

1. 2:00 P.M. Agenda

Documents:

[2020-05-20 City Council Agenda .Pdf](#)

2. Meeting Materials

Documents:

[Betty Bahn Proclamation.final.pdf](#)
[2020-05-20 Older Americans Month.pdf](#)
[2020-02-06 City Council Minutes.pdf](#)
[2020-02-19 City Council Minutes.pdf](#)
[2020-02-24 City Council Special Minutes Part 2.Pdf](#)
[2020-03-05 City Council Minutes.pdf](#)
[2020-03-13 City Council Special Minutes.pdf](#)
[2020-03-23 City Council And Lincoln County Cities And Board Special Minutes.pdf](#)
[2020-03-23 City Council Special Meeting Minutes.pdf](#)
[2020-02-24 City Council Special Minutes Part 1.Pdf](#)
[2020-04-23 City Council Special Meeting.pdf](#)
[March Consolidated - Enterprise Fund V2.Pdf](#)
[March Consolidated - Governmental Fund V2.Pdf](#)
[March Consolidated - Urban Renewal.pdf](#)
[2020-05-20 City Manager Report.pdf](#)
[Fisterra Appeal.pdf](#)
[Morrill-Fisterra Letter To Council 4-16-20.Pdf](#)
[VC Quarterly Activities Report Jan-Mar 2020.Pdf](#)



CITY OF YACHATS

CITY COUNCIL REGULAR COUNCIL MEETING

441 Hwy 101 N., Yachats OR

To Be Held Via Zoom Meeting

Wednesday, May 20 2019 at 2:00pm

REGULAR COUNCIL MEETING

- I. Announcements, Correspondence and Proclamations – *Honoring Betty Bahn & Older American's Month*
- II. Public Comment: **Topics not listed on the agenda:** 5-minute limitation per person
- III. Consent Agenda
- IV. New Business:
 - A. Discussion of phased reopening per Governor's & County direction
 - B. Water Bill Appeal – Fistera Gardens Townhouse, Layne Morrill
 - C. Discussion of Food Trucks
- V. Reports:
 - A. Financial
 - B. Council
 - C. City Manager
- VI. Other Business:
 - A. From Mayor
 - B. From Council
 - C. From Staff

Following the CDC and Governor's social distancing guidelines, for the safety of our community and the Council, this meeting will be held via Zoom. A recording will be uploaded to the City website. Please see below on how to participate in the meeting. ***Please note: The Moderator will read written statements and will read questions or call on participants to talk – comments will be limited to 5 minutes***

Join Zoom Meeting

<https://us02web.zoom.us/j/81755565165?pwd=YVZPMktlUDcvbXpKbVNLTWFWYbEVRZz09>

Meeting ID: 817 5556 5165

Password: 327911

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Yachats City Council Vision

Our village is a place where natural resources are valued and protected, where diversity is celebrated, and where a vibrant economy and sense of community pride create and recreate a living spirit. Yachats cares not just for its citizens' basic needs but also supports them in their efforts to excel mentally, physically, artistically, and spiritually. It is a community with an enduring sense of itself.

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Our village is a place where natural resources are valued and protected, where diversity is celebrated, and where a vibrant economy and sense of community pride create and recreate a living spirit. Yachats cares not just for its citizens' basic needs but also supports them in their efforts to excel mentally, physically, artistically, and spiritually. It is a community with an enduring sense of itself.

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Find your local number: <https://us02web.zoom.us/j/kc1uqIFagK>

The work session and regular council meeting are open to the public and interested citizens are invited to attend. These are open meetings under Oregon law, but a work session is not a community forum; audience participation is at the discretion of the Council. Meetings are audio-recorded. Public meeting minutes are available for review at City Hall. The meeting place is accessible to persons with disabilities. For accommodations, please call (541) 547-3565, or Oregon Relay 1-800-735-2900 (TDD) two days in advance. City of Yachats does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541-547-3565 or Oregon Relay 1-800-735-2900 (TDD) two days in advance.

Posted May 11, 2020



PROCLAMATION

IN Honor and in Memory of Betty Bahn

WHEREAS, Betty Bahn has been a part-time resident of Yachats almost her entire life, and has been a full-time resident since 1995;

WHEREAS, Betty Bahn has been a nurse, teacher, master gardener, botanist, and naturalist who has given of herself and her resources as a volunteer to this community and beyond;

WHEREAS, Betty Bahn was a major developer and organizer of the restoration of the Yachats Community Wetlands, the Whales Tale Park, and the Yachats Demonstration and Community Garden; and with her knowledge of botany, has consulted with Oregon Parks and Recreation Dept., Cape Perpetua, the Confederated Tribes of Siletz Indians, and the Yachats Trails / YIPS Committee on plant identification and making plant lists;

WHEREAS, Betty Bahn has been an advisor on many private and city landscape projects, the Gerdemann Botanical Preserve, and local trail crew projects;

WHEREAS, Betty Bahn has given countless hours to Master Gardener and the Seal Rock Garden Club teaching classes, conducting demonstrations and presentations, coordinating plant sales, and doing charitable fundraising;

WHEREAS, Betty Bahn has been a field trip leader with the Yaquina Birders and Naturalists and has conducted wildlife surveys of pelicans and oystercatchers for over 20 years for U.S. Fish and Wildlife;

WHEREAS, Betty Bahn has conducted monthly one-mile beach surveys at Milepost 198 under the auspices of Coastwatch since 2003, never missing a single month;

WHEREAS, Betty Bahn has been a wildlife “rescuer”, transporting injured raptors and owls to the Chintimini Wildlife Center, and advising others on injured wildlife;

WHEREAS, Betty, a retired registered nurse, has served as a volunteer at vaccinations programs and has helped countless local citizens who have been ill or had accidents;

NOW, THEREFORE, I, W. John Moore, Mayor of the City of Yachats do hereby honor Betty Bahn as a “LAUREATE YACHATIAN” who has so compassionately given the people of this community countless gifts of her services and resources, and so humbly.

Proclaimed and Signed by Mayor Moore this 20thday of May, 2020

W. John Moore, Mayor



PROCLAIMING MAY 2020 AS OLDER AMERICANS MONTH

A PROCLAMATION

Whereas, City of Yachats includes a growing number of older Americans who enrich our community through their diverse life experiences; and

Whereas, City of Yachats is committed to strengthening our community by connecting with and supporting older adults, their families, and caregivers, and acknowledging their many valuable contributions to society; and

Whereas, City of Yachats recognizes the importance of bringing together all generations and engaging in activities that promote physical, mental, and emotional well-being for the benefit of all; and

Whereas, City of Yachats can enhance the lives of older Americans in our community by:

- promoting home- and community-based services that support independent living;
- involving older adults in community events and other activities; and
- providing opportunities for older adults to work, volunteer, learn, lead, and mentor.

NOW, THEREFORE, we, the Mayor and City Council, do hereby proclaim May 2020 to be *Older Americans Month*. We urge every resident to take time during this month to recognize older adults and the people who serve them as essential and valuable members of our community.

Dated this 20th day of May, 2020

W. JOHN MOORE, Mayor



CITY OF YACHATS

CITY COUNCIL WORK SESSION & REGULAR MEETING

February 6, 2020

Draft Minutes

I. Meeting Call to Order

Mayor W. John Moore called the February 6, 2020 work session and regular meeting of the City Council to order at 9:30 am in the Room 1 of the Yachats Commons. Council members present: W. John Moore, Jim Tooke, and Leslie Vaaler. Absent: Max Glenn. Staff present: City Clerk Kimmie Jackson. Audience: 19.

WORK SESSION

II. Discussion Topics

A. Parks and Commons Commission – Dog Park

John Purcell, Parks and Commons Chair, stated the Commission has heard three requests for how to use the parks area, including a Children's play area, revamping the ball field, and a dog park. Purcell noted dog parks are not mentioned in the 2011 Parks and Commons Plan. He indicated he did not want citizens to spend time on a plan when it was not possible to implement. He also indicated he would be having Parks and Commons review the Community Park Plan.

Mayor Moore stated this was an ideal opportunity to have a community meeting to get input on what the citizens want for this area. He noted there have been suggestions for using that area for parking. Councilor Vaaler stated she has spoken to a person with the dog park group. She favored the idea of having a community meeting on how to use the area. Purcell stated he wanted to take a broad perspective on use of all park areas.

Purcell asked how Council wanted to be kept informed about the Parks and Commons Commission review of the Community Park Plan. Mayor Moore asked that the Commission consider funding plans for the various proposed uses, including maintenance. Vaaler asked to get periodic updates. Councilors asked that plans include timelines.

Tooke recalled there was a time when the State Parks had indicated they were interested in turning over some of the State Parks land to the City, but the City did not want to pursue the idea due to budgetary restrictions. Purcell noted that several of the goals for the State Parks have been implemented.

B. Noxious Weeds

1 Craig Berdie (319 E 3rd Street), member of Parks and Commons Commission, explained what he
2 has done to address the noxious weed ordinance. Vaaler suggested they step back to look at the
3 larger picture of regulations and how they could be enforced, noting some of the items in the
4 current ordinance that have not been enforced or were unreasonable. She suggested some weeds
5 might present safety hazards, such as the oils in Scotch Broom being a fire hazard or the
6 instability of Alders presenting risks of falling. Tooke favored that Park and Commons move
7 forward with a revision of the noxious weeds ordinance. Mayor Moore advised the Commission
8 to not get too restrictive on enforcement. Berdie reported they discussed several areas around
9 education, variances, planning for mitigation, and the like. Berdie noted in particular that the
10 July 1 weed abatement date created issues with enforcement. Berdie indicated that he would
11 continue to pursue a revision with the Commission with the provision to not get too granular.
12

13 **C. Council Vacancy Interview Questions**

14 Vaaler handed out a page on proposed questions and Council agreed to the following questions
15 from that handout:
16

- 17 1. The position of City Councilor is a time-consuming position. Would you be able to
18 devote the necessary time to adequately fill the position? Do you have any commitments that
19 would require you to miss any scheduled meetings?
20
- 21 2. What is your understanding of Council's role in Yachats' government?
22
- 23 3. Describe your vision for the future of Yachats.
24
- 25 4. What is an issue that Yachats faces about which you feel conflicted or undecided? What
26 input would you wish to obtain to help you contribute to a satisfactory resolution of this
27 matter?
28
- 29 5. Why do you want to serve on the Yachats City Council at this time?
30
- 31 6. Do you have any particular objectives that you would like to achieve while serving on the
32 Council?
33
- 34 7. Are you employed by, have any business/contractual arrangements, or family connections
35 with programs having agreements with the City? Do you serve on any boards or
36 organizations that interact with the City?

37 Vaaler suggested the City Manager might have improved wording for this question.
38

39 Council agreed not to include:

- 40 8. Describe a time you compromised.
41
- 42 9. What are some of your heroes? Why?
43
- 44 10. Describe an accomplishment of what you are proud and which demonstrates a skill or
45 skills that you feel would be useful to you as a City Councilor?

46 Councilors agreed this question was not necessary.

1
2 11. Has anyone been urging you to seek this position?
3 Tooke suggested that everyone running for Council would be discussing the decision with others.
4 Vaaler suggested everyone would answer, “yes” to this question and wondered if Mayor Moore
5 was trying to getting at something more, such as who in particular has been encouraging. Mayor
6 Moore indicated he was and Tooke suggested that was beyond the scope of what they want to do
7

8 12. What do you perceive to be the biggest strength and weakness of this current Council?
9 Vaaler wondered if people would answer this question honestly. Mayor Moore concurred with
10 this suggestion. Tooke did this question was necessary and might be too intrusive.
11

12 Mayor Moore closed the work session at 9:52 am.
13

14 **REGULAR MEETING**

15 Mayor Moore opened the regular meeting of the City Council at 9:52 am.
16

17 **III. Announcements, Correspondence and Proclamations**

18 Mayor Moore announced the celebration of life for Barbara Frye on Saturday, February 8, 2020
19 at 2:00 pm.
20

21 **IV. Public Comment (topics not on the agenda)**

22 Tom Lauritzen asked about the recent email hack to the computer system and whether citizens
23 were at risk. Mayor Moore indicated the Facilities Manager has been working with COG to
24 remedy the issue. He added that the hack did send out responses to email replies and that a News
25 Times reporter was hacked in a similar way.
26

27 **V. New Business**

28 **A. Dahl Disposal – Directional Discussion**

29 Chuck Lerwick, Dahl Disposal, and Curtis, route supervisor, stated their garbage trucks only
30 pickup trucks on the right-hand side. He noted if they go the indicated direction, they will have
31 to charge customers for using the valet service for moving the cans. They suggested an option to
32 be able to go the wrong direction between W 3rd and W 7th Streets, which would take about 20
33 minutes. Curtis indicated they currently go through that area between 11:00 am and noon.
34 Curtis indicated they could adjust these times, starting as early as 6:00 am. Lerwick emphasized
35 how sensitive customers were to their scheduled pickup time.
36

37 Vaaler asked how many of the cans in this area were bear carts that were already causing the
38 drivers to get out. Curtis estimated there were two or three. Tooke clarified that Dahl would be
39 amenable to not using the bear carts. He reported they had to get a new supplier and it costs
40 \$200 for a new bear cart. Councilors were not certain as to where the requirement for a bear cart
41 was established.
42

43 Mayor Moore was favorable to allowing this traffic flow exception.
44

45 Vaaler asked what time the delivery trucks go to the C&K. An audience member believed it was
46 early morning.

Tooke moved to allow the Dahl pickup trucks to go northbound on Ocean View Drive in the one-way southbound section from W 3rd to W 7th Street: Aye – 3; No – 0.

Vaaler asked that Lerwick get approval from the County about this traffic flow decision as Ocean View Drive was still a county road.

Lerwick complimented Yachats for contributing 1,260,000 gallons of yard debris and 954,000 gallons of comingled recycling in 2019, noting this was materials that did not go to the landfill.

B. Commission Rules

Mayor Moore indicated he has corrected some minor typos.

Vaaler moved to approve the changes to Commission Rules with the aforementioned minor adjustments: Aye – 3; No - 0.

C. Water Rate Comparison and Discussion of Methodology

Clerk Kimmie Jackson brought in Tim Tice on the speaker phone.

Tice reported they have continued to clarify expenses with costs for operations and cost needs for capital improvements. Mayor Moore noted the initial plan for tiered pricing was to contribute \$200,000 to the capital reserves. Mayor Moore noted the increase to large users in this initial proposal would have been very significant. Mayor Moore reported Public Works and Streets Commission and those who looked at the numbers agreed that it was better to return to the \$100,000 capital reserves request and to change the proposed \$8.55/\$10.00/\$12 tiered rates to \$5.50/\$6.00/\$6.50. Tice suggested they use \$6.00/\$6.50/\$7.00 in order to meet the budget and generate a realistic surplus. Mayor Moore reported that Water Treatment Plant Lead Rick McClung was supportive of this \$6.00/\$6.50/\$7.00 adjustment.

Vaaler noted Council previously voted to use the \$200,000 capital contribution and asked if they were to go with this \$200,000, would they previous projected tiered rates remain the same. Tice indicated they would but would create a significant increase to larger users. He stated the \$100,000 amount would allow for completion of the smaller project and push back some of the larger ones.

Vaaler referred to a recent memo from the City Manager about options for different capital contribution levels of \$100,000, \$125,000, \$150,000, and \$200,000. Vaaler did not want to compromise the infrastructure and quality of water. Tice indicated a \$150,000 capital contribution would result in approximately \$7.00/\$7.50/\$8.00 tiers and an additional \$50,000 would add another dollar.

Bob Bennett (196 Shell Street), Public Works and Streets Commission Chair, asked if Tice has checked the impact on medium user accounts and what their contribution to the overall revenue would be. Tice reported the cost for a 5/8th meter would be \$88.24 (\$80.22 current) for 8 units and \$116.24 (\$101.54 current) for 12 units. Mayor Moore noted the proposed rates would have minimal impact on the lower consumption users. Bennett stated he thought the tiered

1 consumption structure was sound. He noted the goal was to have little to no impact on year-
2 round residents. Bennett indicated he wanted to run more comprehensive simulations against
3 current rates. He was hoping there would be some shift in costs to the 6 to 12 unit users rather
4 than only to the largest users.

5
6 Mayor Moore clarified that Tice's recommendation was use \$6.00/\$6.50/\$7.00 tiered rates. Tice
7 added that to have the \$150,000 contribution to capital the rates would be 7.00/\$7.50/\$8.00.
8 Mayor Moore indicated they did look at the \$150,00 and the impact on large users was too
9 significant.

10
11 Vaaler asked that Tice calculate numbers for \$200,000. Mayor Moore reminded Vaaler that he
12 and she calculated the amount for \$200,000 and observed that the impact on for of the large users
13 was too high. Vaaler stated she did not agree with that conclusion. Mayor Moore stated he
14 would not support a structure that had a significant impact on the larger users who produce the
15 bulk of the revenues that run the City.

16
17 Tooke and Moore discussed how the different capital contributions would impact that ability to
18 cover current capital needs over the next five years. Mayor Moore reported McClung estimated a
19 need for \$450,000 in capital projects over the next year or two. Vaaler recalled the City Manager
20 had indicated the \$200,000 would cover the projects for the next 2-3 years, but the \$100,000
21 would not. Bennett noted most of the capital projects addressed the water delivery system, not
22 the production system.

23
24 Bennett asked that he have time to conduct further analysis on a broader range of users.

25
26 Vaaler clarified with Tice that he did not need firm decision on the water rates now, but he did
27 need the additional data on wastewater use to begin that analysis.

28
29 Vaaler moved to refrain from deciding on water rates at this time and to instruct Tice to proceed
30 with the wastewater analysis: Aye – 3; No – 0.

31
32 Vaaler asked Tice about the issue with a 4" compound meter. Tice explained that larger users
33 sometimes use the larger meter for the heavy flows and a small meter for the low flows. Tice
34 was not certain if this type of meter was working properly.

35 36 **D. 2020 Council Goals**

37 Mayor Moore reviewed that Council developed six goals from the facilitated session. Vaaler
38 indicated the spreadsheet in the packet does not reflect the weights that were placed on the goals
39 at the goal session. She thought the version in the minutes was a better reflection of what
40 Council had decided. Vaaler recalled that their plan was to have a short list of goals that they
41 could actually implement.

42
43 Mayor Moore stated most cities have very broad goals. Vaaler clarified that the spreadsheet is a
44 list of everything that was mentioned at the goal session, and she wanted to see some items
45 weighted more heavily than others. For example, three Councilors favored exploring new citizen
46 engagement tools and no one listed creating a citizen involvement committee as a priority.

1 Mayor Moore indicated the items under each document were simply tasks. Mayor Moore stated
2 he thought the six broader goals were agreed upon.

3
4 Moved to approve the broad Council goals as highlighted in red in the packet worksheets: Aye –
5 3; No – 0.

6 7 **VI. Public Hearing**

8 **A. Continuation of YMC 4.08 Vacation Rental Licenses**

9 Mayor Moore opened the public hearing on YMC 4.08 on Vacation Rental Licenses at 11:20 am.

10
11 Mayor Moore reported the current number of vacation rentals was at 129.

12
13 Vaaler asked that establishing a waiting lists be adequately advertised. Vaaler suggested they
14 advertise in both the March and April Newsletters. Mayor Moore clarified Vaaler wanted to
15 keep the application process open until May 1, 2020. Mayor Moore suggested they could
16 determine the order of the wait list applicants at the May 7, 2020 meeting. Vaaler suggested
17 Council determine how they will decide the order prior to that date.

18
19 Councilors agreed to set May 1, 2020 as the deadline for applications for the wait list.

20
21 Vaaler asked what they would be requiring for applications, such as providing a parking map or
22 a fee. Clerk Jackson stated the previous process was to submit an application, have the City
23 conduct an inspection, and then have the applicant pay a fee. Vaaler asked what type of
24 application would be reasonable just to get on the waiting list, as she did not see a need to have
25 staff time involved at this stage of the process. Website Coordinator Anderson explained she
26 was asked to set up an online form to accept applications that would not require staff time.
27 Vaaler asked to have a public drawing to determine the order.

28
29 Councilors discussed what needed to go into the application. Jackson suggested they included
30 their water account number to indicate whether they own the property. Duke Tracy suggested
31 they explain the process going forward after the list is established as that could impact who
32 applied. Mayor Moore clarified that after they go through everyone on the list, their position
33 would be “first come first serve.”

34
35 Mayor Moore closed the public hearing at 11:40 am.

36 37 **VII. Other Business**

38 **A. From Mayor - none**

39 **B. From Council**

40 Vaaler asked if a citizen could raise some issues concerning budgeting issues with the proposed
41 water rates. Mayor Moore asked that they wait until Manager Beaucaire and Rick McClung be
42 in attendance.

43 44 **C. From Staff - none**

45
46 Mayor Moore adjourned the meeting at 11:02 am.

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ATTEST:

W. JOHN MOORE, Mayor

Shannon Beaucaire, City Manager

Date

DRAFT



CITY OF YACHATS

CITY COUNCIL MEETING

February 19, 2020

Draft Minutes

Meeting Call to Order

Mayor W. John Moore called the February 19, 2020 regular meeting of the City Council to order at 2:00 pm in Room 1 of the Yachats Commons. Council members present: W. John Moore, Max Glenn, Jim Tooke and Leslie Vaaler. Absent: none. Staff present: City Manager Shannon Beaucaire and Water Treatment Plant Lead Rick McClung. Audience: 23.

I. Announcements, Correspondence, and Proclamations

Mayor Moore read a letter from Dann Cutter, interim Co-Executive Director and IT Manager at COG, explaining the email hack that occurred on February 4, 2020 and the precautions taken to remedy the matter and add extra security.

II. Public Comment

1. Craig Berdie (319 E 3rd Street) reported he recently learned about Seal Rock getting a new grant for their water retention system. He asked that the Council consider establishing within 30 days a committee to come up with at least five recommendations on how to establish long-term water security. He suggested the Committee would provide within 120 days information on:

- Description of method
- Capacity of method
- Cost estimates
- Completion times
- Advantages and disadvantages of each system
- Funding sources

Mayor Moore stated Council does not normally respond to Citizens Concerns but wanted to ask Councilors if they wanted to proceed with the issue. Councilors agreed to have this topic on the March 2020 agenda.

2. Boomer Wright, candidate for State Representative, introduced himself.

III. Consent Agenda

1. January 2, 9 and 15, 2020 minutes

Councilor Vaaler moved to approve the consent agenda: Aye – 4; No – 0.

IV. New Business

1 **A. Application for Council Vacancy**

2 Mayor Moore reported they received three applications for the open Council seat and they now
3 need to set interview dates. Vaaler noted Greg Scott was only available for interviews during
4 certain dates in March that were past the March 5, 2020 next meeting date. Mayor Moore noted
5 the second Council meeting in March was joint with the County. Councilor Glenn suggested
6 they could email Scott to get his responses for the interview questions. Councilors discussed
7 how to proceed.

8
9 Mayor Moore suggested setting up interviews on February 24, 2020 at 9:00 am and 10:00 am
10 with Mary Ellen O'Shaughnessy and Ariana Carlson, respectively. Council will decide how to
11 proceed at that time.

12
13 Mayor Moore suggested that members of the audience could write questions on an index card for
14 the candidates which the City Manager could review for appropriateness.

15
16 **B. Appointment to Public Works and Streets Commission – Linn West**

17 Linn West stated he was a semi-retired architect who has been visiting the area for twenty years.
18 He currently consults with architecture and engineering firms and has experience with Public
19 Works type projects.

20
21 Councilor Tooke stated West would be a welcome addition to the Commission.

22
23 **Glenn moved to appoint Linn West to Seat F of the Public Works and Streets Commission via**
24 **Resolution 2020-108: Aye – 4; No – 0.**

25
26 **C. Recommendation Regarding Heat System for Commons**

27 Facilities Manager Heather Hoen explained the situation with the residential heating units
28 currently installed in the Commons, several of which were not working. She indicated she has
29 talked to many local heating companies about installing a commercial system. She was in the
30 process of getting bids on the project. Mayor Moore noted that the Finance Committee moved to
31 recommend that \$50,000 be allocated for a capital project for a central unit.

32
33 Glenn asked how the central unit compared to the multiple units. Hoen noted the issues with
34 each type. Berdie summarized additional discussion at the Parks and Commons Commission and
35 their decision to not go with a \$60,000 unit that could better recycle air for heating and cooling.
36 Tooke clarified that the warranty for the commercial unit was 10-12 years.

37
38 Hoen explained that the prevailing wage would apply at \$50,000 and the estimate from Airrow
39 Heating was for just under \$46,000. She added that Airrow Heating had added a 20% buffer to
40 account for prevailing wages. Vaaler clarified that Hoen could get a firm bid from Airrow that
41 would be valid for 30 days.

42
43 **Tooke moved to transfer \$50,000 from the City Hall General Fund to the Parks and Commons**
44 **Capital Fund: Aye – 4; No – 0.**

45
46 **D. Topics for Joint Session with Lincoln County Commissioners**

47 Councilors suggested the following topics:

1. Status of Ocean View Drive
2. Update on County Housing Initiative, update on workforce housing, and Claire Hall's appointment by the Governor to the Oregon Housing Stability Council and updates on affordable housing
3. Is there Lincoln County Transportation available from the new housing development at the north end of Newport to Yachats? – Agreed to remove
4. Is it possible to get a quarterly update from the County Sheriff's Department?
5. Update on whether funding has been restored to Lincoln County Health and the prospect of a mobile health facility that could serve Yachats.
6. Update on county policies on vacation rentals
7. Input on water issues for the coast – Agreed to remove
8. Report on Lincoln County financial outlook and possible impact on Yachats
9. Sheriff's plan for South Lincoln County responsiveness
10. Discussion about the building department's policy regarding inspections and Certificate of Occupancies
11. Reclassification of 66 or 69 acres in Riggs property in our watershed and the County share of a judgment from a lawsuit. Berdie suggested it appeared the owner tried to get around reforestation regulations by reclassifying the land use. Discussion on communications with the County on this issue.

Vaaler read several other questions from Craig Berdie around watershed properties.

Tooke indicated he could research information for Item 7 and report to Council at a different time. Council agreed to hold off on this question.

Gerald Stanley stated that there is bus service to the north end of Newport which requires a transfer at their City Hall. He reported that Lincoln County Health is fully staffed and funded and that they still have the Yachats service in their strategic plan. Council agreed to remove Item 3 from the list.

Jacqueline Danos asked if combining the derelict housing issue between Yachats and Waldport could be rolled into the County Housing Initiative. Mayor Moore clarified that Danos was talking about properties outside of the city limits. Manager Beaucaire stated the Housing Initiative was a regional study and could include Danos' suggestion. Mayor Moore suggested this issue could be part of Item 2.

Berdie asked to include the archeological study progress. Mayor Moore asked Manager Beaucaire to add that item.

Tooke asked for an update on the archeological study for the 804 Trail. Manager Beaucaire explained this part of the project has been frustrating. Mayor Moore added that the County is paying for the study. Glenn asked if they could ask the County if they could work with a different certified archeologist who could be more responsive. Manager Beaucaire added that she has not had a recent update from the County. Berdie added that asking for a status report was part of the normal course of business and should not be seen as a threat. Berdie added that the City does not want to lose another construction season. Mayor Moore clarified this topic was part of Item 1.

1
2 **V. Reports**

3 **A. Visitor Center Report**

4 Vaaler asked why there were differences between quarters 1 and 2 for rents and personnel.
5 Mayor Moore suggested Vaaler contact Bev Wilson to determine the answer.
6

7 **B. Financial Report**

8 Martha Jirovec explained what she has recently accomplished for the December 2019 report,
9 including adding additional notes, completing quarterly interfund transfers, setting beginning
10 balances, discussion on food and beverage tax being added directly to debt service, noting the
11 high insurance costs due to the CIS audit requirements.
12

13 Manager Beaucaire indicated the audit was required by CIS for workers compensation insurance.
14 Jirovec reported CIS did charge for the audit. Sue Forty explained that the audit is required
15 every three years. Forty suggested that the audit should be free but the City would be charged for
16 overages.
17

18 Mayor Moore asked how one would determine the amount in a reserve fund, such as in water
19 reserves in 660-1705. Jirovec explained the numbers in that fund. Groth noted the beginning
20 balance was done in June but the budget was done in March so the percent met was a
21 meaningless number.
22

23 Vaaler asked if the low personnel costs on 100-1010 were due to the City Manager's salary being
24 overly charged to Public Works. Vaaler supported having some historical data in these reports.
25 Forty explained the new budget process will eventually eliminate these zero budget balances.
26 Vaaler, Forty, Jirovec and Groth discussed how the reports will eventually appear.
27

28 Vaaler noted this system has new categories for which there would be no prior budget. Forty
29 indicated going forward there will be prior budgets.
30

31 **C. Council Reports**

32 Mayor Moore reported:

- 33 1. He, Tooke, Glenn and attended community meeting with Curt Schraeder on January 23,
34 2020.
35 2. He participated in the League of Oregon Cities Training on January 30, 2020
36 3. He met with Justin Peterson, Planner from COG, and Nathan Bernard about status of his
37 work with obtaining proper permits.
38 4. He will have a report next month with have report on the Oregon Mayors Association
39 board retreat.
40

41 Tooke reported on the Mid-Coast Water Planning Partnership coordinating committee meeting
42 that morning.
43

44 Glenn reported:

- 45 1. He chaired the Community Relations Council with Angell Job Corps, who is now at
46 101% of occupancy and is almost fully staffed.
47 2. He attended the monthly board meeting of Council of Governments.

1
2 Vaaler reported she attended the February 11, 2020 meeting of the Public Works and Streets
3 Commission, where they are preparing new tsunami evacuation maps reflecting the location of
4 the new fire station and are recommending participation in an “Adopt a Fire Hydrant” program.
5

6 **D. City Manager Report**

7 Manager Beaucaire highlighted that:

- 8 1. Justin Peterson is representing Yachats in the County’s work on the National Hazard
9 Mitigation Plan
- 10 2. Peterson and Dana Nichols, planner from COG, have been negotiating with ODOT on the
11 issue for Yachats. They will be having a meeting with an ODOT representative in March
12 to walk the areas as part of the preapplication for a Transportation Systems Plan.
- 13 3. She is working with facilitator about the goals and matrix of priorities.
- 14 4. She will soon have an update on the City Hall move to the 501 Building
- 15 5. She is planning to add pages to the website for specific projects to contain updates for the
16 given project for which people could sign up to get notified of the updates.
- 17 6. Audio of all meetings are now available online through the website
- 18 7. The weather page has been upgraded to provide more detail and more frequent reporting.
- 19 8. The City has purchased Adobe Acrobat software so they can proceed with getting the old
20 document library on line in a manner that is ADA compliant
- 21 9. She will be signing the contract with TCB Security to provide code enforcement.
22 Anderson clarified that TCB would be available to talk to the Planning Commission.
23

24 **VI. Other Business**

25 **A. From Mayor** – none

26 **B. From Council** - none

27 **C. From Staff**

28 Anderson stated there will be a notice going out about procedures for retaining the public records
29 of Commission and Committee members notes. She indicated there was a box where members
30 could drop off their notes. Mayor Moore added that Councilors keep their notes with the
31 expectation that they will be turned in at the end of service.
32

33 Mayor Moore adjourned the meeting at 3:31 pm.
34

35 ATTEST:
36
37
38
39

40 _____
W. JOHN MOORE, Mayor

Shannon Beaucaire, City Manager

41 Date: _____
42



CITY OF YACHATS

CITY COUNCIL SPECIAL MEETING – PART 2

February 24, 2020

Draft Minutes

I. Meeting Call to Order

Mayor W. John Moore called the February 24, 2020 special meeting of the City Council to order at 10:00 am in Room 1 of the Yachats Commons. Council members present: W. John Moore, Max Glenn, Jim Tooke, and Leslie Vaaler. Absent: none. Staff present: City Manager Shannon Beaucaire. Audience: 10.

II. Interview for Vacant Council Seat – Ariana Carlson

Mayor Moore introduced Ariana Carlson. Mayor Moore explained to the audience that there were index cards at the back of the room where they can write questions to the candidate.

1. Why do you want to serve on the Yachats City Council at this time?
2. Do you have any particular objectives that you would like to achieve while serving on the Council?
3. The position of City Councilor is a time-consuming position. Would you be able to devote the necessary time to adequately fill the position? Do you have any commitments that would require you to miss any scheduled meetings?
 - a. Glenn asked Carlson to provide more details about her company.
4. What is your understanding of Council's role in Yachats' government?
 - a. Vaaler asked Carlson what her understanding of the Commissions was
5. Describe your vision for the future of Yachats.
6. What is an issue that Yachats faces about which you feel conflicted or undecided? What input would you wish to obtain to help you contribute to a satisfactory resolution of this matter?

1 7. Are you employed by, have any business/contractual arrangements, or family connections
2 with programs having agreements with the City? Do you serve on any boards or
3 organizations that interact with the City?
4

5 Tooke asked Carlson for her thoughts on increasing citizen involvement without involving social
6 media.
7

8 Glenn stated that Council needed a team member for Council who would promote the common
9 good of the community rather than a personal agenda or an agenda for a few people and asked
10 Carlson if she could meet that requirement.
11

12 Glenn asked what executives and CEOs seek from Carlson through her business.
13

14 Glenn asked Carlson how she could help Council avoid burnout and stay enthusiastic with new
15 ideas. Glenn stated how impressed he was that Carlson was able to increase her business in the
16 way that she has.
17

18 Mayor Moore thanked Carlson her interest.
19

20 Mayor Moore stated he was expecting to have Greg Scott's interview questions by the March 5,
21 2020 meeting. He asked Council if they thought they would be able to make a decision at that
22 meeting. Council indicated they would be ready.
23

24 Mayor Moore adjourned the meeting at 10:33 am.
25
26
27
28
29

30 ATTEST:
31
32
33

34 _____
35 W. JOHN MOORE, Mayor
36
37
38
39

Shannon Beaucaire, City Manager

Date



CITY OF YACHATS

CITY COUNCIL WORK SESSION & REGULAR MEETING

March 5, 2020

Draft Minutes

I. Meeting Call to Order

Mayor W. John Moore called the March 5, 2020 work session and regular meeting of the City Council to order at 9:30 am in the Room 1 of the Yachats Commons. Council members present: W. John Moore, Max Glenn, Jim Tooke, and Leslie Vaaler. Absent: none. Staff present: City Manager Shannon Beaucaire, City Clerk Kimmie Jackson, Planner Dave Mattison, COG Planner Justin Peterson, and Water Treatment Plant Lead Rick McClung. Audience: 23.

REGULAR MEETING

I. Discussion of Council Applications

Mayor Moore explained that Council would have a written ballot, read the votes, and proceed from there. Mayor Moore clarified that all Councilors were ready to vote.

Councilor Votes:

W. John Moore – Mary Ellen O’Shaughnessey

Jim Tooke – Mary Ellen O’Shaughnessey

Max Glenn – Ariana Carlson

Leslie Vaaler – Mary Ellen O’Shaughnessey

II. Swearing in of Applicant for Council Vacancy

Mayor Moore administered the oath of office to Mary Ellen O’Shaughnessey.

Mayor Moore thanked all the applicants and encouraged Carlson to apply for open seats on the Planning Commission (vacated by O’Shaughnessey) or Public Works Commission. Councilor Vaaler added that the City was lucky to have many applicants and that there would be another election in November for Council.

Carlson stated she was happy for O’Shaughnessey and indicated she was going to attend meetings.

Councilor Glenn stated he was concerned that the public was not involved in the decision process and that he thought the public voted for youth when they elected James Kerti. He indicated he voted for whom he thought the public would want. Councilor Tooke also

1 encouraged those who were not appointed to run in November or apply for open Commission
2 seats.

3
4 Mayor Moore continued regular meeting and moved into a work session at 9:38 am.

5 6 **WORK SESSION**

7 **III. Discussion Topics**

8 **A. Yachats Brewing Planning Process Update**

9 Nathan Bernard stated he was asked to provide an update to the Council on the status of his
10 permits. He indicated they have been in commercial process review since July 2019. He
11 indicated they are nearing the end of the review and have been asked to provide additional
12 documentation and engineering. He hoped to have a building permit in hand by March 31, 2020.
13 He indicated once they have the permit, they will continue the work they had stopped when the
14 permit issue arose. Bernard handed out a timeline of his proposed work once the building permit
15 has been received.

16
17 Bernard noted the extensiveness of the fire sprinkler compression system that will begin after
18 other work is done when the business can be closed for a few months starting in November. He
19 noted that they still get significant business in September and October. He indicated they did a
20 pressure and flow test the previous week to ensure the water supply was adequate to support the
21 system.

22
23 Vaaler asked if Bernard had communicated with the Heath Department about doing the phase
24 one work while the business was open. He indicated the brewery is licensed under the
25 Department of Agriculture and they have been discussing plans with them.

26
27 Glenn asked about plans for the structure on top of the building. Bernard explained that area
28 only covers the stairs that provide access to the roof. He indicated they built the building in
29 anticipation of potentially building a third floor at a later date.

30
31 Manager Beaucaire stated she, Bernard, and Justin Peterson met and discussed meeting once per
32 month to ensure the success of the project.

33
34 Tooke appreciated Bernard's work and noted the benefit of having a brewery in Yachats.

35
36 Vaaler asked about whether Bernard would get an occupancy permit. Bernard indicated that all
37 work will be inspected and a Certificate of Occupancy will be granted when inspections are
38 complete.

39
40 Bernard made statement about Occupancy Permit and being singled out by the City around
41 permitting. He reviewed communications with the City Attorney, City staff, and the Sheriff and
42 wanted to put that behind him. He indicated he planned to hold the City accountable in
43 enforcing similar code enforcement standards.

1 Vaaler noted that Council has asked the County to provide an update on the building permitting
2 process at their March 18, 2020 meeting. Councilor O'Shaughnessey thanked Bernard for his
3 work and bringing such entrepreneurial spirit to Yachats.
4

5 **B. Discussion of Council Goals, Staffing, and Priorities**

6 Manager Beaucaire explained there was a summary memorandum from the facilitator and the
7 February goal setting session. She explained the structure of the Goals and Objectives chart.
8 She noted she has heard complaints of projects taking too long to complete and noted the slow
9 operation of government. She asked Council to provide some guidance for prioritizing projects.
10

11 Vaaler indicated her top priorities were the basic functions of government and included
12 maintaining water and systems and good fiscal control and implementation. She stated while
13 Council needs to set policy, they should defer to the expertise of the Public Works Department to
14 prioritize the infrastructure projects. She also placed priority on the Ocean View Drive project,
15 501/Commons building, and ingress/egress from the City for emergencies.
16

17 Manager Beaucaire reported Public Works received a locate request on February 27, 2020 for
18 beginning archeological testing in the area where Ocean View Drive approaches Highway 101.
19

20 Glenn stated his priorities, in order, were:

- 21 1. Organizational work and HR policy
- 22 2. Water source protection plan
- 23 3. Public involvement opportunities for Ocean View Drive project
24

25 Manager Beaucaire stated she met with ODOT, Dana Nichols, and Justin Peterson Drive about
26 Ocean View Drive. She indicated Nichols had experience with this type of work in Bandon, and
27 Manager Beaucaire has asked Nichols to come to an April Parks and Commons Commission
28 meeting to help create plans to implement the Trails Committee plans.
29

30 Tooke stated his priorities were:

- 31 1. Fiscal sustainability
- 32 2. Water security: Tooke summarized the work of the Mid-Coast Water Planning
33 Partnership, noting an emphasis on answering the questions of how much water we have,
34 who is using the water, how water is being used and how climate change will impact
35 water issues.
- 36 3. Ingress/Egress. Tooke noted the lessons to be learned from Paradise, California. He
37 recalled Bernard's offer to take people on tours of back roads that can be used to exit the
38 area.
39

40 O'Shaughnessey identified:

- 41 1. Water security/water source protection
- 42 2. Fiscal Management
- 43 3. Ocean View Drive
- 44 4. IT hardware upgrades, noting this element was critical to operations.
- 45 5. Water plant upgrades
46

1 Moore stated he focused on the specific tasks and identified 12 bullet points, most of which were
2 under Public Works and Goal 3 on Water Infrastructure:

- 3 1. Utility rate study
- 4 2. Water Source Protection Plan
- 5 3. Water Master Plan
- 6 4. Wastewater Master Plan
- 7 5. Driftwood Street paving
- 8 6. Ocean View Drive project
- 9 7. City Hall remodel
- 10 8. UV Doors at Public Works
- 11 9. Public Works pole building, noting this is needed before they can replace vac truck
- 12 10. Water plant upgrades
- 13 11. Backwash recycling system

14
15 Manager Beaucaire summarized the priorities expressed in order were:

- 16 1. Water
- 17 2. OVD
- 18 3. Fiscal
- 19 4. Ingress/Egress
- 20 5. 501/Commons

21
22 Manager Beaucaire summarized the status of several of the projects that were underway.

23
24 Glenn asked Manager Beaucaire if she has estimated the amount of staff time needed for
25 projects. Manager Beaucaire asked Water Treatment Plant Lead Rick McClung to review
26 projects underway. McClung stated he was drafting a public works project management report
27 for the City Manager to include in her report. He summarized:

- 28 1. Water Source Protection Plan: sent contract to hire consultant; will need volunteers to act
29 as stakeholders
- 30 2. Water Master Plan: a 20-year plan that outlines infrastructure needs
- 31 3. Water Management and Conservation Plan: outlines management of water as city grows
32 with limited water resources
- 33 4. Water rate study
- 34 5. Water treatment plant upgrades
- 35 6. Backwash recycling
- 36 7. SCADA System upgrades
- 37 8. Earthquake valve at the south reservoir
- 38 9. Replace E 2nd Street water main heading east from Prospect Street: projected a year from
39 now and will include major street, sewer and drainage upgrades

40
41 Manager Beaucaire reported she met with View the Future to tour the Hancock property. She
42 stated Joe Mahl with the Trust for Public Lands reported an opportunity to get an intern from the
43 Resource Assistance for Rural Environments (RARE) AmeriCorps program administered
44 through the University of Oregon. The McKenzie River Trust has hosted three of these interns
45 who have helped with planning, public policy, management, and research. She suggested the

1 City could share housing costs with nearby communities for the intern to do regional planning.
2 She noted there was an April 17, 2020 deadline to apply for a grant to help support this intern.

3
4 O'Shaughnessey noted the excellence of the universities in the area and asked what work product
5 was they would get out of project. Manager Beaucaire indicated she was not clear on what that
6 was. Vaaler concurred with O'Shaughnessey about wanted to know what products they would
7 be getting. Shelly Shrock stated she understood the intern would be like a project manager to tie
8 everything together. Bette Perman stated she believed this was important to the water
9 sustainability of the City. Perman added this person would be a graduate student who had access
10 to the latest information.

11
12 Tooke recalled all of the people involved with the Mid-Coast Water Planning Partnership and
13 noted the benefits received from the person who coordinates all of the Partnership's work.
14 O'Shaughnessey asked if the City needed to provide funds for housing and for a stipend. Vaaler
15 stated that she saw in the application that the funding was to help the intern find housing. Glenn
16 stated he was a strong advocate for supporting this type of internship.

17
18 Bernard asked what the process was that the Council was using to determine the priorities related
19 to water. He recalled previous mentions of connecting water from Newport to Yachats and
20 asked why they would be pursuing that option as a priority. He believed that consolidated,
21 centralized systems were much more fragile than decentralized, distributed systems. Bernard
22 asked if there was a mechanism for Council to get citizen input. Mayor Moore stated they get
23 public input at City Council meetings. Bernard stated Mayor Moore gave State Representative
24 Schraeder in writing a memo that put emphasis on this Newport-Yachats process. Bernard and
25 Mayor Moore discussed this meeting and how this project would require Federal funding.

26
27 McClung stated there were three water utilities between Yachats and Newport and the only item
28 missing factor in this larger connection to Newport was the pipeline across the bridge. He
29 believed a pipe across the bridge would provide redundancy for the City.

30
31 Mayor Moore indicated that the City Manager should pursue getting an intern through the RARE
32 program.

33 34 **C. City Hall Project Update**

35 Facilities Manager Hoen reported the USDA has approved their plans and the ITB document.
36 She indicated they were planning to have the bid go out on March 9, 2020. She noted any
37 changes to the bid document must be approved by the USDA. Vaaler stated she discussed the
38 plan and the ITB with the City Manager, and she noted some issues with the floor plans. She
39 understood from Manager Beaucaire that she was not totally happy with the space. She stated
40 she had color coded floor plans, and she has measured the Council Room. Hoen stated the plans
41 provided by the engineer were done to minimize the amount of demolition required. Manager
42 Beaucaire stated they were dealing with an existing building and were trying to minimize costs.
43 Manager Beaucaire noted this approach might not be the ideal plan. Vaaler noted the planned
44 space for the Council room was about 75% of Room 1 in the Commons. Manager Beaucaire
45 added that Council Chambers might not be part of Phase I of the project. Manager Beaucaire

1 noted that it would take 4-8 weeks to go back to the engineer then to the USDA should they
2 change the current plans.

3
4 Glenn indicated he wanted to move forward. Tooke clarified the move would need to be
5 completed in two years or by August 2021 for the USDA grant. Hoen explained the grant was
6 for remodeling the interior, and contingencies and change orders all come from the City's
7 matching funds. Hoen noted staff would prefer to move quicker and they were not being
8 pressured from the USDA grant. Mayor Moore speculated they will not be able to complete
9 Council Chambers this year. O'Shaughnessey asked what the increased costs would be to
10 change the current plans. Hoen stated there would be additional costs for the engineer's work.
11 Vaaler did not want to make a decision without further review.

12
13 The Council, Manager Beaucaire, and Hoen discussed the primary goals of giving staff more
14 room to work and to have better archive storage. Hoen elaborated on the goals she asked the
15 engineer to pursue in developing plans.

16
17 Mayor Moore asked the City Manager how she wanted to proceed. Manager Beaucaire asked
18 Recorder Jackson for her opinion. Jackson elaborated on what she needed to get her work done.
19 Manager Beaucaire stated there has been a lot of effort put into this plan. She believed it was
20 policy decision about moving forward. Mayor Moore indicated he heard the City Manager
21 stating it would be better to get into the new building sooner than later. Bernard suggested that if
22 they are going to move City Hall, they should do it right, not because it was expedient.
23 O'Shaughnessey agreed with Bernard and stressed that working during construction in phases
24 was problematic. Mayor Moore stated he had asked that hard walls between staff and Council
25 Chambers to minimize the impact on staff.

26
27 Vaaler stated she was compelled to look closer at the floor plan because of the extensive amount
28 of hallway space. She was not convinced the plans were the best approach. She asked that they
29 at least take a week to further examine the floor plan. Glenn stated he had to get his magnifying
30 glass out to read the packet when it arrived in his box. He indicated he was tempted to ask Linn
31 West, an architect who recently joined the Public Works and Streets Commission, to review the
32 plans. However, he concluded that he did not want to new ideas to the discussion today.

33
34 Hoen stated it would not hurt anything to wait until the next Council meeting to make a decision.
35 She stressed the importance of not changing directions once the plan is submitted. She noted if
36 they want to explore other options, now is the time to do that.

37
38 Melissa Johnson (Greenhill Drive) indicated she has a background in architecture in a master's
39 program from UCLA and stated that hallways are critical to how space is used. She indicated it
40 was in the taxpayer's best interest to truly examine the best utilization of space.

41
42 Mayor Moore reminded Council that the next meeting they could address this was on April 2,
43 2020.

44
45 Helen Anderson (77 8th Street) stated it sounded like the more significant decision should be
46 whether the Council Chambers is included as part of the 501 Building project. Bernard noted
47

1 that this project is sounding like the sidewalk project where the City rushed into the project
2 because of a grant.

3
4 Mayor Moore suggested they have a special work session to discuss the matter. Councilors
5 agreed to exchange possible dates for a work session. Mayor Moore suggested they have a
6 regular meeting as well so they can make a decision as to how to proceed.

7 8 **D. Discussion of Citizen Committee on Water**

9 Craig Berdie stated he wanted to establish a plan and methodology to example multiple solutions
10 for water planning needs. He stipulated that the committee would provide concrete deliverables
11 on the pros and cons of several options. Berdie indicated that staff time would be for expertise
12 and advice. He added the point of this committee was to minimize staff time. Manager
13 Beaucaire asked McClung to explain the deliverables that would be coming from the plans that
14 are already underway. She noted the water source study would be identifying properties that
15 would best protect the watershed. McClung indicated having a citizen group assist in his work
16 would be beneficial and could act as a catalyst. McClung believed there was a lot this committee
17 could do that he does not have time to do. McClung noted the need to have management of
18 resources, and this group could help come up with options on how to manage the water system.

19
20 Manager Beaucaire noted that the water plans in progress will have community involvement
21 components. She suggested that rather than have a separate committee, they focus on getting the
22 citizens involved with these other plans. McClung suggested they have the same people be
23 involved with both plans. Berdie emphasized the importance of having a document for citizens
24 that shows the pros and cons of each of the options. Bernard stated he was willing to volunteer
25 in this process and having a citizen involved in moving forward with watershed protections
26 would be immensely helpful.

27
28 Bob Bennett, Chair of the Public Works and Streets Commission, indicated the Commission has
29 been involved in working with the budget transitions and has not had time to focus on water
30 security. He noted they have not had the ability to look at efficiencies and focusing on the water
31 distribution side was of utmost importance. He stated while they have improved the situation
32 with the addition of the south tank, they still need another earthquake valve at the bridge. He
33 noted the importance of getting the master plans complete so they can reevaluate the SDC fee
34 structure. Bennett added that the City was also growing with many new home starts.

35
36 Berdie indicated he heard two issues being discussed. One was the efficiency and maintenance
37 to the existing infrastructure and the other was to get new ideas for source water. McClung
38 indicated that it would benefit him to have this committee. O'Shaughnessey stated she was
39 having difficulty understanding the downside of this committee. Manager Beaucaire had
40 concern that this committee would be duplication of the source water protect plan group. Vaaler
41 asked Berdie if they needed to be a committee or could they work on their own. Berdie indicated
42 this group would be doing their homework individually and he was not averse to working under
43 the public meeting laws. Bernard emphasized that the importance of examining the supply side
44 of the water issue. Anderson indicated she would volunteer her time to take the minutes at the
45 Water Committee meetings. Glenn added that this work might fit well with getting an intern
46 from the RARE group.

1
2 Council agreed to have this topic on the first April 2020 agenda for making a decision. Berdie
3 asked what he could do to make the decision process easier. Mayor Moore suggested he provide
4 an estimate of staff time needed.

5
6 Mayor Moore closed the work session at 11:55 am.
7

8 **REGULAR MEETING**

9 Mayor Moore resumed the regular meeting at 12:01 pm.
10

11 **IV. Announcements, Correspondence and Proclamations**

12 Vaaler indicated she spoke with Bev Wilson from the Visitor Center to clarify information from
13 her last report. Wilson indicated the rent numbers were different because of the periods they
14 covered.
15

16 Vaaler stated the work session with the County on March 18, 2020 is at 6:00 pm, not 2:00 pm as
17 in the City Newsletter.
18

19 **V. Public Comment (topics not on the agenda)**

20

21 1. Nathan Bernard (Brewery and Farm Store) recalled that the City would be getting a report
22 from the water study person at this meeting and asked what was happening with that. Mayor
23 Moore stated no final decision has been made on the water rates and that the rate study would go
24 forward with the wastewater portion of the study. Bernard indicated he was talking about the
25 comparison of large users in the new and old systems. Vaaler stated they have done some work
26 but she wanted to see the sewer side of the costs before making any decisions. Bernard asked
27 that the information on the rate comparisons be made public so citizens would have an
28 opportunity to provide feedback. Bernard clarified that he was wanting to know what the
29 comparison of the top users for what their rates would be using the old system and the new
30 system. Manager Beaucaire clarified that the law requires that the users not be identified.
31 Bennett stated that it was the responsibility of the Public Works and Streets Commission to make
32 a recommendation to the City Council and he was preparing to discuss the comparisons at their
33 next meeting. Vaaler stated there should be a public hearing on water rates and comparative
34 information should be provided for that meeting.
35

36 **VI. New Business**

37 **A. Proposed Parking Study**

38 Justin Peterson, Planner at the Council of Governments, reported he has heard parking come up
39 at Planning Commission meetings and he was asked to provide a recommendation to examine
40 parking. Peterson indicated a parking study would look at peak times and non-peak times where
41 they would look at demand. He indicated they could make recommendations as to how to have
42 more flexible parking regulations. O'Shaughnessey asked what the cost would be. Peterson
43 stated he has not calculated that information yet. Peterson indicated he could work on the cost
44 projections while he was onsite. Peterson stated he wanted to see if the Council had interest in
45 pursuing this work.
46

1 Planning Chair Helen Anderson stated she was confused about the role of the Planning
2 Commission in this study. She indicated there was no question that the City had a problem with
3 parking in the summer but not in the winter. She saw two questions: 1. Is the City going to add
4 additional parking? and 2. How will the City need to adjust parking regulations to accommodate
5 current business usage and allow for some growth? She asserted the latter question could be
6 addressed by the City Planner and the Planning Commission. Anderson stated she did not
7 understand why the City would be spending money to assess demand in the summer when it was
8 obvious parking was inadequate during that period. Peterson suggested there could be a more
9 wholistic approach to planning for parking.

10
11 Moore clarified with Anderson that the Commission could get volunteers to conduct a parking
12 count. Peterson noted that the Planning Commission has been waiting for more direction from
13 Council on how to move forward or whether they should move forward.

14
15 Vaaler noted there would be additional costs by having the second planner involved in this
16 project. Manager Beaucaire stated she could have Peterson adjust his priorities of planning
17 projects to cover this work.

18
19 Anderson recommended that the Council ask the Planning Commission to start the process of
20 counting parking and determining parking needs, then to use that information to get the planning
21 consultant involved with developing a plan.

22
23 Tooke noted the goals indicate need to address parking.

24
25 Vaaler moved to have the planning Commission begin a count of parking spaces and parking
26 needs based on business usage: Aye – 5; No – 0.

27 28 **VII. Public Hearing**

29 **A. Case #2-ZC-PC-19 Yachats Rural Fire Protection District Request for Rezone**

30 Mayor Moore opened the public hearing on Case #2-ZC-PC-19 on rezoning the Yachats Rural
31 Fire Protection District property.

32
33 No Councilors asked to abstain from voting because of possible financial gain, owning property
34 in the notice area, having a direct personal interest, or not being able to be impartial.

35
36 Councilors made the following disclosures:

- 37 1. Vaaler reported she attended the Planning Commission hearing on this matter and that
38 she frequently walks down 2nd Street.
- 39 2. O'Shaughnessey stated she was on Planning Commission for the initial hearing.
- 40 3. Tooke reported he spoke with applicant Katherine Guenther on the topic.
- 41 4. Mayor Moore indicated he listened to the audio recording of the Planning hearing.

42
43 Moore clarified with Planner Mattison that all testimony to date has been submitted and that
44 Councilors felt they have had adequate time to review the testimony.

1 Mattison reviewed the application, the noticing history, his staff report, and the findings of the
2 Planning Commission. He referenced the Yachats Municipal Code section 9.84.030 and the
3 change in the nature of the zone with the Fire Department leaving.
4

5 Mayor Moore opened the public testimony portion of the hearing at 12:35 pm.
6

7 1. Applicant Katherine Guenther indicated she was willing to answer questions.
8

9 2. Melissa Johnson (Greenhill Drive) stated that the C-1 designation was more useful to the
10 community.
11

12 Vaaler asked Mattison and Guenther about the changes in the zoning with regard to Goal H and
13 Goal J of the Comprehensive Plan. Mattison indicated the Goal J was met. Vaaler asked about
14 the livability factor stated in Goal H. Guenther noted to meet the parking requirements for a bar
15 or restaurant, the establishment would have to be very small. She noted they requested the C-1
16 zone as it provided more flexibility for housing options. Vaaler also asked about meeting
17 housing needs in Goal J. Vaaler noted that changing from a R-3 to C-1 would be removing
18 residential use. Mattison indicated as C-1 allowed for residential, it was not actually removing
19 residential opportunity.
20

21 Mayor Moore closed the public testimony portion of the hearing at 11:46 am.
22

23 Tooke moved to approve the zone change as presented in Ordinance 365 Amending the Yachats
24 City Zoning Map: Aye – 4; No – 1 (Vaaler).
25

26 Mayor Moore closed the public hearing at 11:47 am.
27

28 **VIII. Other Business**

29 **A. From Mayor - none**

30 **B. From Council**

31 Vaaler noted there was now a Eugene to Florence bus service as well as a Yachats to Florence
32 service. However, the timing of these services does not allow for timely connection between the
33 two routes. She wanted to know if Council should take some action to talk to the providers
34 about better coordinating the two routes. Tooke explained his history in working with the
35 transportation groups. Tooke indicated he could raise the issue at a future meeting. Tooke noted
36 this might be an issue to raise with Commissioner Hunt from Lincoln County at the next joint
37 meeting with Council and the County Commissioners.
38

39 Mayor Moore noted the next meeting is at 6:00 pm on April 18, 2020.
40

41 Mayor Moore reported he was on the Board of the Oregon Mayors Association and they recently
42 had a retreat. He reported they have a vacancy on the Board for the northeast part of the state,
43 currently three members are from cities of less than 2,800 people, and that potentially four of the
44 nine Board members could represent the smaller cities. He added that the president of the
45 Association meets monthly with the Governor.
46

1 **C. From Staff**

2 Manager Beaucaire stated she has asked the Lincoln County Emergency Planning to come to the
3 Emergency Preparedness Committee about planning for Coronavirus. She added that City Hall
4 would be closed this afternoon due to staffing issues.

5
6 Mayor Moore adjourned the meeting at 12:55 pm.
7

8
9 ATTEST:

10
11
12 _____
13 W. JOHN MOORE, Mayor

14 _____
15 Shannon Beaucaire, City Manager

16 _____
 Date



CITY OF YACHATS

CITY COUNCIL WORK SESSION And SPECIAL MEETING

March 13 2020

Draft 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 stated 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 the USDA representative stated that the changes that 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 look examine the roof and that person estimated a roof replacement was needed within in the next 5 years. She noted the current roof was 28 years old. Hoen stated has asked 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 as inexpensively as possible, and obtain grant funding. She indicated the current plan meets these goals. She stated that Council could downgrade the project. Hoen added that the City cannot operate as its own general contractor.

1
2 Mayor Moore asked if the current budget would cover the move of city offices and repair the
3 roof and heater. Hoen suggested it could. Hoen presented options of replacing the roof later and
4 delaying the window replacement. She stressed the importance of, at minimum, getting water
5 tight doors and windows to protect the building.

6
7 Vaaler clarified that applications for another grant were due in August. Manager Beaucaire
8 stated the City received a larger grant than the USDA standard \$50,000 and should not expect
9 more than that in the future.

10
11 Tooke asked about the status of moving the chambers. Hoen noted the entire building will be
12 carpeted and painted. She stated Council could meet in the building in an open space.

13
14 O'Shaughnessey stated she was still considering the issues. Glenn suggested they delay the roof
15 replacement. O'Shaughnessey clarified that there were signs of leaks in the roof. Hoen stressed
16 the need to protect any public asset. Mayor Moore indicated he would like to get started on the
17 project.

18
19 Vaaler clarified that the needs for chambers would be walls and possible furnishings. Hoen
20 stated there could be some wiring, but she suggested the electrician would set the feed wires
21 from the start. Hoen noted the chamber walls are not load bearing and could be installed over
22 the carpet, although that option is not ideal.

23
24 Hoen reviewed the issues that hinge on the chambers in the middle of the building, such as a
25 need for another exterior exit. Hoen noted the stairs are the only item that has to be built
26 regardless of what phases were completed. If the chambers were added, they would need to add
27 the extra exit to meet fire codes.

28
29 Hoen explained the difference between pursuing the project as an intention to bid (ITB) or a
30 request for proposal (RFP). She indicated if they just wanted services such as painting, a new
31 roof, and carpeting, they would issue an RFP. If they had specific things they wanted done, they
32 would use an ITB. Mayor Moore suggested an RFP might be the best way to proceed.

33
34 Manager Beaucaire stated that with the new information, they are likely to get one or two bids
35 and are likely to go over budget. If they scale back now, they can stay within budget. Hoen
36 added that an ITB specified what exactly the City was asking for while an RFP would have
37 flexibility on what exactly gets done.

38
39 Mayor Moore closed the work session and resumed the special meeting at 1:26 pm.

40 41 **III. Vote on 501 Building ITB**

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

1 Bernard wanted clarification on where the mandate to move forward came from. Glenn reported
2 he and Sandy Dunn led a committee to study possible uses of the 501 Building where the
3 primary suggested use was to have City Hall occupy the building. Glenn explained the history of
4 negotiating for the 501 Building. Mayor Moore indicated the purchase price was \$500,000 with
5 \$200,000 of that coming from monies for parking acquisition. He added that Bank of the West
6 credited \$135,000 for unpaid taxes on foreclosed properties. Glenn noted the Visitors Center did
7 not want to move into the building.
8

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

17 Manager Beaucaire stated that whatever the City does, the building will be compliant with City
18 codes. Bernard indicated he will hold the City accountable for this performance.
19

20 O'Shaughnessey asked if the City needed to know what would be required to come into
21 compliance. Hoen apologized for not being aware of the building not having been issued a
22 COA. She explained that if the improvements were valued at half or more of the value of the
23 building, the entire building would need to be brought into compliance with today's standards. If
24 the remodel was valued at less than half of the value, only the remodel portion would need to
25 meet current code. Hoen indicated she is dumbfounded by what Bernard has presented.
26 O'Shaughnessey stressed this issue was not Hoen's fault.
27

28 Bernard and Glenn disagreed that a thorough building inspection was done. Glenn stated the
29 City paid an inspector to evaluate the building prior to purchase.
30

31 Bernard indicated that there was not final inspection of the building. He noted there were
32 permits submitted and there was a "back and forth" with the County regarding the plans.
33 Bernard suggested there might be missing correspondence in the file. Bernard recalled the issue
34 around the concrete slab where they found no rebar.
35

36 Vaaler stated the City has gotten pieces of information that supports the claims that Bernard was
37 making about the condition of the building. Mayor Moore indicated the City will need to fix the
38 building regardless of how it is used. O'Shaughnessey concurred with Mayor Moore on the need
39 to fix the building. Vaaler suggested there were three options: fix and occupy, fix and sell, or tear
40 down the building to add parking. Mayor Moore noted that if the building was sold, they would
41 lose the parking that was part of the reason the building was purchased.
42

43 Tooke clarified that the grant money was only to move City Hall. Mayor Moore noted that if a
44 new grant were applied for, it would only be for \$50,000 instead of \$91,000.
45

46 Vaaler thanked Bernard for bring the information to the City's attention.
47

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

6
7 Mayor Moore noted the options on the table and the ticking clock on the \$91,000 grant. He
8 asked Council how they wanted to proceed.

9
10 Manager Beaucaire asked Jackson to discuss the office space. Jackson noted she has been
11 working at City Hall for nine years and noted the activity in the office with customers. She
12 noted:

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

20
21 Mayor Moore noted that they moved the City Manager into a former storage closet.

22
23 O'Shaughnessey agreed that privacy was especially important. She noted the issue with lack of
24 storage space. She suggested they were addressing two issues: accommodating staff and
25 addressing the 501 Building. Mayor Moore noted the archives are stored upstairs in the Public
26 Works building. Manager Beaucaire indicated she needs space to do trainings with her staff.
27 She stated she is required to have human resource meetings in private and sometimes she must
28 have three people in her office.

29
30 Mayor Moore called for a recess to contact the County about the building permits.

31
32 Manager Beaucaire indicated the County will send over the file on the 501 Building. She stated
33 Al Eames, Lincoln County Planning Official, reported that a final inspection was done on
34 February 11, 1993 and the building was approved.

35
36 Vaaler clarified that they City is not under obligation to accept bids if they are received. She
37 suggested that they could proceed with getting bids while also trying to better assess public
38 opinion and priorities.

39
40 **Glenn moved to authorize the City Manager to issue a request for proposal to move City offices**
41 **to the 501 Building as the budget allows: discussion**

42
43 O'Shaughnessey expressed concern about not knowing the costs of getting the building up to
44 code. Vaaler asked for clarification on what the proposals would address regarding the building
45 getting brought up to code. Manager Beaucaire that any contract would include work that met
46 current codes. Hoen added that the project costs are cumulative when assessing whether the fifty

1 percent of value is determined. The assed value of the building is currently \$756,880 according
2 to the Lincoln County Parcel database.

3
4 Linda Johnson (Koho) stressed the importance of asking the community of what they want.

5
6 Vaaler asked for clarification on whether the motion was for exploratory estimates. Vaaler
7 indicated her vote on this motion was not a reflection of her opinion on whether staff needed
8 more adequate work space.

9
10 O'Shaughnessey asked what the budget was and whether they could do what they were wanting
11 with that budget. Manager Beaucaire indicated the budget was for \$166,000 and the USDA
12 would keep the City within that budget. She added that the USDA would be reviewing the plan
13 to determine whether they think the project can be done within the budget. Hoen explained there
14 will be a new scope of work and a new RFP that the USDA will have its architect and engineers
15 approve. She stated the Council would approve any award based on a review committee
16 recommendation. Tooke and Mayor Moore stated this vote was just to start the process.

17
18 O'Shaughnessey had concern about citizens feeling blindsided and not buying into this project.
19 She wanted to build some consensus that the move is needed. She suggested that if the City does
20 not provide the justification, the citizens will fill in the blanks. Manager Beaucaire noted there
21 was always time for public input. She referred to the public hearing on the grant.

22
23 Bernard stated that the citizens have never been asked if they want an expensive City Hall in the
24 501 Building. He suggested that successful projects are based on social capital. Manager
25 Beaucaire reviewed the project goals and timeline of decisions.

26
27 Vaaler stated the community has needs and wants, and sometimes you do not get all of your
28 wants. She believed that citizens should have input on determining the most important wants.

29
30 Hoen reviewed the history of the instruction to move forward with this project and to get grants.
31 She noted that the City is subject to different rules than individuals building a house. She
32 believed they should inform the community on the restrictions on the City faces in how they
33 move forward with the project. Hoen stressed the need to pick a direction and move forward
34 with it.

35
36 **Call for vote: Aye – 3; No - 2 (O'Shaughnessey and Vaaler).**

37 38 **IV. Addressing Coronavirus**

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

43
44 Mayor Moore asked if Council wanted to postpone next week's meeting. Council discussed the
45 issue and decided to postpone the March 19, 2020 meeting and the April 2, 2020 meeting. The
46 next meeting will be on April 15, 2020.

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

5
6 Hafner asked who would be doing the disinfecting. Hoen indicated she would do some of the
7 work and subcontract cleaners to help with the Library, Little Log Church, and Commons
8 building.

9
10 Mayor Moore adjourned the meeting at 3:12 pm.

11
12
13 ATTEST:

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16
17
18 _____
19 W. JOHN MOORE, Mayor

20 _____
21 Shannon Beaucaire, City Manager

22 _____
23 Date



CITY OF YACHATS

**CITY COUNCIL SPECIAL JOINT MEETING WITH LINCOLN COUNTY
CITIES AND BOARD OF COMMISSIONERS**

March 23 2020

Draft Minutes

I. Lincoln County Meeting Call to Order

Commissioner Kaety Jacobson called the March 23, 2020 special joint meeting of the Lincoln County Board of Commissioners and Cities at 8:03 pm by Zoom virtual meeting conferencing. Council Members present: W. John Moore, Max Glenn, and Leslie Vaaler. Absent: Mary Ellen O'Shaughnessey and Jim Tooke. Staff present: City Manager Shannon Beaucaire. County Commissioners present: Kaety Jacobson, Claire Hall, and Doug Hunt. Other cities present: Lincoln City, Depoe Bay, Newport, Siletz, Toledo, and Waldport.

City representatives discussed Order #3-23-85 minimizing the impact of Covid-19 in the County by limiting short term rentals of less than 30 days with seven exceptions.

Mayor W. John Moore stated the Yachats City Council had met earlier in the day to declare an emergency and to support Order #3-23-85. Mayor Moore indicated City Manager Shannon Beaucaire could speak for the City on this vote and future amendments to this order.

Commissioner Jacobson called for an official vote from the cities. Manager Beaucaire asked for a motion.

Councilor Vaaler moved to approve Lincoln County Order #3-23-85: Aye – 3; No – 0; Absent – 2 (O'Shaughnessey and Tooke).

All cities voted unanimously in favor of Order #3-23-85.

Commissioner Jacobson adjourned the joint meeting at 9:06 pm.

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10

ATTEST:

W. JOHN MOORE, Mayor

Shannon Beaucaire, City Manager

Date

DRAFT



CITY OF YACHATS

CITY COUNCIL EMERGENCY SPECIAL MEETING

March 23 2020

Draft Minutes

I. Meeting Call to Order

Mayor W. John Moore called the March 23, 2020 emergency special meeting of the Yachats City Council to order at 4:02 pm by participation through Zoom. Council Members present: W. John Moore, Max Glenn, Mary Ellen O'Shaughnessey, Jim Tooke, and Leslie Vaaler. Staff present: City Manager Shannon Beaucaire.

II. Resolution 2020-110 Declaring a State of Emergency and Delegating Authority to the City Manager

Mayor Moore provided background on what other cities have done in response to the coronavirus epidemic. He explained that all cities must agree with the County Order to take action

Moore reported Resolution 2020-110 declares a state of emergency in Yachats and grants authority to the City Manager to follow all federal, state, and county orders.

Councilor Glenn expressed support for the resolution.

Councilor Vaaler asked for clarification on what "temporary rules and policies" covered as Council had the responsibility to establish policies for the City. Manager Beaucaire stated this stipulation could include closure of facilities, how finances are handled, staff schedules and working remotely, waiver of disconnects, and the like. Vaaler asked if this permission could involve budgetary items. Manager Beaucaire stated the resolution grants her the authority to move monies in order to procure goods and respond which would later be ratified by Council.

1 Vaaler asked how a “designee” would be appointed. Manager Beaucaire indicated the
2 designee would be appointed by the City Manager for expediency. Vaaler clarified that
3 Council could still meet and override matters if they chose.

4 Glenn moved to approve Resolution 2020-110 Declaring a State of Emergency and
5 Delegation Authority to the City Manager: Aye – 5; No – 0.

6 Mayor Moore adjourned the joint meeting at 4:12 pm.

7
8
9 ATTEST:

10
11 _____
12 W. JOHN MOORE, Mayor
13

Shannon Beaucaire, City Manager

14 _____
15 Date
16
17



CITY OF YACHATS

CITY COUNCIL SPECIAL MEETING – PART 1

February 24, 2020

Draft Minutes

I. Meeting Call to Order

Mayor W. John Moore called the February 24, 2020 special meeting of the City Council to order at 9:00 am in Room 1 of the Yachats Commons. Council members present: W. John Moore, Max Glenn, Jim Tooke, and Leslie Vaaler. Absent: none. Staff present: City Manager Shannon Beaucaire. Audience: 12.

II. Interview for Vacant Council Seat – Mary Ellen O’Shaughnessey

Mayor Moore introduced Mary Ellen O’Shaughnessey. Mayor Moore explained to the audience that there were index cards at the back of the room where they can write questions to the candidate.

Council asked the following questions:

1. Why do you want to serve on the Yachats City Council at this time?
2. Do you have any particular objectives that you would like to achieve while serving on the Council?
3. The position of City Councilor is a time-consuming position. Would you be able to devote the necessary time to adequately fill the position? Do you have any commitments that would require you to miss any scheduled meetings?
 - a. Glenn asked O’Shaughnessey what she learned by serving on the Planning Commission.
4. What is your understanding of Council’s role in Yachats’ government?
5. What is an issue that Yachats faces about which you feel conflicted or undecided? ?
What input would you wish to obtain to help you contribute to a satisfactory resolution of this matter?

1 6. Are you employed by, have any business/contractual arrangements, or family
2 connections with programs having agreements with the City? Do you serve on any boards or
3 organizations that interact with the City?
4

5 7. Describe your vision for the future of Yachats.
6

7 Mayor Moore asked O'Shaughnessey about her application regarding her mention of the 501
8 Building and long-term plans for the Library.
9

10 Glenn asked about O'Shaughnessey about her mentioning contracting on her application and
11 about her interest in code enforcement.
12

13 Vaaler asked about the Boards O'Shaughnessey had listed on her application and interactions
14 with City Managers and other government administrators.
15

16 Mayor Moore read a question from the audience asking O'Shaughnessey to explain what she
17 meant by, "strategic planning in residential zones."
18

19 Mayor Moore adjourned the meeting at 9:56 am.
20
21
22
23

24 ATTEST:
25
26
27

28 _____
29 W. JOHN MOORE, Mayor
30

Shannon Beaucaire, City Manager
31

Date
32
33



CITY OF YACHATS

CITY COUNCIL SPECIAL JOINT MEETING WITH LINCOLN COUNTY BOARD AND CITIES

April 23, 2020

Draft Minutes

I. Meeting Call to Order

Mayor W. John Moore called the April 23, 2020 special meeting of the Yachats City Council to order at 2:06 pm by participation through Zoom. Council Members present: W. John Moore, Mary Ellen O'Shaughnessey, Jim Tooke, Max Glenn, and Leslie Vaaler. Staff present: City Manager Shannon Beaucaire, Deputy Recorder Kimmie Jackson, Waste Water Plant Lead Dave Buckwald, and Water Treatment Plant Lead Rick McClung.

Mayor Moore announced that Governor Kate Brown has issued a statement on lifting restrictions on hospitals to allow for reopening for non-emergency procedures.

Mayor Moore reviewed the procedure for the Zoom meeting and how citizens can provide public comment through chat or raising your hand and speaking.

II. Discussion and Addendum to Temporary State of Emergency

Manager Beaucaire explained that the City's emergency declaration is set to expire on April 28, 2020 and the Governor has extended the State's emergency declaration to May 8, 2020. She suggested extending the City's emergency declaration to May 8, 2020 and to allow two-week extensions as needed.

Councilor Vaaler clarified that the Council is planning to meet at their regular meeting time on May 7, 2020.

Councilor Glenn moved to approve Resolution 2020-111 extending the declaration of a temporary state of emergency within the city boundaries and delegating authority to the City Manager: Aye – 5; No – 0.

1 **III. Discussion of Joint Meeting on April 27, 2020 with Lincoln County Board**
2 **and Cities**

3 Manager Beaucaire explained the County is proposing to extend the closure on short-
4 term rentals to correspond to the period of emergency declared by the Governor.

5 **IV. Discussion and Action on City's Efforts to Establish Economic Stabilization**
6 **Fund**

7 Mayor Moore referred to the City Manager's memo in the packet with feedback received
8 to date. Deputy Recorder Kimmie Jackson read one additional letter from Nathan
9 Bernard asking if the City would consider a furlough of staff as a good faith effort to
10 address potential budget shortfalls and to reduce overall administrative staff.

11 Mayor Moore referred to proposals received for refunding the food and beverage tax
12 and support of businesses and a discussion at the last meeting to have a short-term
13 loan program for businesses.

14 Glenn reported he had spent several days calling and talking with local business people
15 and he heard a primary concern for long-term efforts to help defray the reduction of
16 anticipated revenue during the summer months. He indicated all respondents
17 expressed favor for a low interest loan program with one person indicating they were
18 fine being closed. Glenn believed the proposed loan program will provide a lifeline to
19 local businesses. He noted the attorney's comments and information in the City
20 Manager's memo about the issue with separation of church and state. He noted
21 additional efforts from the State to provide funding for small businesses.

22 Councilor Tooke referred to the food and beverage tax option, the long-term loan option
23 and the Visitor Amenities fund option. He suggested property owners could donate to
24 the Presbyterian Church's fund to support local businesses. He stressed the importance
25 of working with the League of Oregon Cities in asking the State Legislature to relax the
26 criteria on using Visitor Amenities funds. He noted the importance of promoting tourism
27 when the businesses are about to reopen.

28 Vaaler acknowledged the impact on the community and the array of different feelings.
29 She thanked the groups who presented the food and beverage tax proposal and noted
30 the extreme importance restaurants play in keeping the City's economy healthy. Based
31 on the documentation on the authorization of the tax, she did not think that tax should
32 be the source used to support businesses. She agreed restaurants would need
33 additional support to restock their inventories set-up for safe distancing before opening.

34 Vaaler stated she had put great thought into how much support was needed now versus
35 later when things start to reopen. She stated she talked to the City of Albany's Finance
36

1 Directory and Economic Development Director who echoed the concern for having
2 support further into the future. She referred to the State's program to provide \$10
3 million in support of businesses from 1 to 25 employees.

4 Councilor O'Shaughnessey thanked the groups who submitted proposals and the
5 Church for establishing a support fund so quickly and noted that private entities can
6 often respond more quickly. She stressed the significance of balancing the two
7 elements of getting support to businesses and not exposing the City to financial
8 liabilities or losses.

9 Mayor Moore explained the Community Lending group was a nonprofit that was
10 recommended by the attorney. O'Shaughnessey had concern over using this loan
11 system when some businesses may not be able to repay their loan and the lending
12 group possibly turning them over to debt collectors and reporting the delinquency to
13 credit agencies. Mayor Moore did not think they were reporting to the credit agencies.
14 O'Shaughnessey noted the language stated, "not currently" and was bothered by the
15 use of "currently." She noted the positives of having the ability to track and process the
16 loans and also a downside of having a 2% interest rate.

17 O'Shaughnessey asked for clarification on the inaccuracies referred to in the City
18 Manager's memo on the proposed food and beverage tax refund. Manager Beaucaire
19 indicated the critical issues were addressed in her memo and indicated she could get
20 the exact numbers later. Mayor Moore stated that she could read the memo for the
21 different numbers. Manager Beaucaire stated that the perception that there were ample
22 reserves was incorrect in that while there were reserves and with a decrease in food
23 and beverage tax income, the City would go through the reserves quickly. Manager
24 Beaucaire stated that since this tax is collected from patrons, any refund would have to
25 go back to the patrons. Mayor Moore added that the City can use Visitor Amenities to
26 do marking when the businesses reopen. O'Shaughnessey asked if these funds could
27 go directly to the businesses. Mayor Moore referred O'Shaughnessey to the legal
28 opinion.

29 Mayor Moore stated it was more important today to determine what the City wants to do
30 and the amount to contribute rather than determine where the funds come from.

31 Mayor Moore stated he has asked Representative David Gomberg if the City could
32 apply for funding for local distribution through the new \$10 million program or whether
33 each business would have to apply individually. Mayor Moore appreciated Glenn's
34 mention of the additional funding for PPP and EIDL.

35 Mayor Moore reported he sent an email to each of the business owners on Tuesday
36 morning for feedback on their needs for hard costs. He indicated while several
37

1 businesses have debt that is beyond the City's ability to help, most have reasonable
2 needs of \$1,500 to \$3,000 to get them through the next several months. He asserted a
3 low-interest loan would be a life-line to many. He expressed great appreciation to the
4 Church's program and all those who have donated to that fund.

5 Mayor Moore stated that there was previous Council consensus to have a no-interest
6 emergency loan program and that two Councilors preferred to have more discussion at
7 a meeting. He also noted that they heard from the City Attorney who indicated the City
8 would be better to use a non-profit to make such a loan and provided a reference for
9 Community Lending Works. Mayor Moore provided background on Community Lending
10 Works and their program terms. He stated he asked the start date for interest-only
11 payments could be postponed to April 1, 2021 and was told they can. He also added
12 the City had already established an interest-free deferred payment plan for the October-
13 December 2019 tax payments. Jackson stated she had only one person taking a
14 deferment at this point but that the deadline was not until April 30, 2020.

15 Manager Beaucaire indicated she found the numbers on the debt service paid through
16 food and beverage taxes. There is \$769,615 in reserves with \$100,000 of that dedicated
17 to the South Tank by an intergovernmental agreement with Business Oregon. The
18 \$340,149 loan payment is only for principle and does not include interest and fees.

19 Mayor Moore stated there was an option for the City to pay a 4% fee with Community
20 Lending collecting the 2% interest to the borrowers instead of the 6% fee with the City
21 receiving the interest payments. Vaaler stated the City of Albany has an ongoing
22 relationship with Community Lending and the Economic Development Director indicated
23 the 4% fee is less expensive if anyone defaults. Glenn added that the group works
24 closely with foundations in Oregon. He suggested that if the City's fund was all sued,
25 Community Lending could try to get additional funding from these foundations. Glenn
26 also was impressed with their technical assistance and personal follow-up. Mayor
27 Moore stated Community Lending will check in with borrowers during the periods of no-
28 interest payments. Glenn stated their payment plan offers payment deferment in
29 months 1-6, months 7-12 interest only payments, and months 17-48 principle and
30 interest payments.

31 Tooke clarified that the City would transfer the loan funds to Community Lending.
32 Mayor Moore stated they do look at the financials of borrowers primarily to assess
33 whether the business has a likely chance of repayment. Tooke clarified the 4% or 6%
34 fee is one-time and that Community Lending handles all of the collections. Vaaler
35 added that the Finance person from Albany reported they believed the fee was worth
36 the services provided

1 Vaaler stated she wanted to ensure there was funding available to businesses further
2 down the road when things reopen. She indicated she could be satisfied with small
3 loans now as long as other funding available. Vaaler heard there were 41 businesses
4 with Yachats businesses licenses who are not part of a chain and suggested a
5 maximum loan of \$3,000 to stay within the \$100,000 total funding. Glenn suggested
6 Council was moving in the direction of loans over grant and he was thinking of a
7 \$200,000 fund with a \$5,000 maximum loan.

8 Tooke wanted to know more about what the City could provide to businesses, such as
9 assistance with applying for loans. He noted that small business loan applications can
10 be complicated and he wanted to ensure that local businesses felt supported. Tooke
11 also had concern for how quickly business could realistically reopen. He worried that
12 sending businesses to Community Lending would be like sending them to a commercial
13 bank. O'Shaughnessey agreed with Tooke about supporting businesses with more than
14 just a referral to a website/lender. She believed Community Lending had the
15 infrastructure to manage the loans but she wanted to offer more support with the
16 process.

17 Glenn reported that Community Lending makes onsite visits to potential borrowers and
18 suggested they could do this when it was possible. He reported he heard from
19 businesses that they were looking for assistance from a medical resource like the
20 Health Department on what was needed to ensure a safe reopening. He also noted the
21 City could help provide sanitation supplies.

22 Mayor Moore stressed the importance of the businesses to the City and thought it was
23 more practical to use Community Lending. He supported the idea of getting
24 representatives from Community Lending to talk to businesses as part of a roll-out.
25 Vaaler wanted one or two Councilors to be part of those meetings. Tooke suggested
26 that the City could use retired financial experts to help businesses with their
27 applications. Mayor Moore wanted to ensure that objectivity and fairness be maintained
28 on granting the loans and thought Community Lending was better able to provide that.
29 Mayor Moore indicated his background was in lending and he would be happy to help
30 businesses apply.

31 O'Shaughnessey wanted to discuss what other elements could be incorporated into a
32 multipronged approach. Mayor Moore stated he was initially wanted to have a
33 \$200,000 funding pool, but with the Church's programs and Federal assistance staring
34 to come through, he thought \$100,000 would be adequate at this time. He stated they
35 will have a clearer idea of what the Governor plans for retail store roll-out around the
36 first of May. Vaaler stated she heard businesses could need as much as \$5,000-
37 \$10,000 to stock inventory and prepare for safe opening. She wanted to ensure there
38 was funding to help businesses with this cost.

1 Moderator Helen Anderson read the written questions:

- 2 1. Albany has a population of 54,453 while Yachats has 773 in terms of need to
3 manage loans.
- 4 2. Could \$50,000-100,000 be used as seed money to help train businesses to be
5 more resilient?
- 6 3. No one has contacted Yachats Brewing. Mayor Moore indicated he did send an
7 email to the Brewery manager.
- 8 4. What can the City do itself if they contract with outside agencies to do everything
9 from goal setting to budgeting?

10 Anderson began calling on citizens to speak.

- 11 1. Nathan Bernard asked who Councilor Glenn had spoken to as Yachats Brewing
12 was not contacted. Glenn indicated no one answered when he called the
13 Brewery.
- 14 2. Drew Roslund stated the Overleaf and Fireside has used around \$250,000 of its
15 emergency funds to cover costs and support their workers and this type of cash
16 outflow cannot be maintained. He noted the program the City was talking about
17 would not assist his hotels and that it was critical to help the other businesses.
18 He stated it was important to help with more support when businesses reopen.
- 19 3. Paul Thompson indicated he was willing to give \$2,000 to the business support
20 program through the church. He suggested the city contact all property owners
21 to encourage private donations.
- 22 4. Nathan Bernard asked the Council to respond to the letter he sent. Manager
23 Beaucaire stated the City was trying to avoid furloughs or laying off City
24 employees. Mayor Moore noted the City did not have many staff. Glenn
25 indicated he has never considered as he has seen the responses of staff during
26 this situation. Tooke commented that the longer the situation lasts, the harder it
27 will be. Tooke believed the last option to consider would be laying off staff.
28 Vaaler stated all options have to be on the table and she does not want to have
29 layoffs. Vaaler's priorities were to keep water and sewer ongoing and safe.
30 O'Shaughnessey agreed with Vaaler that laying off staff should be a last resort,
31 and she was optimistic about tourists returning in the future. O'Shaughnessey
32 stated it was critical for the City to have a marketing plan for reopening. Manager
33 Beaucaire indicated she had a priority of creating a marketing plan when it was

1 safe and appropriate to do so. Mayor Moore concurred that now was not the
2 time to consider staff layoffs.

3 5. Jacqueline Danos asked if individuals could donate money into the loan fund, or
4 can they go through the fund created by the Presbyterian Church and have it be
5 added to that lending option as more seed money? Manager Beaucaire stated
6 that people can contribute to the loan fund, but if they want to donate to be part
7 of a grant, they should donate to the Church fund.

8 6. Bob Barrett thanked the Council for exploring ways to help the businesses. He
9 stated his biggest concern was to help the restaurants as that would have a large
10 impact on the City and on the food and beverage tax in the future. He had
11 concern about going to a loan program for businesses that were already
12 struggling. Barrett added that their support programs were blind, the same
13 criteria were applied to all applicants, and all donations were going directly to
14 applicants. He added that should the City donate money to the fund, he was
15 happy to include a city representative on the selection committee.

16 7. Nan Scott reported that the Church has set up a restricted fund to handle all of
17 the donations received and that all of the money goes directly to works and
18 businesses.

19 Glenn moved to authorize city administration develop a loan program for economic
20 assistance through Community Lending Works' Emergency Loan Program to provide
21 loans with expertise and technical assistance that City staff cannot provide with a fund
22 amount of \$100,000, a maximum loan amount of \$4,000, and a \$4,000 fee in addition to
23 the loan fund with the 2% interest going to Community Lending Works: discussion

24 Vaaler asked for clarification on what might happen if there were requests for loans over
25 the \$100,000 amount. Mayor Moore stated he understood from Community Lending
26 Works that they will try to "get the biggest bang for their buck" so that they will best meet
27 the needs of each business.

28 A question from the chat asked how long it would take to get the loans funded. Mayor
29 Moore believed it could take Community Lending Works a week or more to get the
30 program going and he would speak to them after this meeting.

31 Call for vote: Aye – 5; No – 0.

32 Glenn moved that the City Council encourage donations to the grant program created
33 by the Yachats Presbyterian Church: : Aye – 5; No – 0.

1 Tooke suggested that his donation of \$2,000 to the grant fund through the Church was
2 likely equal to what he and his wife would have spent locally over several months. He
3 encouraged others to buy gift certificates to support the businesses. Mayor Moore
4 added that many retirees have stable income and now would be a good time to help
5 those less fortunate.

6
7 Mayor Moore adjourned the meeting at 4:01 pm.

8
9 ATTEST:

10
11 _____
12 W. JOHN MOORE, Mayor

13 _____
14 Shannon Beaucaire, City Manager

15 _____
Date

Consolidated Revenue and Expense Statement

Enterprise Fund Revenue (660& 670)

For Period Ended March 31, 2020

Printed: 4/21/2020 12:15:28 PM

Period 09 - 09

Fiscal Year 2020

Acct No	Description	Budget	Prior Period	Current Period	YTD Bal	YTD %	Notes
300101	Beginning Balance	\$ 1,099,665.00	\$ 1,052,250.36	\$ (98,156.38)	\$ 954,093.98	86.76%	Audited beginning balance
304310	Water/Wastewater Services	\$ 1,196,000.00	\$ 1,024,006.09	\$ 110,184.25	\$ 1,134,190.34	94.83%	
304312	Capital Reserve Fee	\$ 80,000.00	\$ 60,797.80	\$ 7,318.80	\$ 68,116.60	85.15%	
304320	Installation Charges	\$ 5,500.00	\$ 8,575.00	\$ 2,450.00	\$ 11,025.00	200.45%	
304335	Rents or Fees	\$ -	\$ 3,176.50	\$ 430.45	\$ 3,606.95	0.00%	
314874	Wastewater Reserve	\$ 80,000.00	\$ 40,000.00	\$ 20,000.00	\$ 60,000.00	75.00%	
314883	Transfer from Urban Renewal	\$ 25,000.00	\$ 12,500.00	\$ 6,250.00	\$ 18,750.00	75.00%	
314875	Transfer from Water Operations	\$ 100,000.00	\$ 50,000.00	\$ 25,000.00	\$ 75,000.00	75.00%	
314879	Transfer from SDC	\$ 45,000.00	\$ 22,500.00	\$ 11,250.00	\$ 33,750.00	75.00%	
	TOTAL REVENUE	\$ 2,631,165.00	\$ 2,273,805.75	\$ 84,727.12	\$ 2,358,532.87	89.64%	
105101	City Manager	\$ -	\$ 38,430.62	\$ 2,826.60	\$ 41,257.22	0.00%	
105104	City Clerk 2	\$ -	\$ 21,538.38	\$ 1,609.11	\$ 23,147.49	0.00%	
105110	Water Lead	\$ -	\$ 52,060.87	\$ 3,083.72	\$ 55,144.59	0.00%	
105111	Wastewater Lead	\$ -	\$ 66,104.22	\$ 4,552.27	\$ 70,656.49	0.00%	
105112	Field Utility 2	\$ -	\$ 44,324.89	\$ 4,910.74	\$ 49,235.63	0.00%	
105113	Field Utility 1	\$ -	\$ 45,934.53	\$ 8,182.04	\$ 54,116.57	0.00%	
105140	Fringe Benefits	\$ -	\$ 29,791.64	\$ 3,363.15	\$ 33,154.79	0.00%	
105141	Insurance Benefits	\$ -	\$ 89,613.82	\$ 11,037.19	\$ 100,651.01	0.00%	
105142	Regular PERS System	\$ -	\$ 36,440.50	\$ 8,547.27	\$ 44,987.77	0.00%	
105150	Capitalized Labor	\$ 3,000.00	\$ -	\$ 5,133.09	\$ 5,133.09	171.10%	Review language for 105150 & 105160
105160	Allocated Labor	\$ 643,000.00	\$ -	\$ -	\$ -	0.00%	
	PERSONNEL	\$ 646,000.00	\$ 424,239.47	\$ 53,245.18	\$ 477,484.65	73.91%	
205210	Dues & Memberships	\$ 3,000.00	\$ 2,601.00	\$ -	\$ 2,601.00	86.70%	
205211	DEQ Fees	\$ 4,500.00	\$ 2,415.00	\$ -	\$ 2,415.00	53.67%	

205212	Fee Expense	\$ 8,000.00	\$ 6,440.88	\$ 973.36	\$ 7,414.24	92.68%	
205222	Insurance	\$ 39,000.00	\$ 32,661.02	\$ -	\$ 32,661.02	83.75%	
205240	Office Materials & Supplies	\$ 15,200.00	\$ 11,427.91	\$ 10,826.08	\$ 22,253.99	146.41%	Springbrook software
205251	Telephones/Cell Phones/DSL	\$ 16,000.00	\$ 11,163.23	\$ 1,373.95	\$ 12,537.18	78.36%	
205253	Postage	\$ 6,600.00	\$ 6,052.64	\$ 160.00	\$ 6,212.64	94.13%	
205255	Education and Training	\$ 8,500.00	\$ 2,877.57	\$ -	\$ 2,877.57	33.85%	
205260	Contract Expense (all Professional, IGA & Personal Svcs)	\$ 59,000.00	\$ 51,100.79	\$ 10,658.78	\$ 61,759.57	104.68%	
205261	Auditor	\$ 14,000.00	\$ 8,000.00	\$ -	\$ 8,000.00	57.14%	
205262	Legal	\$ -	\$ 1,576.66	\$ 285.00	\$ 1,861.66	0.00%	
205270	Travel	\$ 6,000.00	\$ 41.76	\$ -	\$ 41.76	0.70%	
205282	Software	\$ -	\$ 15,280.97	\$ 600.00	\$ 15,880.97	0.00%	
205283	Tools and Small Equipment	\$ -	\$ -	\$ -	\$ -	0.00%	
205311	Equipment Lease and Rental	\$ 5,000.00	\$ 2,713.71	\$ 584.00	\$ 3,297.71	65.95%	
205312	Equipment Fuel/Tires/Parts	\$ 11,500.00	\$ 6,067.35	\$ 201.54	\$ 6,268.89	54.51%	
205313	Equipment Repair	\$ 14,000.00	\$ 8,427.62	\$ -	\$ 8,427.62	60.20%	
205317	Tools and Small Equipment	\$ 4,500.00	\$ 1,214.19	\$ 33.98	\$ 1,248.17	27.74%	
205330	Building and Land Maintenance	\$ 6,500.00	\$ 350.00	\$ 50.00	\$ 400.00	6.15%	
205335	Custodial Support/Supplies	\$ 1,100.00	\$ 389.77	\$ 198.68	\$ 588.45	53.50%	
205342	Plant Utilities	\$ 53,000.00	\$ 33,996.35	\$ 5,079.10	\$ 39,075.45	73.73%	
205351	Main Plant Parts	\$ 30,000.00	\$ 15,269.78	\$ 197.22	\$ 15,467.00	51.56%	
205352	Main Plant Consumables	\$ 22,000.00	\$ 11,773.75	\$ 2,241.93	\$ 14,015.68	63.71%	
205353	Main Plant Outside Services	\$ 52,000.00	\$ 25,215.02	\$ 3,340.98	\$ 28,556.00	54.92%	
205361	Parts	\$ 19,000.00	\$ 18,674.34	\$ 1,069.64	\$ 19,743.98	103.92%	
205362	Consumables	\$ 4,500.00	\$ 1,417.32	\$ 1,284.14	\$ 2,701.46	60.03%	
205363	Outside Services	\$ 26,500.00	\$ 9,224.56	\$ 8,515.51	\$ 17,740.07	66.94%	
205364	Collection I & I	\$ 5,000.00	\$ -	\$ 49.14	\$ 49.14	0.98%	
205470	Equipment Repair/Maintenance	\$ 3,000.00	\$ 116.37	\$ -	\$ 116.37	3.88%	
205474	Mowing/Trimming/Removal	\$ 11,000.00	\$ 6,925.00	\$ -	\$ 6,925.00	62.95%	
208000	Operating Contingency	\$ 120,000.00	\$ -	\$ -	\$ -	0.00%	
	MATERIALS AND SERVICES	\$ 568,400.00	\$ 293,414.56	\$ 47,723.03	\$ 341,137.59	60.02%	
217121	Transfer out Streets Cap Res	\$ 5,000.00	\$ 2,500.00	\$ 1,250.00	\$ 3,750.00	75.00%	
217126	Transfer out Cap Res	\$ 180,000.00	\$ 90,000.00	\$ 45,000.00	\$ 135,000.00	75.00%	
217129	Transfer to Debt Services	\$ 60,000.00	\$ 30,000.00	\$ 15,000.00	\$ 45,000.00	75.00%	
217131	Interfund Transfer - Street Capital Res	\$ 5,000.00	\$ 2,500.00	\$ 1,250.00	\$ 3,750.00	75.00%	
217136	Interfund Transfer Restricted	\$ 43,000.00	\$ 21,500.00	\$ 10,750.00	\$ 32,250.00	75.00%	
	TRANSFERS	\$ 293,000.00	\$ 146,500.00	\$ 73,250.00	\$ 219,750.00	75.00%	

407921	Capital Outlay - Infrastructure System	\$ 276,000.00	\$ 10,080.07	\$ 3,231.72	\$ 13,311.79	4.82%
407941	Capital Outlay - Equipment	\$ 203,000.00	\$ 6,209.00	\$ (6,209.00)	\$ -	0.00%
407948	Capital Outlay - Water systems	\$ 273,000.00	\$ 35,233.90	\$ 10,028.00	\$ 45,261.90	16.58%
	CAPITAL OUTLAY	\$ 752,000.00	\$ 51,522.97	\$ 7,050.72	\$ 58,573.69	7.79%
	EXPENSE TOTAL	\$ 2,259,400.00	\$ 915,677.00	\$ 181,268.93	\$ 1,096,945.93	48.55%
	NET GAIN/(LOSS)	\$ 371,765.00	\$ 1,358,128.75	\$ (96,541.81)	\$ 1,261,586.94	

Consolidated Revenue and Expense Statement

Governmental Fund Revenue (100, 150, 155, 160)

For Period Ended March 31, 2020

Printed: 4/21/2020 12:15:58 PM

Period 09 - 09

Fiscal Year 2020

Acct No	Description	Budget	Prior Period	Current Period	YTD Bal	YTD %	Notes
300101	Beginning Fund Balance	\$ 2,912,912.92	\$ 3,579,492.63	\$ 114,487.96	\$ 3,693,980.59	126.81%	Audited beginning balance
300105	Hall Bequest	\$ 150,000.00	\$ 150,000.00	\$ -	\$ 150,000.00	100.00%	
304240	Beginning Balance	\$ -	\$ -	\$ -	\$ -	0.00%	
304347	Storm Drain Improvements	\$ -	\$ 195.19	\$ -	\$ 195.19	0.00%	
304484	Misc Revenue	\$ -	\$ 1,755.20	\$ 4.00	\$ 1,759.20	0.00%	
301500	Interest Earned	\$ -	\$ 68,209.50	\$ 6,852.94	\$ 75,062.44	0.00%	
301540	Tax - Transient Lodging	\$ -	\$ -	\$ -	\$ -	0.00%	
304110	Tax - Property Current	\$ 89,000.00	\$ 79,162.38	\$ 2,223.72	\$ 81,386.10	91.45%	
304120	Tax - Property Past Due	\$ 2,000.00	\$ 2,187.42	\$ 146.07	\$ 2,333.49	116.67%	
304210	License Business	\$ 11,000.00	\$ 9,556.00	\$ 280.00	\$ 9,836.00	89.42%	
304211	License Vacation Rental	\$ 30,000.00	\$ 32,338.78	\$ -	\$ 32,338.78	107.80%	
304221	Franchise Cable	\$ 20,000.00	\$ 17,037.58	\$ -	\$ 17,037.58	85.19%	
304222	Franchise Telephone	\$ 4,000.00	\$ 3,633.69	\$ -	\$ 3,633.69	90.84%	
304223	Franchise Disposal Services	\$ 13,000.00	\$ 10,715.97	\$ -	\$ 10,715.97	82.43%	
304224	Franchise Electricity	\$ 44,000.00	\$ 32,067.55	\$ 5,413.04	\$ 37,480.59	85.18%	
304230	Permits/Filing Fee	\$ 200.00	\$ 2,150.00	\$ 350.00	\$ 2,500.00	1250.00%	
304240	Tax - Transient Lodging	\$ 950,000.00	\$ 857,975.42	\$ -	\$ 857,975.42	90.31%	
304245	Tax - Food & Beverage Tax	\$ 740,000.00	\$ 331,751.69	\$ 1,498.19	\$ 333,249.88	45.03%	
304335	Rents or Fees	\$ 27,500.00	\$ 16,096.33	\$ (632.00)	\$ 15,464.33	56.23%	
304341	SDC Water Improvements	\$ 15,000.00	\$ 21,192.76	\$ 2,655.85	\$ 23,848.61	158.99%	
304342	SDC Water Reimbursements	\$ 20,000.00	\$ 13,133.99	\$ 1,645.94	\$ 14,779.93	73.90%	
304343	SDC Wastewater Reimbursement	\$ 60,000.00	\$ 53,153.36	\$ 6,661.11	\$ 59,814.47	99.69%	
304344	SDC Storm Drain Improvement	\$ 19,000.00	\$ 13,129.23	\$ 1,296.42	\$ 14,425.65	75.92%	
304435	LID Assessments-Principal	\$ 10,000.00	\$ -	\$ 8,091.07	\$ 8,091.07	80.91%	
304460	Inventory Sale	\$ -	\$ 250.00	\$ 53.00	\$ 303.00	0.00%	
304461	Rental Income	\$ 17,800.00	\$ 11,582.00	\$ 4,450.00	\$ 16,032.00	90.07%	
304480	Gifts/Donations	\$ 3,400.00	\$ 8,253.00	\$ 522.00	\$ 8,775.00	258.09%	

304481	Grant	\$	100,000.00	\$	98,733.72	\$	-	\$	98,733.72	98.73%
304491	Other Local Resources	\$	3,000.00	\$	7,159.40	\$	678.91	\$	7,838.31	261.28%
304810	Transfer in URD Admin Reimb	\$	13,000.00	\$	6,500.00	\$	3,250.00	\$	9,750.00	75.00%
304864	Transfer from Streets Oper.	\$	3,000.00	\$	1,500.00	\$	750.00	\$	2,250.00	75.00%
304865	Water - 50 Cent Per Meter	\$	5,000.00	\$	2,500.00	\$	1,250.00	\$	3,750.00	75.00%
304866	Wastewater - 50 Cent Per Meter	\$	5,000.00	\$	2,500.00	\$	1,250.00	\$	3,750.00	75.00%
314875	LID Assessments-Interest	\$	25,294.00	\$	25,294.00	\$	-	\$	25,294.00	100.00%
304610	Tax - State Tobacco	\$	700.00	\$	663.05	\$	48.54	\$	711.59	101.66%
304620	Tax - State OLCC	\$	10,000.00	\$	9,124.75	\$	906.93	\$	10,031.68	100.32%
304622	Tax - Marijuana	\$	3,000.00	\$	10,233.53	\$	-	\$	10,233.53	341.12%
304630	State Revenue Share	\$	9,000.00	\$	13,635.58	\$	-	\$	13,635.58	151.51%
304650	Tax - State Highway	\$	44,000.00	\$	37,291.72	\$	4,071.48	\$	41,363.20	94.01%
304690	Other State Sources	\$	1,000.00	\$	2,406.18	\$	-	\$	2,406.18	240.62%
304490	Hwy 101 Construction	\$	-	\$	2,951.15	\$	(2,951.15)	\$	-	0.00%
304500	South Tank Construction	\$	-	\$	210,353.77	\$	(210,353.77)	\$	-	0.00%
314861	Transfer in General Fund	\$	286,343.00	\$	143,172.00	\$	71,586.00	\$	214,758.00	75.00%
314863	Transfer in Visitor Amenity	\$	160,432.00	\$	80,216.50	\$	40,108.25	\$	120,324.75	75.00%
314864	LLCM Operations - Transfer In	\$	4,600.00	\$	2,300.00	\$	1,150.00	\$	3,450.00	75.00%
314869	Commons Operations-Transfer In	\$	27,000.00	\$	13,500.00	\$	6,750.00	\$	20,250.00	75.00%
314870	Transfer from Library Oper.	\$	3,600.00	\$	1,800.00	\$	900.00	\$	2,700.00	75.00%
314873	Transfer from Library Reserve	\$	-	\$	-	\$	-	\$	-	0.00%
314877	Transfer from Wastewater Oper	\$	60,000.00	\$	30,000.00	\$	15,000.00	\$	45,000.00	75.00%
314879	Transfer from SDC	\$	40,000.00	\$	20,000.00	\$	10,000.00	\$	30,000.00	75.00%
314883	Transfer from Urban Renewal	\$	195,000.00	\$	97,500.00	\$	48,750.00	\$	146,250.00	75.00%
314885	Bank Purchase Loan Repay	\$	20,323.00	\$	-	\$	-	\$	-	0.00%
314890	Water System Transfer	\$	43,000.00	\$	21,500.00	\$	10,750.00	\$	32,250.00	75.00%
	TOTAL REVENUE	\$	6,201,104.92	\$	6,155,855.02	\$	159,894.50	\$	6,315,749.52	101.85%
105101	City Manager	\$	-	\$	31,177.38	\$	5,249.40	\$	36,426.78	0.00%
105104	City Clerk 2	\$	-	\$	18,203.65	\$	2,988.33	\$	21,191.98	0.00%
105110	Water Lead	\$	-	\$	2,018.62	\$	672.83	\$	2,691.45	0.00%
105111	Wastewater Lead	\$	-	\$	5,021.07	\$	353.35	\$	5,374.42	0.00%
105112	Field Utility 2	\$	-	\$	2,643.77	\$	866.60	\$	3,510.37	0.00%
105113	Field Utility 1	\$	-	\$	11,479.20	\$	909.16	\$	12,388.36	0.00%
105140	Fringe Benefits	\$	-	\$	7,844.21	\$	1,228.26	\$	9,072.47	0.00%
105141	Insurance Benefits	\$	-	\$	16,356.97	\$	2,600.17	\$	18,957.14	0.00%

105142	Regular PERS System	\$	-	\$	9,297.09	\$	3,219.57	\$	12,516.66	0.00%	
105150	Capitalized Labor	\$	13,000.00	\$	-	\$	-	\$	-	0.00%	
105160	Allocated Labor	\$	135,000.00	\$	-	\$	-	\$	-	0.00%	
105165	Allocated Labor	\$	128,200.00	\$	-	\$	-	\$	-	0.00%	
	PERSONNEL	\$	276,200.00	\$	104,041.96	\$	18,087.67	\$	122,129.63	44.22%	
205202	Visitor Center Operations	\$	65,000.00	\$	48,573.75	\$	-	\$	48,573.75	74.73%	
205209	Emergency Prep & Public Safety	\$	7,000.00	\$	1,016.36	\$	185.79	\$	1,202.15	17.17%	
205210	Dues & Memberships	\$	12,000.00	\$	4,670.48	\$	458.99	\$	5,129.47	42.75%	
205213	Board/Comm/Meeting Education, Travel, & Expense	\$	2,000.00	\$	3,731.43	\$	-	\$	3,731.43	186.57%	
205214	Marketing (Grants/Prgm/Events)	\$	25,250.00	\$	11,459.22	\$	2,086.87	\$	13,546.09	53.65%	
205220	Marketing/Road Sign	\$	200.00	\$	188.00	\$	-	\$	188.00	94.00%	
205222	Insurance	\$	27,600.00	\$	20,720.26	\$	-	\$	20,720.26	75.07%	
205224	Trails Maintenance/Supplies/Services	\$	2,000.00	\$	2,276.19	\$	580.00	\$	2,856.19	142.81%	
205230	Printing (Maps & Signs)	\$	3,250.00	\$	782.86	\$	-	\$	782.86	24.09%	
205240	Office Materials & Supplies	\$	12,500.00	\$	7,558.55	\$	5,611.71	\$	13,170.26	105.36%	Springbrook Software
205241	Computer Equipment and Maintenance	\$	-	\$	2,607.43	\$	-	\$	2,607.43	0.00%	
205251	Telephones/Cell Phones/DSL	\$	6,100.00	\$	4,139.03	\$	487.84	\$	4,626.87	75.85%	
205252	Utilities	\$	11,300.00	\$	8,813.05	\$	1,482.94	\$	10,295.99	91.11%	
205253	Postage	\$	200.00	\$	64.65	\$	80.00	\$	144.65	72.33%	
205255	Education and Training	\$	7,000.00	\$	3,957.02	\$	150.00	\$	4,107.02	58.67%	
205260	Contract Expense (Prof Serv)	\$	213,300.00	\$	152,878.31	\$	22,129.39	\$	175,007.70	82.05%	
205261	Auditor	\$	4,000.00	\$	4,250.00	\$	-	\$	4,250.00	106.25%	
205262	Legal	\$	-	\$	19,445.34	\$	513.00	\$	19,958.34	0.00%	
205263	Bank Charges/Credit Card Fees	\$	-	\$	1,198.05	\$	146.47	\$	1,344.52	0.00%	
205270	Travel	\$	11,500.00	\$	3,539.89	\$	651.71	\$	4,191.60	36.45%	
205282	Software	\$	3,500.00	\$	7,475.88	\$	314.99	\$	7,790.87	222.60%	
205311	Equipment Lease and Rental	\$	3,500.00	\$	1,149.39	\$	292.00	\$	1,441.39	41.18%	
205312	Equipment Fuel/Tires/Parts	\$	6,500.00	\$	2,040.06	\$	100.76	\$	2,140.82	32.94%	
205313	Equipment Repair	\$	8,500.00	\$	592.41	\$	-	\$	592.41	6.97%	
205317	Tools and Small Equipment	\$	5,000.00	\$	579.43	\$	174.65	\$	754.08	15.08%	

205320	Fireworks	\$	2,000.00	\$	2,000.00	\$	-	\$	2,000.00	100.00%
205325	Yard Debris Dumpster	\$	7,000.00	\$	3,122.11	\$	567.25	\$	3,689.36	52.71%
205330	Building and Land Maintenance	\$	92,503.00	\$	18,735.09	\$	1,939.12	\$	20,674.21	22.35%
205335	Custodial Support/Supplies	\$	28,000.00	\$	8,070.45	\$	424.93	\$	8,495.38	30.34%
205340	Operating Materials & Supplies	\$	1,500.00	\$	519.71	\$	-	\$	519.71	34.65%
205345	Books and Periodicals\Children's Books/Pr	\$	13,000.00	\$	6,776.57	\$	1,117.58	\$	7,894.15	60.72%
205361	Parts	\$	3,500.00	\$	1,300.49	\$	203.58	\$	1,504.07	42.97%
205362	Consumables	\$	500.00	\$	71.96	\$	-	\$	71.96	14.39%
205363	Outside Services	\$	5,000.00	\$	1,138.00	\$	-	\$	1,138.00	22.76%
205367	Storm Drain Parts	\$	6,000.00	\$	-	\$	-	\$	-	0.00%
205368	Storm Drain Consumables	\$	500.00	\$	-	\$	-	\$	-	0.00%
205411	Street Lighting	\$	18,500.00	\$	12,361.16	\$	1,627.80	\$	13,988.96	75.62%
205421	Parks/Grounds Maintenance	\$	3,000.00	\$	954.03	\$	31.35	\$	985.38	32.85%
205422	Advertising\Legal Notice	\$	1,000.00	\$	618.45	\$	20.00	\$	638.45	63.85%
205439	Comm Support/Beautification	\$	67,850.00	\$	41,148.59	\$	40.48	\$	41,189.07	60.71%
205440	Equipment & Furniture	\$	600.00	\$	457.65	\$	-	\$	457.65	76.28%
205445	Rent	\$	17,800.00	\$	8,900.00	\$	4,450.00	\$	13,350.00	75.00%
205470	Equipment Repair Maint	\$	500.00	\$	-	\$	-	\$	-	0.00%
205474	Mowing/Trimming/Removal	\$	25,000.00	\$	17,159.00	\$	-	\$	17,159.00	68.64%
205490	Material and Services	\$	14,700.00	\$	7,472.39	\$	715.38	\$	8,187.77	55.70%
208000	Operating Contingency	\$	26,000.00	\$	-	\$	-	\$	-	0.00%
	MATERIALS AND SERVICES	\$	771,653.00	\$	444,512.69	\$	46,584.58	\$	491,097.27	63.64%
217121	Transfer out Streets OP	\$	2,000.00	\$	1,000.00	\$	500.00	\$	1,500.00	75.00%
217122	Transfer out Library Op/Proj	\$	99,941.00	\$	49,970.50	\$	24,985.25	\$	74,955.75	75.00%
217123	Transfer out LLCM	\$	21,115.00	\$	10,557.50	\$	5,278.75	\$	15,836.25	75.00%
217124	Transfer out Commons	\$	160,507.00	\$	80,253.50	\$	40,126.75	\$	120,380.25	75.00%
217126	Transfer out Cap Res	\$	83,200.00	\$	41,600.00	\$	20,800.00	\$	62,400.00	75.00%
217127	OP Transfer - Parks & Trails Operations	\$	37,663.00	\$	18,831.50	\$	9,415.75	\$	28,247.25	75.00%
217128	Transfer to Parks & Trails	\$	55,888.00	\$	27,944.00	\$	13,972.00	\$	41,916.00	75.00%
217129	Transfer to Debt Services	\$	40,000.00	\$	20,000.00	\$	10,000.00	\$	30,000.00	75.00%
217133	Transfer out Storm Drains	\$	44,663.00	\$	22,331.50	\$	11,165.75	\$	33,497.25	75.00%

217142	OP Transfer - Capital Project	\$	25,000.00	\$	12,500.00	\$	6,250.00	\$	18,750.00	75.00%	
217177	LID Repayment Transfer to SDC	\$	-	\$	25,294.00	\$	-	\$	25,294.00	0.00%	Review for April
	TRANSFERS	\$	569,977.00	\$	310,282.50	\$	142,494.25	\$	452,776.75	79.44%	
407922	Capital Outlay- Infrastructure	\$	40,000.00	\$	-	\$	-	\$	-	0.00%	
407941	Capital Outlay - Equipment	\$	114,000.00	\$	18,168.00	\$	-	\$	18,168.00	15.94%	
407942	Capital Outlay-Infrastructure	\$	240,585.00	\$	9,600.00	\$	-	\$	9,600.00	3.99%	
407945	Capital Outlay - Gateway Sign	\$	-	\$	4,312.50	\$	-	\$	4,312.50	0.00%	2nd Payment from FY2019 Project
407946	Capital Outlay - Parking; Paving	\$	25,000.00	\$	-	\$	-	\$	-	0.00%	
407947	Capital Outlay - Street Projects	\$	300,000.00	\$	227,564.15	\$	661.50	\$	228,225.65	76.08%	
	CAPITAL OUTLAY	\$	719,585.00	\$	259,644.65	\$	661.50	\$	260,306.15	36.17%	
205720	Interest Expense - IFA	\$	61,942.00	\$	40,459.49	\$	7,006.87	\$	47,466.36	76.63%	
205721	Interest Expense - DEQ	\$	110,221.00	\$	56,335.00	\$	53,886.00	\$	110,221.00	100.00%	
205722	Loan Fee - DEQ	\$	18,581.00	\$	-	\$	18,581.00	\$	18,581.00	100.00%	
207630	Principal Payments - IFA	\$	102,486.00	\$	56,971.24	\$	14,418.32	\$	71,389.56	69.66%	
207631	Principal Payments - DEQ	\$	340,139.00	\$	168,845.00	\$	171,294.00	\$	340,139.00	100.00%	
	DEBT SERVICES	\$	633,369.00	\$	322,610.73	\$	265,186.19	\$	587,796.92	92.80%	
	EXPENSE TOTAL	\$	2,970,784.00	\$	1,441,092.53	\$	473,014.19	\$	1,914,106.72	64.43%	
	NET GAIN/(LOSS)	\$	3,230,320.92	\$	4,714,762.49	\$	(313,119.69)	\$	4,401,642.80		

Consolidated Revenue and Expense Statement

Urban Renewal (900)

For Period Ended March 31, 2020

Printed: 4/21/2020 12:16:40 PM

Period 09 - 09

Fiscal Year 2020

Acct No	Description	Budget	Prior Period	Current Period	YTD Bal	YTD %	Notes
300101	Beginning Balance	\$ 274,756.00	\$ 297,767.48	\$ -	\$ 297,767.48	108.38%	Audited beginning balance
304110	Tax - Property Current	\$ 303,000.00	\$ 337,513.01	\$ 9,494.51	\$ 347,007.52	114.52%	
304120	Tax - Property Past due	\$ 5,000.00	\$ 7,731.46	\$ 495.72	\$ 8,227.18	164.54%	
	TOTAL REVENUE	\$ 582,756.00	\$ 643,011.95	\$ 9,990.23	\$ 653,002.18	112.05%	
205210	Dues & Memberships	\$ 300.00	\$ -	\$ -	\$ -	0.00%	
205261	Auditor	\$ 2,000.00	\$ 7,280.00	\$ -	\$ 7,280.00	364.00%	
205422	Advertising/Legal Notice	\$ -	\$ -	\$ 208.34	\$ 208.34	0.00%	
	MATERIALS AND SERVICES	\$ 2,300.00	\$ 7,280.00	\$ 208.34	\$ 7,488.34	325.58%	
217129	Transfer to WW Debt Service	\$ 95,000.00	\$ 47,500.00	\$ 23,750.00	\$ 71,250.00	75.00%	
217130	Interfund Transfer Wastewater	\$ 25,000.00	\$ 12,500.00	\$ 6,250.00	\$ 18,750.00	75.00%	
217137	Trans to South Tank Debt	\$ 100,000.00	\$ 50,000.00	\$ 25,000.00	\$ 75,000.00	75.00%	
217140	Admin Fee Trans to General Fund	\$ 13,000.00	\$ 6,500.00	\$ 3,250.00	\$ 9,750.00	75.00%	
	TRANSFERS	\$ 233,000.00	\$ 116,500.00	\$ 58,250.00	\$ 174,750.00	75.00%	
	EXPENSE TOTAL	\$ 235,300.00	\$ 123,780.00	\$ 58,458.34	\$ 182,238.34	77.45%	
	NET GAIN/(LOSS)	\$ 347,456.00	\$ 519,231.95	\$ (48,468.11)	\$ 470,763.84		



City Manager's Report May 20, 2020

Dear Mayor Moore and Councilors,

- Since March, work has focused primarily on revising the budget and COVID-19 meetings and activities.
- Work on the Commons heating system is scheduled to begin the week of May 18
- The Budget has been published and meetings are scheduled for May 21 & 28. All information is online about how to participate and provide feedback
- Visitor Center RFP has been issued; pertinent dates are:
 - o RFP Posted & Advertised April 20, 2020
 - o Proposal Due Date May 26, 2020, at 4 p.m.
 - o Opening of Proposals May 27, 2020, at 9 a.m.
 - o Selection Committee Evaluation Week of June 1, 2020
 - o Contract Approval Week of June 8, 2020
 - o Commencement of Contract July 1, 2020
- City Hall Intention to Bid has been issued; pertinent dates are:
 - o Bid issued May 8th,
 - o Bid closes on June 4th at 4pm.
 - o Intent to award on the 26th of June.
 - o Protests close on July 3rd and Final award on the 10th of July.

Public Works Report

Date: May 6, 2020

To: Shannon Beaucaire, City Manager

From: Public Works Department

Re: April 2020 Public Works Report

Rain fall at Yachats Public Works:

Year	<u>Inches</u>			
	2020	2019	2018	2017
April	3.33	9.11	8.32	7.77
Rain year to date:	29.23	30.61	34.14	46.15

Total water production: 2,829,000 gallons

Total wastewater treated: 3,515,000 gallons



City Manager's Report May 20, 2020

The following is a list of what was done by Public Works staff in April 2020.

Streets:

- Multiple locates.
- Potholes filled on Horizon Hill Rd.

Drainage:

- Culvert & ditch inspections and cleaning.
- Drainage work on King St.

Water:

- Water systems operations.
- Plant maintc. & clean-up.
- WTP lagoon pump repaired.

Distribution Sys:

- Meter reading.
- Water service repair on Coolidge Lane completed.
- Water service installed on Saki Lane

Sewer:

- Wastewater systems operations.
- Plant maintc. & clean-up.
- Took influent sampler to Eugene for repairs and discovered it's no longer repairable.
 - Biosolids operations.
 - Pressure washed Wastewater bldgs. And walkway around SBR's.
 - Completed slide gate for biosolids area.
 - Cleaned SBR railing.
 - Installed an access platform over digesters at the Wastewater Plant.
 - DEQ required wastewater samples taken to Eugene.
 - SBR #1 taken down, waste pump sent out for service.
 - Biosolids conveyor repaired.

Collection Sys:

- I & I inspections.
- Reorganized CCTV van.
- Lift station inspections and degreasing.
- CCTV'd 312ft of sewer main on Ocean View Drive and 88 ft on Gender Drive.
- Sewer system inspection on Horizon Hill.
- Inspected sewer service lateral on 2nd St.
- Parkside lift station bldg. repaired.



City Manager's Report May 20, 2020

Public Works:

- Shop maintc. and clean up.
- Repaired and painted Trails room entry door.
- Fleet maintc.
- Tree limbs cut and removed from Little Log Church.
- Equipment fueling.
- Equipment maintc. and repair.
- Brush box handling.
- Vac-truck repair and painting.
- Kubota repair.
- PW administration.

Parks & Commons:

- Whale Park pump work.

Sewer & Water CIP:

- Working on Water/Wastewater Master Plans and Rate studies.
- Installed rain pans for I & I manhole rehab CIP.
- I & I manhole rehab CIP logging manhole data for bid.
- Water Master Plan mapping and pressure testing.

COVID-19:

- 30 minutes spent daily to discuss safety measures and disinfecting the Public Works area.
- Crew is using appropriate PPE where appropriate.
- Leads attended phone conferences daily.
- Crew working on "one-man" projects to maintain required 6 ft social distancing.



City Manager's Report May 20, 2020

Code Enforcement Progress Report

Since I started, I have found is a Beautiful City and kind people. I have a day to day routine of walking around the main Business District and offer information to those who want it. Some of the issues I have come upon are:

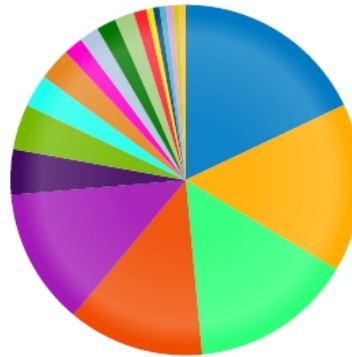
- I have come across several illegal campers, just had one sleeping in front of City Hall
- I have been assisting the State Parks when I do my Patrols to make sure people are following the rules
- I see a lot of people driving too fast in town
- I try to do daily patrols of the city looking for Violations of any sorts
- I assisted the Forest Service on an illegal Dumping that came from a Landscaper in town
- I found several people walking their dogs without leashes
- Assisted the County with Vacation Rental issues
- I have a lot of support with Social Media which is a good tool to reach out to people
- So far, any issues I have come across are all self-compliant just by communication
- At the request of the City Manager, I have proactively begun to approach homes/lots regarding vegetation. I have 13 reminder letters to be sent, these are for empty lots, will start with Homes soon
- I have noticed people of Yachats take good care of their properties
- I believe communication is a key to compliance, it has been very successful In Toledo and here



City Manager's Report May 20, 2020

Patrol Services

YTD Activity • Total: 173 Last refreshed: 1544



30	• 17.3%	• INFORMATION
26	• 15.0%	• PATROL CHECK
25	• 14.5%	• FOLLOW UP
21	• 12.1%	• ON DUTY
21	• 12.1%	• CONTACT
7	• 4.0%	• ILLEGAL CAMPING
7	• 4.0%	• AGENCY ASSIST
5	• 2.9%	• 72 HR VIOLATION
5	• 2.9%	• REPORT WRITING (CASE REPORT)
3	• 1.7%	• VRD COMPLAINT
3	• 1.7%	• CITIZEN CONTACT
3	• 1.7%	• FOOT PATROL
3	• 1.7%	• BUSINESS LICENCE CHECK
2	• 1.2%	• CITIZEN ASSIST (CA)
1	• 0.6%	• ABANDONED VEHICLE
1	• 0.6%	• VRD COMPLIANCE CHECK
1	• 0.6%	• TRAINING
1	• 0.6%	• MEETING
1	• 0.6%	• REPORT WRITING (ACTIVITYREPORT)
1	• 0.6%	• WELFARE CHECK



**City Manager's Report
May 20, 2020**

To: Yachats City Mayor and Council Members
From: Dave Mattison, City Planner *DRM*
Date: April 30, 2020
Re: Feb - April Planning Activities

Building Permits Issued

In February, there was one (1) permit submitted to the County and approved by the City for a single-family home at 105 10th Street.

In March, there have been numerous building permits submitted to the County and approved by the City:

- ✓ a single-family home on Saki Lane (address pending),
- ✓ a converted garage to studio at 583 Aqua Vista Loop Road,
- ✓ a single-family home at 1285 Elk Mountain Road,
- ✓ a manufactured dwelling with garage at East 7th and 101 (address pending),
- ✓ a manufactured dwelling at 375 West Third,
- ✓ a single-family home at 469 Aqua Vista Loop Road,
- ✓ a single-family home at 773 Ocean View Drive,
- ✓ a building addition at 400 Coolidge Lane,
- ✓ a building addition (Mud room) at 259 Marine Drive,
- ✓ interior remodel (doors, windows, siding, subfloors) at 420 West Second Street,
- ✓ a single-family home at 33 Gender Drive, and
- ✓ a single-family home at 968 Horizon Hill Road.

In April, there have been two (2) permits submitted to the County and approved by the City:

- ✓ a new foundation at 273 Aqua Vista Loop, and
- ✓ a single-family home at 10 Basalt Loop.

The City receives an average of 3 building permits per week.

So far this year the total of new single-family homes is thirteen (13) new homes in the City.



City Manager's Report May 20, 2020

Land Use Applications

A conditional use permit for a 5-bedroom Bed and Breakfast at 610 Lemwick Lane (#1-CU-PC-20) was approved March 17, 2020.

The land use application for the rezoning of the Fire Station (#2-ZC-PC-19) is at its last step and reading of the ordinance before the City Council. The rezone of the property will take effect 30-days after the reading.

An application for a Property Line Adjustment (#1-PLA-20) for properties at 965 King Street (14-12-27-AD-0400) and a vacant lot on 101 North (14-12-27-AD-0401) and was approved after required notices was submitted to adjacent property owners and a 15-day comment period elapsed.

The Planning Commission is currently working on amending the Lighting codes. This will be discussed at the May 19th Meeting.

An application for a partition (#1-PAR-PC-20) at 1750 Hwy 101 North (14-12-23-CC-1500) will be taken before the Planning Commission on May 19th.

An application for a conditional use permit for a 5-bedroom Bed and Breakfast at 453 South Highway 101 (#2-CU-PC-20) has been withdrawn.

Daily Correspondence and Other Items

New Addresses have been issued for properties with approved building permits, on Horizon Hill (in Blackstone), Ocean View Drive, Saki Lane, Elk Mountain Road, and 7th Street.

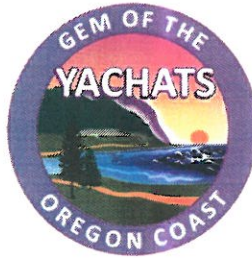
A number of calls and email have come in during these three months regarding questions on uses allowed, setback requirements in the City zones and flood information/requirements for a number of properties in the City. Height limits on building fences are big questions (front yard and back yard). The amount of emails and calls received daily has just slowed over the past week due to the COVID-19 Pandemic.

I am working on a Planning Commission Virtual Meeting Platform and 10-Step Meeting/Hearing Process.

I am working with Justin Peterson, OCWCOG on an OCMP Technical Assistance grant to update Goal C, Protection of Shoreline Resources, Goal E, Protection from Natural Hazards and Disasters, Goal L, Beaches, of the City Comprehensive Plan, and the corresponding sections of the City's Municipal Codes. We are planning to bring this before Planning Commission and Council in an open house/workshop format the last week of May (post Memorial Day). The date we have tentatively set for this meeting is Thursday, May 28th. On that date, a morning meeting will take place in a virtual meeting platform (this means you can wear your pajamas, while attending, and don't even have to leave your house).



**City Manager's Report
May 20, 2020**



DATE: May 15, 2020
TO: City Council
FROM: Kimmie Jackson, Deputy Recorder
SUBJECT: Water Sewer Water Relief Appeal

Appeal Number 2020-05-20-000013-000

Any decision or action of the Deputy Recorder and City Manager made or taken pursuant to this policy may be appealed to the Council by filing written notice of appeal with the recorder within thirty (30) days following such decision or action.

Such notice of appeal shall set forth in reasonable detail the action or decision appealed from the appellant's grounds for reversal or modification thereof. The council shall set a time for hearing upon such appeal. The action of the council upon such appeal shall be final.

Fisterra Gardens Townhomes is appealing the City of Yachats decision to deny relief per the City of Yachats Administrative Policy No. 19 for relief of a water leak.

Summary:

On February 21, 2020, the Utility meter readings were downloaded. The City discovered the meter read was extremely high and called the contact number for Cascade Management, property managers, and informed them that the City believed there was sever water leak and that the usage was so high that it created a bill upwards of \$20,000 and was imperative that they get someone to take a look and to contact the City as soon as someone went out there, because we were headed into the weekend. The City had not heard from anyone by days end. The following Monday, The City had public works go out to the property and take a look

around, because the City had not heard back from the management, and then contacted Mr. Morrill.

On March 2nd, the City received an email from Mr. Morrill that Fistera had located the leak on March 1st and had it repaired the next day, March 2nd.

On March 5, 2020, the City received a request for relief along with backup documentation from Mr. Morrell. The Deputy Recorder prepared the documents for the City Managers decision. The Deputy Recorder received the signed request documents denying the request due to not qualifying for relief per the administrative policy.

On March 19, 2020 the City sent a letter stating the request was denied. On April 7, 2020, the City received another email from Mr. Morrell asking for status. The City indicated that we sent a letter to the management company and that the City would scan it over to Mr. Morrill. We discussed the city's policy, and Mr. Morrill didn't recall our policy being limited to natural disasters. Ms. Jackson indicated that he may want to contact his insurance company to see if they had any relief policies. Mr. Morrell indicated he would like to appeal the decision.

Public Works Summary:

On February 24, 2020 City Hall requested that someone from Public Works go to Fistera Gardens to check and reread the meter due to high water usage.

Jeremy Mabe and David Buckwald checked the two-inch water meter that services the buildings on the South side of Diversity Drive at approximately 8:30-9:00 am. We found the water meter indicating that water was moving through the device at a high rate of flow. This is not unusual for this time of day. The meter numbers were noted and then it was checked again a few hours later. Mr. Buckwald calculated an estimated usage amount and determined that a high amount of water was being used. Public Works told City Hall that it's apparent that a large leak does exist.

Mr. Mabe and Mr. Buckwald proceeded to look around the perimeter looking any signs of running water that may indicate where the leak may be. None were found.

On February 25, 2020 Public Works checked the storm drains for the property and found water running in a drain located in the Southwest parking lot catch basin. We tested it for a chlorine residual and it had a positive result. This indicated that it was from the City water system.

Public Works met with facility maintenance person that morning and showed him what we had found. He began to search for any possible signs of where the leak may be. Public Works brought the Public Works TV van to the site and CCTV'd the storm drains to locate what direction the water may be coming

from. It was found to be from the South side of the property where the drainage system connects to the main storm drain system.

Public Works sent the private Youtube links of the video taken to Mr. Morrell on February 26, 2020.

David Buckwald
Yachats Public Works

Request

Mr. Morrill is asking for relief to have the amounts over the monthly average bill written off.

This would include two months.

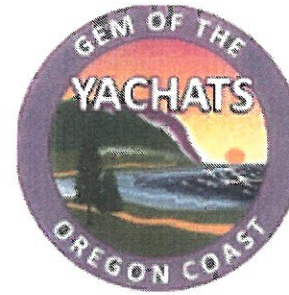
2/28/2019		\$ 127.10				
3/30/2019		\$ 195.86				
4/30/2019		\$ 235.97				
5/31/2019		\$ 254.08				
6/30/2019		\$ 425.02	Building is closer to capacity, the usage is increasing			
7/31/2019		\$ 388.76				
8/31/2019		\$ 491.71				
9/30/2020		\$ 341.39				
10/31/2020		\$ 501.29				
11/30/2019		\$ 320.07				
12/31/2020		\$ 522.61	Average Bill	\$ 427.63	for the last 6 months.	
1/31/2020		\$ 1,151.55				
2/29/2020	Leak	\$ 19,454.77	Asking for relief	\$(19,027.14)		
3/31/2020	Leak	\$ 3,480.76	Asking for relief	\$ (3,053.13)		

Utility Billing

Account History Report

User: kimmiejackson
Printed: 05/14/2020 - 11:27AM

-19 027.14
3,053.13



Account Status: Active
Connect Date: 01/14/2011 **Final Date:**
Customer Name: Cascade Mgmt., Inc
Care Of: Fistera Grdn Twnhms LP
Customer Address:

Total Account Balance: 22,449.46
Total Deposits: 0.00 **Total Refunds:** 0.00

Owner Name:
Service Address: 300 Diversity Dr.

Home Phone: **Ext:**
Business Phone: (503) 682-7788 **Ext:**
Account Number: 000013-000 **Reference Number:** 01-0285

Tran Date	Tran Type	Description	Amount	Water	Water Flat	Sewer	Misc	Penalty/Int	N/A	N/A	N/A
Current Balance By Service				22,449.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00
04/30/2020	Balance		22,449.46	22,449.46	0.00	0.00	0.00	0.00			
04/30/2020	Billing		— 501.29	501.29	0.00	0.00	0.00	0.00			
04/10/2020	Payment	QuickPayment Payment; XID Check No: *****1310	-493.68	-493.68	0.00	0.00	0.00	0.00			
03/31/2020	Balance		22,441.85	22,441.85	0.00	0.00	0.00	0.00			
03/31/2020	Billing		— 3,480.76	3,480.76	0.00	0.00	0.00	0.00			
03/20/2020	Payment	QuickPayment Payment; XID Check No: *****7803	-493.68	-493.68	0.00	0.00	0.00	0.00			
02/29/2020	Balance		19,454.77	19,454.77	0.00	0.00	0.00	0.00			
02/29/2020	Billing		— 19,454.77	19,454.77	0.00	0.00	0.00	0.00			
02/17/2020	Payment	QuickPayment Payment; XID Check No: *****2008	-133.52	-133.52	0.00	0.00	0.00	0.00			
01/31/2020	Balance		133.52	133.52	0.00	0.00	0.00	0.00			
01/31/2020	Billing		✓ 133.52	133.52	0.00	0.00	0.00	0.00			
01/14/2020	Payment	QuickPayment Payment; XID Check No: *****4572	-1,151.55	-1,151.55	0.00	0.00	0.00	0.00			

Account Number: 000013-000 Reference Number: 01-0285

Tran Date	Tran Type	Description	Amount	Water	Water Flat	Sewer	Misc	Penalty/Int	N/A	N/A	N/A
12/31/2019	Balance		1,151.55	1,151.55	0.00	0.00	0.00	0.00			
12/31/2019	Billing		1,151.55	1,151.55	0.00	0.00	0.00	0.00			
12/19/2019	Payment	QuickPayment Payment; XID Check No: *****9139	-522.61	-522.61	0.00	0.00	0.00	0.00			
11/30/2019	Balance		522.61	522.61	0.00	0.00	0.00	0.00			
11/30/2019	Billing		✓ 522.61	522.61	0.00	0.00	0.00	0.00			
11/19/2019	Payment	QuickPayment Payment; XID Check No: *****8281	-320.07	-320.07	0.00	0.00	0.00	0.00			
10/31/2019	Balance		320.07	320.07	0.00	0.00	0.00	0.00			
10/31/2019	Billing		✓ 320.07	320.07	0.00	0.00	0.00	0.00			
10/17/2019	Payment	QuickPayment Payment; XID Check No: *****9072	-501.29	-501.29	0.00	0.00	0.00	0.00			
09/30/2019	Balance		501.29	501.29	0.00	0.00	0.00	0.00			
09/30/2019	Billing		✓ 501.29	501.29	0.00	0.00	0.00	0.00			
09/11/2019	Payment	QuickPayment Payment; XID Check No: *****0996	-341.39	-341.39	0.00	0.00	0.00	0.00			
08/31/2019	Balance		341.39	341.39	0.00	0.00	0.00	0.00			
08/31/2019	Billing		✓ 341.39	341.39	0.00	0.00	0.00	0.00			
08/14/2019	Payment	QuickPayment Payment; XID Check No: *****7726	-485.33	-485.33	0.00	0.00	0.00	0.00			
07/30/2019	Balance		485.33	485.33	0.00	0.00	0.00	0.00			
07/30/2019	Billing		✓ 491.71	491.71	0.00	0.00	0.00	0.00			
07/08/2019	Payment		-820.16	-820.16	0.00	0.00	0.00	0.00			
		Check No: 001081									
07/01/2019	Balance		813.78	813.78	0.00	0.00	0.00	0.00			
07/01/2019	Billing		✓ 388.76	388.76	0.00	0.00	0.00	0.00			
07/04/2019	Billing	Initial Balance	✓ 425.02	425.02	0.00	0.00	0.00	0.00			
06/19/2019	Billing	Convert Billing	6.38	0.00	0.00	0.00	0.00	6.38			
06/01/2019	Billing	Convert Billing	✓ 425.02	425.02	0.00	0.00	0.00	0.00			
05/10/2019	Payment	Convert Payment	-254.08	-254.08	0.00	0.00	0.00	0.00			

Tran Date	Tran Type	Description	Amount	Water	Water Flat	Sewer	Misc	Penalty/Int	N/A	N/A	N/A
05/01/2019	Billing	Convert Billing	✓ 254.08	254.08	0.00	0.00	0.00	0.00			
04/16/2019	Payment	Convert Payment	-235.97	-235.97	0.00	0.00	0.00	0.00			
04/01/2019	Billing	Convert Billing	✓ 235.97	235.97	0.00	0.00	0.00	0.00			
03/15/2019	Payment	Convert Payment	-195.86	-195.86	0.00	0.00	0.00	0.00			
03/01/2019	Billing	Convert Billing	✓ 195.86	195.86	0.00	0.00	0.00	0.00			
02/12/2019	Payment	Convert Payment	-127.10	-127.10	0.00	0.00	0.00	0.00			
02/01/2019	Billing	Convert Billing	✓ 127.10	127.10	0.00	0.00	0.00	0.00			
01/14/2019	Payment	Convert Payment	-264.07	-264.07	0.00	0.00	0.00	0.00			
01/11/2019	Billing	Convert Billing	✓ 200.00	200.00	0.00	0.00	0.00	0.00			
01/01/2019	Billing	Convert Billing	64.07	64.07	0.00	0.00	0.00	0.00			
12/19/2018	Billing	Convert Billing	80.00	0.00	0.00	0.00	80.00	0.00			
12/19/2018	Payment	Convert Payment	-40.00	0.00	0.00	0.00	-40.00	0.00			
12/10/2018	Payment	Convert Payment	-46.88	-6.88	0.00	0.00	-40.00	0.00			
12/01/2018	Billing	Convert Billing	46.88	46.88	0.00	0.00	0.00	0.00			
11/14/2018	Payment	Convert Payment	-86.88	-86.88	0.00	0.00	0.00	0.00			
11/01/2018	Billing	Convert Billing	46.88	46.88	0.00	0.00	0.00	0.00			
10/09/2018	Payment	Convert Payment	-46.88	-46.88	0.00	0.00	0.00	0.00			
10/01/2018	Billing	Convert Billing	46.88	46.88	0.00	0.00	0.00	0.00			
09/18/2018	Payment	Convert Payment	-272.17	-272.17	0.00	0.00	0.00	0.00			
09/06/2018	Billing	Convert Billing	225.29	225.29	0.00	0.00	0.00	0.00			
09/01/2018	Billing	Convert Billing	46.88	46.88	0.00	0.00	0.00	0.00			
08/15/2018	Payment	Convert Payment	-220.58	-220.58	0.00	0.00	0.00	0.00			
08/14/2018	Billing	Convert Billing	173.70	173.70	0.00	0.00	0.00	0.00			
08/01/2018	Billing	Convert Billing	46.88	46.88	0.00	0.00	0.00	0.00			
07/23/2018	Payment	Convert Payment	-431.65	-431.65	0.00	0.00	0.00	0.00			
07/20/2018	Billing	Convert Billing	431.65	431.65	0.00	0.00	0.00	0.00			
07/12/2018	Payment	Convert Payment	-45.38	-45.38	0.00	0.00	0.00	0.00			
07/01/2018	Billing	Convert Billing	45.38	45.38	0.00	0.00	0.00	0.00			
06/12/2018	Payment	Convert Payment	-45.38	-45.38	0.00	0.00	0.00	0.00			

Account Number: 000013-000 Reference Number: 01-0285

Tran Date	Tran Type	Description	Amount	Water	Water Flat	Sewer	Misc	Penalty/Int	N/A	N/A	N/A
06/01/2018	Billing	Convert Billing	45.38	45.38	0.00	0.00	0.00	0.00			
05/02/2018	Payment	Convert Payment	-45.38	-45.38	0.00	0.00	0.00	0.00			
05/01/2018	Billing	Convert Billing	45.38	45.38	0.00	0.00	0.00	0.00			
04/12/2018	Payment	Convert Payment	-45.38	-45.38	0.00	0.00	0.00	0.00			
04/01/2018	Billing	Convert Billing	45.38	45.38	0.00	0.00	0.00	0.00			
03/06/2018	Payment	Convert Payment	-45.38	-45.38	0.00	0.00	0.00	0.00			
03/01/2018	Billing	Convert Billing	45.38	45.38	0.00	0.00	0.00	0.00			
02/08/2018	Payment	Convert Payment	-45.38	-45.38	0.00	0.00	0.00	0.00			
02/01/2018	Billing	Convert Billing	45.38	45.38	0.00	0.00	0.00	0.00			
01/04/2018	Payment	Convert Payment	-45.38	-45.38	0.00	0.00	0.00	0.00			
01/01/2018	Billing	Convert Billing	45.38	45.38	0.00	0.00	0.00	0.00			
12/06/2017	Payment	Convert Payment	-45.38	-45.38	0.00	0.00	0.00	0.00			
12/01/2017	Billing	Convert Billing	45.38	45.38	0.00	0.00	0.00	0.00			
11/08/2017	Payment	Convert Payment	-45.38	-45.38	0.00	0.00	0.00	0.00			
11/01/2017	Billing	Convert Billing	45.38	45.38	0.00	0.00	0.00	0.00			
10/12/2017	Payment	Convert Payment	-45.38	-45.38	0.00	0.00	0.00	0.00			
10/01/2017	Billing	Convert Billing	45.38	45.38	0.00	0.00	0.00	0.00			
09/19/2017	Payment	Convert Payment	-45.38	-45.38	0.00	0.00	0.00	0.00			
09/01/2017	Billing	Convert Billing	45.38	45.38	0.00	0.00	0.00	0.00			
08/01/2017	Billing	Convert Billing	45.38	45.38	0.00	0.00	0.00	0.00			
08/01/2017	Payment	Convert Payment	-45.38	-45.38	0.00	0.00	0.00	0.00			
07/05/2017	Payment	Convert Payment	-44.05	-44.05	0.00	0.00	0.00	0.00			
07/01/2017	Billing	Convert Billing	44.05	44.05	0.00	0.00	0.00	0.00			
06/09/2017	Payment	Convert Payment	-44.05	-44.05	0.00	0.00	0.00	0.00			
06/01/2017	Billing	Convert Billing	44.05	44.05	0.00	0.00	0.00	0.00			
05/05/2017	Payment	Convert Payment	-44.05	-44.05	0.00	0.00	0.00	0.00			
05/01/2017	Billing	Convert Billing	44.05	44.05	0.00	0.00	0.00	0.00			
04/18/2017	Payment	Convert Payment	-88.10	-88.10	0.00	0.00	0.00	0.00			
04/01/2017	Billing	Convert Billing	44.05	44.05	0.00	0.00	0.00	0.00			

Account Number: 000013-000 Reference Number: 01-0285

Tran Date	Tran Type	Description	Amount	Water	Water Flat	Sewer	Misc	Penalty/Int	N/A	N/A	N/A
05/13/2020	Payment	QuickPayment Payment; XID Check No: *****4188	-501.29	-501.29	0.00	0.00	0.00	0.00			

Description	Read Date	Reading	Consumption
Active			
Route-Sequence-Serial: 1-00155-89687625			
Install Date: 1/1/1990 Meter Size: 100			
	4/22/2020	5,244.00	87.00
	3/25/2020	5,157.00	646.00
	2/19/2020	4,511.00	3,643.00
	1/23/2020	868.00	18.00
	12/17/2019	850.00	209.00
	11/15/2019	641.00	91.00
	10/22/2019	550.00	53.00
	9/27/2019	497.00	87.00
	8/19/2019	410.00	57.00
	7/25/2019	353.00	86.00
	6/19/2019	267.00	68.00
	5/22/2019	199.00	75.00
	4/24/2019	124.00	42.00
	3/22/2019	82.00	35.00
	2/21/2019	47.00	28.00
	1/22/2019	19.00	16.00
	12/21/2018	3.00	3.00
	12/21/2018	3.00	0.00
	11/13/2018	0.00	0.00

Kimmi Jackson

From: Layne Morrill <klaynemorrill@gmail.com>
Sent: Tuesday, April 7, 2020 2:46 PM
To: Kimmi Jackson
Cc: Dave Buckwald
Subject: Re: Fistera Gardens Townhomes Bill Dated 2-29-20

Thanks. I'll take a look at the letter, but I don't recall the policy being limited to natural disasters.

On Tue, Apr 7, 2020 at 2:28 PM Kimmi Jackson <Kimmi@yachatsmail.org> wrote:

Hi Layne,

I am working from home today, but I do believe a letter was sent. I will be in tomorrow and I will locate the correspondence and email it over. According to the City code, in order to receive relieve, it would have needed to be a natural disaster.

Have you also tried to contact the insurance company to see if they would cover this type of issue. I'll be in touch tomorrow.

Kimmi

From: Layne Morrill <klaynemorrill@gmail.com>
Sent: Tuesday, April 7, 2020 1:44 PM
To: Kimmi Jackson <Kimmi@YachatsMail.org>; Dave Buckwald <Dave@YachatsMail.org>
Subject: Re: Fistera Gardens Townhomes Bill Dated 2-29-20

Kimmi:

We just received the March water bill, which is for \$3,480.76. This was clearly affected by the same leak that inflated the February bill, which we discovered and corrected at the end of February..

Our manager will go ahead and pay \$493.68, the same amount paid for February.

Cascade management is sending you a check for \$493.68 toward this bill, which they calculated as the average of the prior six months billings.

Our hope and desire is that the entire bill dated 2-29-20 be credited except the \$493.68. And also that the entire bill dated 3-31-20 be credited except for \$493.68.

Please let me know if you have any questions.

K. Layne Morrill
FISTERRA GARDENS TOWNHOMES LP
602-432-6291

--
K. Layne Morrill
602-432-6291

CITY OF YACHTS
REQUEST FOR EVALUATION OF WATER/SEWER BILL

Date 3-5-20

Billing Date 2-29-20 *

I hereby request a review of the charges for water and/or sewer usage:

*March bill will also have several days of leak period. (2/19 to 2/28)

Account Name Fisterra Gardens Townhomes LP Account No. 13 - 000

Service Location 100 - 190 Diversity Drive

Contact Name and Phone Number Layne Morrill Email klaynemorrill@gmail.com
602-432-6291

Choose One:

☐ I believe that the amount charged is inaccurate because:

☐ I believe that the measurement of the amount of water used was inaccurate because:

Check all that apply:

☒ I examined our system from the meter, through all pipes and fixtures.

Leak Detection came + located the leak as part of a search of all underground pipes.

☒ A licensed plumber examined our water system on 2-27-28

Plumbers Name/Company Newport Plumbing

AND

☐ A leak was not discovered

☒ A leak was discovered. (Location of leak Under the rental office window + under the adjacent sidewalk.)

☒ We are hereby requesting a credit in the amount allowed due to this discovered leak.

☒ This leak has been repaired by Newport Plbg on (date) 2-28-20

Documentation of repair is required for credit

→ a copy of Newport Plumbing Bill is Exhibit A. A copy of American Leak Detection is Exhibit B.

Official Use Only:

Credit Recommended: Yes No X by: City Clerk III Depoly Recorder

Credit Amount: Water\$ Total\$

Worksheet must be attached

Reason: Does not qualify letter attached

Concurrence by: N/A
City Clerk III

Approved by: [Signature]
City Manager

Posted to Utility Billing (Date)

New balance\$

Revised by SDB Oct 2018

construction backfilled
The excavation + replaced the sidewalk. No bill for American Leak Detection

Kimmie Jackson

From: Layne Morrill <klaynemorrill@gmail.com>
Sent: Saturday, March 2, 2019 4:16 PM
To: Kimmie Jackson
Subject: Fistera Gardens Townhomes

Kimmie:

Here is the contact information for our lease-up person at Cascade Management.

Jasmine Luna-Gomez

Lease Up Assistant

WE HAVE MOVED!

9600 SW Oak Street, Suite 200

Portland, OR 97223

Jasmine.luna@cascade-management.com

Phone: 971-224-1479 Fax: 503-682-5656 efax: (877) 720-1595

K. Layne Morrill

FISTERRA GARDENS TOWNHOMES LP

602-432-6291



CITY OF YACHATS

PO Box 345 (441 N. Highway 101), Yachats OR 97498

Phone (541) 547-3565

Fax (541) 547-3063

Relay Oregon 800-735-2900 (TDD)

COPY

March 19, 2020

Cascad Mgmt, Inc
c/o Fistera Garden Townhomes
9600 Sw Oak St., Ste. 200
Portland Oregon 97223

RE: Acct. 000013-000 – 300 diversity Dr., Yachats OR 97498

Dear Owner/Mgmt:

We are in receipt of your request to evaluate the Water/Sewer Bill. According to the City of Yachats Administrative Policy 19 attached, you do not qualify for relief currently. I have attached the current policy for your review. Please make sure you are familiar with Yachats Municipal Code 8.04 that explains the property owner responsibilities which is located on our city website at www.yachatsoregon.org.

We would like to offer you a payment plan if needed. Please let me know how you would like to proceed. You might also want to contact your homeowner's insurance company to see if they may cover these type of issues under your policy.

Should you have any further questions, please don't hesitate to give me a call at 541-547-3565 ex. 101.

Thank you


Kimmie Jackson

Deputy Recorder

CITY OF YACHATS

ADMINISTRATIVE POLICY NO. 19

RELIEF FOR WATER BILLING FOR NATURAL CAUSE WATER LOSS

OBJECTIVES

To provide an application process for partial credit for water charges resulting from loss as a result of natural causes; define those specific causes; and, establish the procedure by which City Hall Staff will process the applications for credit, based on the criteria to ensure that it is fair and consistent.

CRITERIA AND PROCEDURES

This policy applies only to the uncontrolled loss of municipal treated water at any residence or business as a direct result of natural causes. Relief will be considered for the quantity exceeding the average consumption.

1. The City Recorder will deny relief if it is determined that the property was unoccupied for 5 or more days and the hand valve was not present, not operational, or not used to minimize loss.
2. Any metered water service customer may apply for partial relief of the cost of water lost as a result of the below listed natural causes.
3. The City Recorder will grant relief of fifty percent (50%) of the charges above the applicant's average usage as determined by a review of the previous twelve (12) months' billings.
4. To qualify for such relief the situation shall meet the following criteria:
 - a. The excessive loss of water must not be caused by negligence of any party or individual.
 - b. The excessive cost of water must be greater than the average of the metered usage of the last twelve (12) billings.
 - c. The relief applied for will not exceed two billing cycles.
 - d. Only the owner, customer, or agent of record may apply.
 - e. Relief will not be granted for any loss that occurs more than one time at the same part of the plumbing where relief was previously granted.
 - f. The applicant must provide evidence that the leakage has been satisfactorily remedied and has been inspected by a City employee.

- g. The applicant must apply by filing a request for relief with the City Recorder, or designee.
5. For the City of Yachats to provide relief for a loss of water over and above the customers average usage the loss must be caused by one, or more of the following natural events:
- a. Severe Freezing.
 - b. Earthquake. Any time that such a natural event shall occur in the immediate vicinity of Yachats earthquake damage is an allowable cause.
 - c. Earth slide. Any time an earth slide of size sufficient to cause the breaking or disconnection of plumbing the event is allowable and eligible for relief.
6. The City may forgive sewer charges when there has been an emergency loss of water and it is demonstrated that the lost water did not enter the sewer system.
7. Any decision or action of the City Recorder made or taken pursuant to this policy may be appealed to the council by filing written notice of appeal with the recorder within thirty (30) days following such decision or action. Such notice of appeal shall set forth in reasonable detail the action or decision appealed from the appellant's grounds for reversal or modification thereof. No later than the next regular council meeting following receipt of such notice, the council shall set a time for hearing upon such appeal. The action of the council upon such appeal shall be final.

Kimmie Jackson

From: Layne Morrill <klaynemorrill@gmail.com>
Sent: Thursday, March 5, 2020 12:30 PM
To: Kimmie Jackson; Dave Buckwald
Subject: Fisterra Gardens Townhomes Bill Dated 2-29-20
Attachments: City of Yachats Administrative Application for Credit on Water Bill.pdf

Hi:

You are both aware of the leak we had last week. Attached is our request for evaluation of water bill with its Exhibits A-C and a copy of the 2-29-20 Water Bill.

We don't know with 100% accuracy the cause of the leak but it appears to be a flawed slip-thread PCV connector from a 2" inch PVC water line into a 2" brass fitting connected to a 2" iron/lead pipe going under Building 5 to service the fire sprinkler system in that building. So we believe the leak was not caused by the negligence of any party.

The \$19,000 amount is way more than the monthly average bill over the last 12 months.

The relief applied will not exceed two billing cycles. The 2-29 bill had a read date of 2-19, so the nine days from 2-19 to 2-28 (the date the repair was completed) will be included in the March 31 bill.

I am the president of the General Partner of the owner of the project.

There has never been a prior leak at this location.

The leak was repaired by Newport Plumbing and inspected by Meili Construction, our general contractor. Dave came out to see help locate the leak so he has knowledge of it. I have photos of the excavation, the condition pre-repair, the condition post-repair, and of the broken parts. Let know how I should upload those photos and I'll get them to you.

Cascade management is sending you a check for \$493.68 toward this bill, which they calculated as the average of the prior six months billings.

Our hope and desire is that the entire bill dated 2-29-20 be credited except the \$493.68. And also that the entire bill dated 3-31-20 be credited except for \$493.68.

Please let me know if you have any questions.

K. Layne Morrill
FISTERRA GARDENS TOWNHOMES LP
602-432-6291

Invoice with Supporting Documents



City of Yachats
PO Box 345
Yachats, OR 97498
Office: (541) 547-3565
www.yachatsoregon.org
cityhall@yachatsmail.org

CASCADE MGMT., INC
c/o Fistera Grdn Twnhms LP
9600 SW Oak St., Ste. 200
Portland, OR 97223

Account Statement

ACCOUNT INFORMATION

ACCOUNT: 000013-000
SERVICE ADDRESS: 300 Diversity Dr.
SERVICE PERIOD: 2/1/2020 to 2/29/2020
BILLING DATE: 2/29/2020

DUE DATE: 3/15/2020

METER READING

Serial No	Previous Reading		Current Reading		Cons
	Date	Reading	Date	Reading	
89887625	1/23/2020	868	2/19/2020	4511	364300

Scanned To Dana with leak paperwork Repair 2/28 - 509 days on next bill too.

SPECIAL MESSAGE

Reminder: Bills become late after the 15th of each month at 1.5% interest after 30 days and with each subsequent statement. Please make sure if you are away for more than 3 days, to turn your handvalve off to prevent possible leaks. Make sure your Meter Box is free and clear of debris and the Box is unobstructed so that the meter can be read. For payment and paperless option, go to <https://yachatsor.merchanttransact.com/>

USAGE HISTORY

NO USAGE HISTORY

CURRENT CHARGES

Capital Reserve Water	2,077.62
Water Residential	17,377.15
TOTAL CURRENT CHARGES	19,454.77

BILL SUMMARY

Previous Balance	133.52
Payments Received	-133.52
Additional Billing	0.00
Current Charges	19,454.77
TOTAL AMOUNT DUE	19,454.77

RECEIVED

FEB 27 2020

Approved by _____

Payment Coupon

ACCOUNT INFORMATION

PLEASE RETURN THIS PORTION ALONG WITH YOUR PAYMENT

PLEASE MAKE CHECK PAYABLE TO:

CITY OF YACHATS

ACCOUNT: 000013-000
SERVICE ADDRESS: 300 Diversity Dr.
SERVICE PERIOD: 2/1/2020 to 2/29/2020
BILLING DATE: 2/29/2020

DUE DATE: 3/15/2020

CASCADE MGMT., INC
c/o Fistera Grdn Twnhms LP
9600 SW Oak St., Ste. 200
Portland, OR 97223

AMOUNT DUE

TOTAL AMOUNT DUE BY 3/15/2020 19,454.77

AMOUNT ENCLOSED

REMIT PAYMENT TO:



City of Yachats
PO Box 345
Yachats, OR 97498



**NEWPORT
PLUMBING**

Phone # 541-265-7030

Fax # 541-265-6328

PO Box 1473
940 SW 10th St.
Newport OR 97365
NEWPORTPLUMBINGINC@...

CCB#: 24586

Invoice

Date	Invoice #
2/29/2020	440980

Name / Address
FISTERRA GARDENS 101 DIVERSITY DR. YACHATS, OR 97498

Ship To
FISTERRA GARDENS 101 DIVERSITY DR. YACHATS, OR 97498 541-265-2558 LANE - 602-432-6291

Description	Qty	U/M	Rate	Total	Terms	Due Date	Project
					Due on receipt	3/20/2020	
REPAIRED LEAK ON MAIN WATER LINE /							
CONTACT DOLPHIN CON. FOR REPAIRS & BACK-FILL							
2' PVC 90	4		3.00	12.00			
2' PVC male adaptor	1		1.75	1.75			
2' Brass cap	1		21.00	21.00			
2' PVC pipe	2		2.10	4.20			
DOLPHIN CON.. - CONCRETE REMOVAL - DIGGING - PUMPING WATER OUT - PLYWOOD BOARDS & CONES	1		1,725.00	1,725.00			
TYLER - 02/27/20	1		110.00	110.00			
TYLER - 02/28/20 - NO OVERTIME / AFTER HOURS RATE APPLIED TO LABOR	12		110.00	1,320.00			
I / We understand and agree that any credit granted shall be paid promptly in accordance with terms and agreements, that the credit grantor may add one and one half percent (1.5%) per month to any balance owed, and in event of default to pay reasonable collection charges and / or attorney fees.					Total		\$3,193.95
					Payments/Credits		\$0.00
					Balance Due		\$3,193.95

Exhibit A



**AMERICAN
LEAK
DETECTION**

THE ORIGINAL LEAK SPECIALISTS™

2831 Bullock Road
Medford, OR 97504
888/777-5325

Invoice

DATE	INVOICE #
2/28/2020	50222
TERMS: DUE UPON RECEIPT	

BILLING ADDRESS			SITE ADDRESS		
Fisterra Gardens Layne Morrill E-mail: klaynemorrill@gmail.com			Fisterra Gardens 100 Diversity Drive Yachats, OR 97498		
Claim # / P.O. #	Completed	Tech	Referral		
	2/27/2020	TS/SK			
Customer E-mail		Customer Contact	Billing Phone Number		
klaynemorrill@gmail.com		Layne Morrill	602/432-6291		
ITEM	DESCRIPTION		AMOUNT		
DETECTION	Commercial Service Line Detection		425.00		
CMISC	Commercial Inert Gas Charge		25.00		
CTRL	Commercial Travel Charge		265.00		
Please see attached report for detailed information on our findings.					
If you have any questions, please don't hesitate to give us a call.					

Payment is due upon receipt of invoice. We accept Discover, Visa and Mastercard. **Total** \$715.00

A late fee of \$25 and finance charges of 1 1/2% per month will be charged after 30 days. Each office independently owned and operated.
Oregon CCB #184212 Washington CCB #AMERILD954L8. All detection work is guaranteed for a maximum of 30 days from date of original
detection. Additional terms apply for guarantee - please see last page of report

Exhibit B



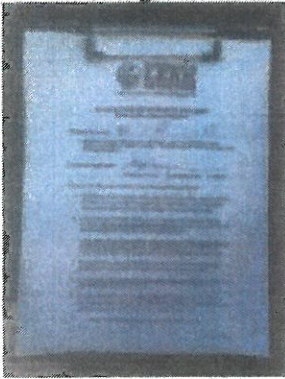
Southern Oregon Office
2831 Bullock Road, Medford OR 97504
888.777.5325

Form Information

Form Name: **Plumbing**
Submitter Name: Tyler Smith (tylersmith)
Submission Date: Feb 28, 2020 10:22:31 AM PST
Server Receive Date: Feb 28, 2020 10:23:23 AM PST
Reference Number: 20200228-18134884926

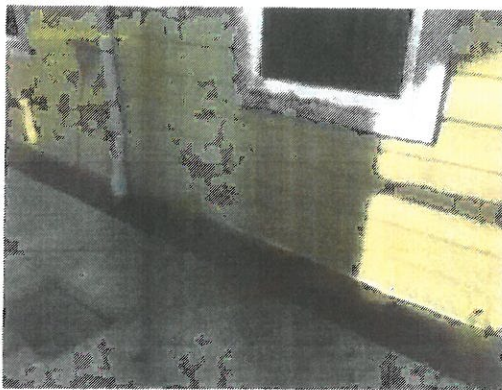
Leak Detection Report

Customer Name: Layne Morrill
602/432-6291
Address: Fistera Gardens
100 Diversity Drive, Yachats OR 97498
John Jorgenson - 541/961-6769
Date/Invoice Number: 02/27/20 - Invoice 50222
Email Report? No
Was customer given a disclaimer? Yes
Picture of Signed Disclaimer Form



Job Type: Commercial
Leak Detection Type: Metered Service Line
Job Estimate: \$425 min. for the first two hours and \$195/hr. thereafter.
Concern: High water bill.
Meter Movement: Yes
Meter Test Results? 30 gallons per/min
Line(s) sonic point tested: Main Line;
Pipe Size/Material: 1.25" - 2" PVC no tracer wire
Line located: NO - Line could not be located electronically and no 3 ft. guarantee on leak location
Leak Detected On: Service Line
Leak Location: Next to office under sidewalk
Leak Location Photos:

Exhibit C



Marked:

Notes:

Results:

Additional Applicable Charges:

Total Charge:

Payment:

Customer Signature

Blue ALD Flag

Technician arrived & meter test showed about 30 gallons per/min going through system. All buildings have main shut-offs located behind buildings, with a couple in front. A sonic point test was done on shut-offs & strong leak noise heard on valve next to office building, last complex on line. Tech able to hear strong leak noise using ground mic with no gas. A few holes were probed in flower bed next to strongest leak noise & helium gas was induced; 5% helium detected. Gas & water began to surface from holes when gas hit. The area was excavated but unable to get to leak, pipe under sidewalk. A blue ALD flag was placed at spot & site contact shown area.

The results of the inspection were shown to and discussed with the customer.

Tracer Gas \$25

Travel- \$265

\$715

PO - Payment is due upon receipt. THANK YOU FOR CALLING AMERICAN LEAK DETECTION. Your feedback is of importance to us. Please fill out our survey at:

www.americanleakdetection.com/survey

Billing: no answer when called

AMERICAN LEAK DETECTION

STANDARD WORK AUTHORIZATION Water, Sewer and Irrigation

American Leak Detection (ALD) is the leading leak detection company in the nation and we will, at all times, make every effort to accurately locate your leak(s) and ensure your complete satisfaction. However, leak detection is not an exact science and consequently, due to the numerous factors, known and unknown, involved in locating leaks, there will be times when the location of a leak is incorrectly identified. It is for this reason that we have established the following parameters.

Most leaks will be located within several inches of their exact location but this can vary to within several feet, depending on soil conditions, construction methods, and other factors, known and unknown. If the cause of the leak(s) is not located within a radius of 3 feet of the original identified point, ALD must immediately be notified so that we may return to the job and re-do the leak detection to determine where the leak is before further work is done. There is no additional charge to re-evaluate the original leak detection, unless the leak is found to be within the specified 3 feet radius. However, if the pipe cannot be located electronically or if the pipe is deeper than 30", the 3 feet guarantee does not apply. ALD will not be responsible for any repair completed by others and accepts no responsibility, financial or otherwise, for the inaccurate location of leaks.

If a leak seals itself or stops leaking during our testing process, work will be halted until it begins leaking again. We cannot confirm the location of a leak unless it is actively leaking. The customer should not dig on any suspected leak area until it can be confirmed. Customer should monitor meter and call us immediately when leak reopens.

Due to the fact that in most cases only one leak can be located at a time on any particular plumbing line, it is very important that the system is rechecked or a meter test performed after repairs have been completed. ALD cannot guarantee that additional leaks do not exist or that the identified leaks will not re-occur. Should the rare situation occur that we couldn't locate a leak that exists, we will attempt to provide you with the best alternatives to resolve the situation.

While performing leak detection tests our technicians may need to disconnect and remove toilets, turn off supply line valves, isolation valves, water heaters, etc. In some cases, where these items have not been touched or manipulated in a long time, they may break and/or begin to leak. Also, in order for us to find and/or confirm some leaks it may be necessary for our technicians to cut holes in walls, pull back carpeting, etc. Our technicians may also be inserting video cameras, inflatable test balls, line tracing devices and various other pieces of equipment into the sewer and waste lines, in order to determine the location of the lines and leaks that may exist thereon. At times these pieces of equipment can become lodged in a line and be irretrievable without digging up and cutting the line. All of these items are considered necessary for us to be able to perform the tasks we have been hired to do. ALD will not be responsible for any unavoidable or necessary collateral damage to property such as toilets and their components, shut-off valves, water heaters, sheetrock, carpeting, etc., or for items getting lodged in lines. ALD may or may not repair this damage, but assumes no responsibility for the cost thereof.

In order for us to test the sewer and waste lines the clean-out on the main line has to be accessible to the technician and his equipment. ALD will not be responsible for any damage to grass, trees, shrubs, plants, flowers, etc., that have to be removed or cut away in order to get access to the clean-out and perform the test. Nor will ALD be responsible for any damage to grass, trees, shrubs, plants, flowers, etc., and/or underground pipes and utilities, unless clearly marked, while excavating to expose a buried clean-out, or the main sewer line.

ALL DETECTION WORK IS GUARANTEED FOR A MAXIMUM OF 30 DAYS FROM DATE OF ORIGINAL DETECTION. THEREAFTER, AN ADDITIONAL CHARGE WILL APPLY.

ALL PAYMENTS ARE DUE UPON COMPLETION UNLESS OTHERWISE APPROVED. A LATE FEE OF \$25 WILL BE ASSESSED IF PAYMENT IS NOT RECEIVED WITHIN 30 DAYS OF THE INVOICE DATE. A NSF FEE OF \$25.00 WILL BE CHARGED FOR ANY CHECKS RETURNED.

FISTERRA GARDENS TOWNHOMES LP

8857 N. 63RD PLACE
PARADISE VALLEY, ARIZONA 85253
602-432-6291
klaynemorrill@gmail.com

April 16, 2020

Via Email and US Mail

Yachats City Council
441 Highway 101 North
P.O. Box 345
Yachats, OR 97498

Re: Appeal of Denial of Request for Evaluation of Water/Sewer Bill

Dear Mayor and Council:

On March 5, 2020 I emailed to Kimmie and Dave a completed form "Request for Evaluation of Water/Sewer Bill" (the "Request") pursuant to Administrative Policy No. 19 on "Relief for Water Billing for Natural Cause Water Loss" (the "Policy"). A complete copy of the Request including attachments is enclosed with this letter.

The form gave my name and telephone number as the contact person and my email address. I had first communicated about this matter when Kimmie called me on or about February 25 to report it appeared from billing data that there might be a water leak at Fistera Gardens Townhomes and I spoke several times with Dave after that.

On April 7, 2010 I had received no response to the Request so I emailed Kimmie asking her for a status report. She responded "I do believe a letter was sent. I will be in tomorrow and I will locate the correspondence and email it over." On April 9, 2020 Kimmie emailed me the letter.

The letter was dated March 19, 2020 and it was not addressed to me or emailed to me as the Request had designated. Instead, the addressee on the letter was Cascade Management, Inc., our rental manager, at its Portland office. Upon receipt of the letter, I emailed Cascade's regional manager who is responsible for Fistera Garden Townhomes. She said she had not seen the letter and checked back through their mail opening procedure and said the letter was never received at their office, even though she has received all the water bills sent to the same address over the last ten months or so.

The March 19 letter stated that "you do not qualify for relief currently." It enclosed a copy of the Policy on which the words "natural causes" was highlighted in yellow in line

two of the first full paragraph on page 1. A copy of the letter and its enclosure is provided herewith.

Fisterra Gardens Townhomes LP believes the incident described in the Request is in fact covered under the Policy, and hereby appeals to the City Council from the Deputy Recorder's denial of the Request.

The Policy does use the words "natural causes" in the second line. But immediately following the semicolon, the Policy indicates that it will go on to "define those specific causes" that are covered by the Policy. Section 2 provides that "Any metered water service customer may apply for partial relief of the cost of water lost as a result of the below listed natural causes" and Section 3 provides that the City will "grant relief of fifty percent (50%) of the charges above the applicant's average usage as determined by a review of the previous twelve (12) months billings."

Section 4 then specifies the "criteria" for relief under Sections 2 and 3. Our situation meets all of the criteria in Section 4: (a) it was caused by the natural settling of a building that occurs after construction, not "by the negligence of any party or individual"; (b) the excessive cost of water (about \$22,000) was greater than the average usage for the prior twelve months; (c) only two billing cycles are affected – the meter readings in February and March; (d) the owner, Fisterra Gardens Townhomes applied for the relief; (e) the loss did not occur more than one time and no relief has been previously granted; (f) we provided evidence that the leakage was satisfactorily inspected, and Dave inspected the property before and after the repair; and (g) we filed the request on the required form on March 5, 2020.

We are not seeking the greater relief available under Section 5, so its conditions do not apply.

Our management company paid \$493.68 toward the excessive bill for the February meter reading and another \$493.68 toward the excessive bill for the March meter reading. Those were estimated to equal the average of prior months' usage.

We ask that the Council approve relief under Section 3 of "fifty percent (50%) of the charges above the applicant's average usage as determined by a review of the previous twelve (12) months billings." We estimate that the amount of the relief should be 50% of about \$21,000, or \$10,500.

If you have any questions, please let me know.

Thanks for your consideration of this matter.

Very truly yours

FISTERRA GARDENS TOWNHOMES LP
By: OUR COASTAL VILLAGE, INC. GP

By 
K. Layne Morrill, President

Enclosures:

Request dated 3/5/20
Letter dated 3/19/20

CITY OF YACHATS VISITORS CENTER

QUARTERLY REPORT, Jan-Mar 2020

Submitted by Beverly Wilson, Contract Director

CONTACTS	JAN-MAR '16	JAN-MAR '17	JAN-MAR '18	JAN-MAR '19	JAN-MAR '20
Visitors Logged at VC	1,894	1,589	1,614	1,511	1,323
Yachats Visitor Brochures/Packets/ Maps distributed via outdoor box at VC, Events, Groups, thru Merchants (approximate#)	650	600	850	1,550	1,475
VC phone calls logged	546	534	522	504	409
Info requests from individuals/ groups, OCVA & TO leads *Travel interest leads programs have ended	2,826	2,490	2,197	2,253	554*
*Total # of Q Contacts with visitors/prospective visitors	5,916	5,213	5,183	5,818	3, 761
*Not shown in these counts are thousands of contacts made through Yachats.org and VisitYachats social media or thru Yachats brochures distributed to Oregon Welcome Centers and Visitor Centers statewide.					

The Visitors Center maintained winter hours, open to the public Friday through Sunday, 10am to 4pm through mid-March, until Covid-19 began to close in.

All activity and information sharing since that time was through email correspondence, posting Visitor Center window notifications, checking calls, and filling outdoor literature boxes (with very light traffic), continually updating business information on the website, creating and continually updating an interactive PDF list noting whether businesses are open or closed or offer any alternative services, including take-out, delivery, curbside pick-up, gift certificates, appointments, or shipping services. Posted the same updates to local community social media groups, as well.

Meetings and Projects Work this Quarter

- *Yachats Coordinated Marketing Team*
Scheduled and participated in our team's January, February, and March meetings. Our work included ongoing discussion on ways to further develop each of three tourism elements, Culture/arts ▪ Culinary and ▪ Nature/natural elements into a strategic tourism plan. This included another 2-hour SWOT analysis in March. We also shared reports on events and activities, and the results of Cape Perpetua's 2-year visitor study.
- *Publications*
Illustrated Area Attractions Maps
Yachats Map: After consulting with Yachats Trails Committee members, I worked with our designer on final revisions to our Yachats Illustrated Attractions Map. My thanks to Loren Dickinson and

Walter Orchard for their valuable input and courtesy photo of the Amanda statue.

New! Cape Perpetua Scenic Area Map: In March, our newest map project was launched, which features this key local attraction and destination. This map includes the area's 26 miles of trails, scenic viewpoints, the boundary points of the marine reserve and protected areas, and more. My thanks to Vicki Penwell, CP Visitors Center Director, and Tara DuBois, CP Communications Director, for their feedback through draft one. This Cape Perpetua Scenic Area map will be added to the reverse side of the Yachats map, sharing the page with a smaller map of Waldport that focusses on their water and hiking trails. Both pages will also be available in print and online and downloadable in pdf format.

Yachats Annual Events and Activities Rack Cards

Drafted content to be included in new rack cards for Yachats area events and activities. This project was put on temporary hold in mid-March.

Yachats History Tour App

Consulted with the tour app developers about content reorganization that needs to be completed before we promote the app.

Orders

Filled 5 bulk orders for Yachats brochures, 4 in state orders and another from Idaho.
Placed 13 orders for local, state, and regional publications.

- *Advertising*

Provided new images to our designer to revise our 2019 ad for 2020, keeping the *Yachats, where nature works its magic* theme. Travel Oregon's advertising campaign that aims to capture the magic of Oregon is also continuing through 2020. I submitted our updated ads for 2020 publication, including to the following:

- Print/Online Yachats Ads in *Willamette Living* / *Portland Metro* / *Capital Edition*
- Print/Online Yachats Ad in OCVA's *Official Oregon Coast Visitor Guide*
- Yachats Web Ad on OCVA's Cities & Activities pp. + banner in coast Newsletter
- Print/Online Yachats Ad in *Travel Oregon Magazine*
- Print/Online Yachats Ad in *Oregon Coast Magazine* / *OCM Mile-by-Mile Guide*

- *Media*

Broadcast news releases for upcoming events

Made three times weekly Social Media posts and prepared for a photo contests launch with a focus on the 3 elements of our strategic marketing efforts.

- *VC Maintenance*

Replaced all three of the center's florescent lighting fixtures, which were probably more than 20 years old, after they all began to fail at once. They were replaced with long-lived LED strip fixtures.

Please find below a brief update on some of our activities since the end of the Quarter.

- The Illustrated maps were completed in April. Again, my thanks to Vicki Penwell, CP Visitors Center Director, and Tara DuBois, CP Communications Director, for their feedback and involvement in proofreading map drafts. Please find below links to the completed maps:

Yachats

<https://www.yachats.org/wp-content/uploads/2020/05/Final-Draft-Yachats-Illus-Map-2020.pdf>

Cape Perpetua/Waldport

<https://www.yachats.org/wp-content/uploads/2020/05/Illustrated-Maps-Cape-P-Waldport-Side-2.pdf>

- Photo Contest Revision: Due to Covid-19, we reworked the photo contest so as not to encourage photographers to visit at this time. We shifted the focus to Yachats Memories and our events. Since our events happen to tie in well with the three elements of our strategic marketing efforts, the change in focus still meets our objective, and it also allows us to keep engaged with previous visitors while collecting needed images for events.

Photo Contest Web/FB Flyers:

<https://www.yachats.org/wp-content/uploads/2020/05/FINAL-DRAFT-PHOTO-CONTEST-2020.pdf>

- Yachats Writing Contest: Began working with *Books and More...* to launch a Yachats Writing Contest in June. The contest will include youth, young adult, and adult categories and include poetry and prose. *Books and More...* will be recruiting local authors to serve on the jury.
- Updated Local Business and Events Info: Continued to make regular updates to the website and pdf lists with new information about Events, and Take Out and Delivery and Shopping Options in Yachats.
- Yachats Coordinated Marketing Team: Met with members of the team on Zoom in May for feedback and discussion on the road ahead.
- Covid-19 Broadcast: Made nearly daily email broadcasts to local businesses, as well as posting on social media business groups, about any new resources that become available to help navigate through the Covid-19 crisis.