between pursuing the project as an intention to bid (ITB)
34 or a request for proposal (RFP). She indicated if they just wanted services such as
35 painting, a new roof, and carpeting, they would issue an RFP. If they had specific
36 things they wanted done, they would use an ITB. Mayor Moore suggested an RFP
37 might be the best way to proceed.

38
39 Manager Beaucaire stated that with the new information, they are likely to get one or
40 two bids and are likely to go over budget. If they scale back now, they can stay within
41 budget. Hoen added that an ITB specified what exactly the City was asking for while an
42 RFP would have flexibility on what exactly gets done.

43
44 Mayor Moore closed the work session and resumed the special meeting at 1:26 pm.

45
46 **III. Vote on 501 Building ITB**

1 Nathan Bernard (Yachats Farm Store) thanked Hoen for all of her work. He recalled he
2 had asked why the City needed a million-dollar City Hall. Mayor Moore stated the
3 acquisition of the building preceded four of the existing Councilors and it has been
4 sitting vacant since 2015. He noted that the City offices are way too small, and the
5 option to expand in the Commons building would result in removing a valued community
6 meeting space. He added both options will cost money.

7 Bernard wanted clarification on where the mandate to move forward came from. Glenn
8 reported he and Sandy Dunn led a committee to study possible uses of the 501 Building
9 where the primary suggested use was to have City Hall occupy the building. Glenn
10 explained the history of negotiating for the 501 Building. Mayor Moore indicated the
11 purchase price was \$500,000 with \$200,000 of that coming from monies for parking
12 acquisition. He added that Bank of the West credited \$135,000 for unpaid taxes on
13 foreclosed properties. Glenn noted the Visitors Center did not want to move into the
14 building.

15
16 Bernard stated that based on his construction experience, \$160,000 will not get City
17 Hall moved. He asserted the City has not done its due diligence for planning this move.
18 Bernard reported he spoke with the County and got the entire file on the 501 Building.
19 He noted the building itself and the actual construction of the building are not the same.
20 He also noted that the City has not done a code compliance assessment for the
21 building. Bernard indicated he has spent \$30,000 on assessing his building and drafting
22 as-build drawings. Bernard stated the 501 Building does not have a Certificate of
23 Occupancy (COA).

24
25 Manager Beaucaire stated that whatever the City does, the building will be compliant
26 with City codes. Bernard indicated he will hold the City accountable for this
27 performance.

28
29 O'Shaughnessey asked if the City needed to know what would be required to come into
30 compliance. Hoen apologized for not being aware of the building not having been
31 issued a COA. She explained that if the improvements were valued at half or more of
32 the value of the building, the entire building would need to be brought into compliance
33 with today's standards. If the remodel was valued at less than half of the value, only the
34 remodel portion would need to meet current code. Hoen indicated she is dumbfounded
35 by what Bernard has presented. O'Shaughnessey stressed this issue was not Hoen's
36 fault.

37
38 Bernard and Glenn disagreed that a thorough building inspection was done. Glenn
39 stated the City paid an inspector to evaluate the building prior to purchase.

40
41 Bernard indicated that there was not final inspection of the building. He noted there
42 were permits submitted and there was a "back and forth" with the County regarding the
43 plans. Bernard suggested there might be missing correspondence in the file. Bernard
44 recalled the issue around the concrete slab where they found no rebar.

45
46 Vaaler stated the City has gotten pieces of information that supports the claims that
47 Bernard was making about the condition of the building. Mayor Moore indicated the City
48

1 will need to fix the building regardless of how it is used. O'Shaughnessey concurred
2 with Mayor Moore on the need to fix the building. Vaaler suggested there were three
3 options: fix and occupy, fix and sell, or tear down the building to add parking. Mayor
4 Moore noted that if the building was sold, they would lose the parking that was part of
5 the reason the building was purchased.

6
7 Tooke clarified that the grant money was only to move City Hall. Mayor Moore noted
8 that if a new grant were applied for, it would only be for \$50,000 instead of \$91,000.

9
10 Vaaler thanked Bernard for bring the information to the City's attention.

11
12 Ginny Hafner (Quiet Water) stated the public was not aware of this meeting. She noted
13 the agenda had three letters (ITB) and no one knew what those letters meant. She only
14 knew about this meeting because she was at the last meeting. Hafner praised Hoen for
15 her work. Hafner noted the changes she has observed over the use of that building.
16 She wondered if there should be some more citizen input at this time.

17
18 Mayor Moore noted the options on the table and the ticking clock on the \$91,000 grant.
19 He asked Council how they wanted to proceed.

20
21 Manager Beaucaire asked Jackson to discuss the office space. Jackson noted she has
22 been working at City Hall for nine years and noted the activity in the office with
23 customers. She noted:

- 24 • Issues with lack of privacy in the work space
- 25 • Commotion caused from people at events and with the preschool and afterschool
- 26 programs that interfere with work operations.
- 27 • Problems with overhearing things that get turned into rumors.
- 28 • Not being able to leave her workspace without clearing private information.
- 29 • The obstructions caused by so many people in the same open space, including
- 30 accounting, planning, customers, and people asking questions.

31
32 Mayor Moore noted that they moved the City Manager into a former storage closet.

33
34 O'Shaughnessey agreed that privacy was especially important. She noted the issue
35 with lack of storage space. She suggested they were addressing two issues:
36 accommodating staff and addressing the 501 Building. Mayor Moore noted the archives
37 are stored upstairs in the Public Works building. Manager Beaucaire indicated she
38 needs space to do trainings with her staff. She stated she is required to have human
39 resource meetings in private and sometimes she must have three people in her office.

40
41 Mayor Moore called for a recess to contact the County about the building permits.

42
43 Manager Beaucaire indicated the County will send over the file on the 501 Building.
44 She stated Al Eames, Lincoln County Planning Official, reported that a final inspection
45 was done on February 11, 1993 and the building was approved.

1 Vaaler clarified that they City is not under obligation to accept bids if they are received.
2 She suggested that they could proceed with getting bids while also trying to better
3 assess public opinion and priorities.
4

5 Glenn moved to authorize the City Manager to issue a request for proposal to move City
6 offices to the 501 Building as the budget allows: discussion
7

8 O'Shaughnessey expressed concern about not knowing the costs of getting the building
9 up to code. Vaaler asked for clarification on what the proposals would address
10 regarding the building getting brought up to code. Manager Beaucaire that any contract
11 would include work that met current codes. Hoen added that the project costs are
12 cumulative when assessing whether the fifty percent of value is determined. The
13 assessed value of the building is currently \$756,880 according to the Lincoln County
14 Parcel database.
15

16 Linda Johnson (Koho) stressed the importance of asking the community what they
17 want.
18

19 Vaaler asked for clarification on whether the motion was for exploratory estimates.
20 Vaaler indicated her vote on this motion was not a reflection of her opinion on whether
21 staff needed more adequate work space.
22

23 O'Shaughnessey asked what the budget was and whether they could do what they
24 were wanting with that budget. Manager Beaucaire indicated the budget was for
25 \$166,000 and the USDA would keep the City within that budget. She added that the
26 USDA would be reviewing the plan to determine whether they think the project can be
27 done within the budget. Hoen explained there will be a new scope of work and a new
28 RFP that the USDA will have its architect and engineers approve. She stated the
29 Council would approve any award based on a review committee recommendation.
30 Tooke and Mayor Moore stated this vote was just to start the process.
31

32 O'Shaughnessey had concern about citizens feeling blindsided and not buying into this
33 project. She wanted to build some consensus that the move is needed. She suggested
34 that if the City does not provide the justification, the citizens will fill in the blanks.
35 Manager Beaucaire noted there was always time for public input. She referred to the
36 public hearing on the grant.
37

38 Bernard stated that the citizens have never been asked if they want an expensive City
39 Hall in the 501 Building. He suggested that successful projects are based on social
40 capital. Manager Beaucaire reviewed the project goals and timeline of decisions.
41

42 Vaaler stated the community has needs and wants, and sometimes you do not get all of
43 your wants. She believed that citizens should have input on determining the most
44 important wants.
45

46 Hoen reviewed the history of the instruction to move forward with this project and to get
47 grants. She noted that the City is subject to different rules than individuals building a
48

1 house. She believed they should inform the community on the restrictions the City
2 faces in how they move forward with the project. Hoen stressed the need to pick a
3 direction and move forward with it.

4
5 **Call for vote: Aye – 3; No - 2 (O'Shaughnessey and Vaaler).**

6
7 **IV. Addressing Coronavirus**

8 Manager Beaucaire provided information on what the City is doing to address the
9 coronavirus. She has asked Commissions to postpone meetings unless there is urgent
10 business for the 30-day period suggested by the Governor. She noted the Governor has
11 suggested that anyone over the age of 60 not go to public meetings of more than 10
12 people.

13
14 Mayor Moore asked if Council wanted to postpone next week's meeting. Council
15 discussed the issue and decided to postpone the March 19, 2020 meeting and the April
16 2, 2020 meeting. The next meeting will be on April 15, 2020.

17
18 Hafner asked why the Little Log Church and Library were not being closed more.
19 Manager Beaucaire stated they discussed reducing the Library to three hours for three
20 days. She added that they opted to keep morning classes in the Commons as they
21 wanted to provide opportunities for people to get out of their homes.

22
23 Hafner asked who would be doing the disinfecting. Hoen indicated she would do some
24 of the work and subcontract cleaners to help with the Library, Little Log Church, and
25 Commons building.

26
27 Mayor Moore adjourned the meeting at 3:12 pm.

28
29
30 **ATTEST:**

31
32
33
34
35 _____
36 W. JOHN MOORE, Mayor

37 _____
38 Shannon Beaucaire, City Manager

39 _____
40 Date