

1. 9:30 A.M. Agenda

Documents:

[2020-11-05 Council Agenda.pdf](#)

2. Meeting Materials

Documents:

[2020-11-05 Minute Discussion.pdf](#)

[2020-11-05-Overtime-Discussion-Memo.pdf](#)

[2020-11-05 Finance Committee Recommendations.pdf](#)

[2020-11-05 Paving Discussion Memo.pdf](#)



**CITY OF YACHATS
CITY COUNCIL WORK SESSION & COUNCIL MEETING**

Yachats OR

Thursday, November 5, 2020 at 9:30 am

To Be Held Via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/83310136094?pwd=Y0V3N0EvcktBZ0UreG5KeituZVRxUT09>

Meeting ID: 833 1013 6094

Passcode: 461144

One tap mobile

+13462487799,,83310136094#,,,,,0#,,461144# US (Houston)

+16699006833,,83310136094#,,,,,0#,,461144# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

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+1 929 205 6099 US (New York)

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Meeting ID: 833 1013 6094

Passcode: 461144

Find your local number: <https://us02web.zoom.us/j/83310136094?pwd=Y0V3N0EvcktBZ0UreG5KeituZVRxUT09>

Work Session

- | | |
|--|-------------------|
| I. TCB Discussion Code Enforcement & Patrol Services | Guest: Matt Frank |
| II. Minute Discussion | |
| III. Overtime Discussion | |
| IV. Discussion of Vacation Rental Software | |
| V. Finance Committee Recommendations on debt reduction & interfund loan status | |

Regular Council Meeting

- I. Announcements, Correspondence, Proclamations
- II. Public Comment: **Topics not listed on the agenda**
5-minute limitation per person
- III. Old Business
 - a. Public Hearing: Public Contracting and update to YMC 2.10

The Yachats City Council meetings 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 10/27/2020

- b. Discussion on update on La De Da Lane (Driftwood) Paving Project and consider approval of moving to preparation of the bid documents
- IV. New Business
 - a. Consider approval of the annual evaluation for the City Manager and any compensation, contract, or other adjustments
- V. Other Business
 - a. From Mayor
 - b. From Council
 - c. From Staff

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DATE: November 5, 2020

TO: W. John Moore, Mayor
Yachats City Council

FROM: Shannon Beaucaire, City Manager

SUBJECT: Meeting Minute Discussion

I am attaching research from Helen Anderson and responses I received from other communities regarding minutes. I conducted this research in response to a Council member concerned with the format and subjective wording of the minutes initially in July/August 2018.

Additionally, I reached out to Lincoln County in September 2019 and I have included that response in here as well.

On August 11, 2020 I spoke with the City Attorney about the executive summary to address concerns about communication about what was to be done in between meetings and who was responsible for completing next steps. The attorney noted that is his talks about “running an efficient meeting” is to make sure that the chair is clear on staff assignments and what the expectations are to prepare for the next meeting. The executive summary provided a more formalized approach to ensuring that assignments are documented and not lost. I shared this information with commission chairs and co-chair.

On August 19, 2020 we reached out to the League of Oregon Cities Legal Counsel to determine how to comply with the law and continue to provide services with current staff resources. The response is attached.

On August 21, 2020 in a Commission Chair Meeting of John Purcell, Lance Bloch, Bob Bennett, and David Rivinus, we discussed the change to the minute structure and it was noted that a shorter minutes structure was preferred and it was more accessible to Commission members.

For our discussion today, I again reached out to our City attorney and shared the League of Oregon Cities response. He noted that ORS 192.650(1) provides: “The

governing body of a public body shall provide for the sound, video or digital recording **or** the taking of written minutes of all its meetings.”

In ORS 192.650(1), “minutes” as we know them are not required by law if the City has sound or video recording that captures the information that must be captured. If the City provides for sound or video recording (and complies with the cautions that LOC identifies regarding identifying speakers, votes, etc.), then there is no legal requirement for written minutes. And because the sound or video recording would be a complete “copy” of the meeting verbatim, there is no need for the Council to “approve” the minutes. Approval of minutes is customarily done because minutes are necessarily a staff summary of the meeting. If there is no summary, there is no need to have the Council’s approval of what transpired at the meeting. The audio recording complies with ORS 192.650(1).

As a result, it was clarified that any written “summary” of the meeting would not be minutes, but would instead be an administrative document/tool that helps staff, Councils, Commissions, and Committee’s recall what occurred at the last meeting, provide reminders of assignments and who was assigned to a task for continuing city business between meetings, and keeping boards organized from meeting to meeting.

There is no need for a vote to approve the meeting summary or audio recording.

A search for “minutes” in our code pulled up the following sections: 9.88.110, 2.04.060, 9.88.100, 2.08.060, 7.16.050, 5.08.160, 8.08.010, Charter Chapters V, VI, IV.

<http://www.gcode.us/codes/yachats/> and Council Rules section 5

<https://www.yachatsoregon.org/DocumentCenter/View/223/City-Council-Rules-PDF>

The City Charter does make reference to “minutes.” In Section 16 dealing with ordinance adoption and Section 19 dealing with resolution adoption, the Charter states that “the vote of each member must be entered into the council minutes.” Ensuring that we have each person’s vote on the audio meets this requirement. For additional compliance, we can record the votes of each Councilor on the ordinance/resolution itself. Above the Mayor’s signature line, we can insert a place to note the votes cast by each Council member.

The City is, and has been, in compliance with the audio recordings. Historically, audio recordings were not available on the City website. As with many decisions, it is a balance of administrative staff resources. In addition to all of the attached material, I’ve included links to other small cities for your discussion.

Waldport, OR

https://www.waldport.org/Documents/minutes/Council/2020_august_council_minutes.php

Manzanita, OR <https://ci.manzanita.or.us/wp-content/uploads/2020/07/4-070220-Special-Council-Meeting.pdf>

Jacksonville, OR https://www.jacksonvilleor.us/AgendaCenter/ViewFile/Minutes/_09152020-411

From: Helen Anderson
Sent: Monday, July 23, 2018 11:05 AM
To: Shannon Beaucaire
Subject: oregon, parliamentary, and City law on minutes

I searched for laws around minutes. The only reference in Oregon statutes is 192.650.

<https://www.oregonlaws.org/ors/192.650>

I created a table comparing ORS to Keesey. The words are cut and pasted from both documents. The Council Rules regarding minutes are at the end of this email.

I have informal policies with John and Marv that they can send me corrections before the minutes are distributed to anyone else. Once draft minutes are out, any changes need to be reflected in the meeting where minutes are approved.

References to approval of minutes indicate minutes are typically reviewed "at the next meeting." Some language indicates minutes approval should happen in a "timely manner."

I'm happy to do the minutes however you want me to.

I get a lot of feedback that people like the information in the minutes. Commissions use the information. And the more detailed version has been beneficial in resolving some disputes between various people's memory.

If you would like me to draft a "Minutes Policy" document outlining the procedure for managing minutes, I can. Let me know.

5 Minutes of the City Council Meetings

5.1 General Format

All official printed Minutes of City Meetings shall be fashioned after the minimum as required by State Law with minor additions. Audio tape recordings of entire meetings will be kept on file for more detailed references for a period of two years.

5.2 Contents of Minutes

- **Meeting Particulars.** Minutes shall include the date, time, and place of all meetings.
- **Audio Taping.** Agendas shall indicate that all proceedings are being audio tape recorded for back-up reference.
- **Attendance.** Minutes shall include the names of all members of the governing body and indicate whether they are present or absent.

- **Motions.** Minutes shall include all motions, proposals, resolutions, ordinances, and measures proposed and their disposition.
- **Result of Votes.** Minutes shall include the results of all votes and the vote of each member by name.
- **Substance of Topics.** Minutes shall include an outline of the substance of discussion on any matter.
- **Reference to Documents.** Minutes shall include any references made to any specific document mentioned in discussion.
- **Public Participants.** The Minutes shall include the name and address of member of the public who addressed the body.
- **Emergency Meetings.** The Minutes shall include, if required, the nature of the emergency for calling an emergency meeting.
- **Speeches and Statements.** Speeches or statements or the exact text of discussions shall not be transcribed verbatim.

5.3 Submittal to Council

After being prepared in draft form by the City Recorder or designee, the City Recorder submit them to Council as part of the "Consent Agenda" for the next regular Council meeting agenda. Amendment and Approval

5.4 Approval by Council

The Council may amend the minutes to more accurately reflect what transpired at a meeting. An individual Councilor may call for additions or corrections to the minutes during the Work Session Meeting or before adoption of the consent agenda, and unless there is disagreement from other Councilors, the motion to approve the Consent Agenda shall include the minutes as amended. If the Council questions the minutes or is unsure they accurately reflect what transpired during a meeting, the Council may postpone approval of the minutes until a transcript of the portion of the meeting in question can be prepared. Information obtained subsequent to a meeting, which is relevant to discussions or action which occurred during that meeting, may be referenced into the record of the meeting at which the minutes are approved. The Council is the final authority as to amendment of the minutes. After Council approval, the City Recorder shall incorporate any amendments approved by the Council, the Mayor shall sign the minutes. Under no circumstances shall the minutes be changed following approval by the Council, unless the Council authorizes such a change.

From: Casey Miller
Sent: Thursday, September 19, 2019 3:36 PM
To: Shannon Beaucaire
Cc: Janet Harrison
Subject: Minutes, Audio, Video - Lincoln County

Shannon -

We generally do basic minutes, motions with short summaries. Sometimes more in depth depending on the topic.

Audio is archived online

Video is archived online

I film, add subtitles. and upload the video to our web site.

I am in the process of working with Granicus right now to live stream and archive our videos.

We are also exploring their agenda software which allows you to time stamp the video and create minutes.

Need more details, let me know.

Casey Miller

Public Information Officer

Lincoln County Board of Commissioners

From: Patty Mulvihill <pmulvihill@orcities.org>
Sent: Wednesday, August 19, 2020 8:58 AM
To: Kimmie Jackson <Kimmie@YachatsMail.org>

Cc: Admin <Admin@YachatsMail.org>

Subject: RE: Rules for Minutes

Kimmie,

I hope you're doing well in Yachats. Hopefully it's not been insanely hot there like it has here in the Valley – I moved to Oregon to avoid 90 degree temperatures.

ORS 192.650(1) reads as follows: “The governing body of a public body shall provide for the sound, video or digital recording or the taking of written minutes of all its meetings.” As long as whatever format you use includes at least the following information, the format any of the identified formats is acceptable: all members of the governing body who are present; all motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition; the result of all votes, and how each member voted by name; the substance of any matter discussed; and a reference to any document discussed at the meeting.

Audio recordings, in my experience, can sometimes be tricky in identifying who made motions, seconds, and how each member voted. But if you have a protocol where the presiding officer always states Councilor X made the motion, Councilor Y made the second, and you do a roll call vote each time, you should meet the requirements just fine. I think video recordings allow for less formal process because you're visually able to see who made the motion, the second, and how each person voted.

The Attorney General gives further context in its Manual on Public Records and Meetings. If you look at page 159-160 of the Public Meetings Chapter you'd see the following paragraph:

Written minutes need not be a verbatim transcript, and a sound, video, or digital recording is not required to contain a full recording of the meeting, except as otherwise provided by law. However, the minutes or recording must contain the above information and must give “a true reflection of the matters discussed at the meeting and the views of the participants.”

All the above being said, please remember to check your local charter, ordinances and rules of procedures before you switch from written minutes. While I don't know of any charter provision that requires written minutes, it's common for ordinances or council rules of procedures to require written minutes. If you have an ordinance or a provision

in your council rules of procedure which requires written minutes, you should either continue providing written minutes or work with your city attorney to amend the relevant ordinance or rules of procedures. I know that some cities have ordinances that allow for either the Mayor or the City Manager, in the event of a declared emergency, to suspend certain things like written minutes, you may have such powers in your local documents as well.

I hope this helps!

Patty

Responses on Minutes

Independence OR

Shannon – my city manager forwarded me your email regarding minutes. I don't know if the attached will help – this is a section from OAMR's City Recorder Procedures Manual relating to minutes.

Basically, there are minimums that need to be in the minutes per Oregon Meetings Law, including: members present; motions, resolutions, ordinances, etc. and their disposition; results of all votes; the substance of any discussion on any matter. The law further states that written minutes need not be verbatim. Independence has not adopted policy regarding minutes content, but we do what I call hybrid minutes – more than action minutes, but not verbatim.

I have been a city recorder for a little over 30 years – so, please, if you would like to visit, feel free to call me at my number below.

Creswell OR

Hello Shannon,

For what it is worth, I have had a lot of success in working with my council using the tips found on Jurassic Parliament's website and the book, "Mastering Council Meetings".

<https://jurassicparliament.com/>

Best wishes,

Michelle

Glendale, OR

Shannon,

There is not a written policy here. I summarize the minutes and **do not do word for word**. Council prefers the condensed version. But, I have to add that we also have recordings. Anyone can listen to the recordings at any time if they want the word for word version.

Dawn Russ

City Recorder

City of Glendale

541-832-2106

541-832-3221 fax

Donald OR

Dear Shannon,

This is a good reason to switch to an **abbreviated version of minutes**. I recently did this and save so much time and headache! Look closely at the Oregon law of what is required for "minutes" and compare it to what you are doing. I attached our new AAS – action agenda summary – format that we are using. Everyone is happier! We also put on the City's website a recording too. Let me know if you have

questions and good luck! Check it out on our City page too - <https://www.donaldoregon.gov/council-meetings>

Responses on Minutes

All the best,
Heidi

Heidi Bell, MPA
City Manager
City of Donald

Aumsville, OR
Shannon,

We do not have a written policy, but We make sure we capture the summary of the discussion and not all of the back and forth. We remind the council they have the opportunity to amend the minutes before approving them.

The recordings are always available should someone want to listen to the detailed back and forth.

Ron Harding
City Administrator
City of Aumsville

Halsey, OR
Hi Shannon,

We ended up going with a streamlined "action items" sort of format (and we borrowed this at the time from Jacksonville.) We capture a summation of content, if any action was taken, if a question was asked or a dissenting opinion expressed. We don't editorialize or even summarize conversations. The recording of the session is available on the website for a year afterward, so anyone who wants to capture exact words or tones of voice can download and save it.

This format has worked well for us and we haven't had any problems since adopting it. Unless we are acknowledging a dissenting opinion, we don't usually document which councilor asked a question – just that a question was asked and the answer that was given. The packets are also available on line, so the public can look at the documents and summaries the Council reviewed prior to the meeting.

Good luck!

Hilary

Shady Cove, OR

Our minutes are very brief. They are "action" minutes, recording the issue discussed and the action taken. There is very little room for interpretation.

As an example:

C. Resolution 18-02 – Authorizing the City Administrator to Purchase 20 Cameras for the Pilot Program

Councilor McGregor and Councilor Mitchell gave an overview of the pilot camera program.

Responses on Minutes

Motion to Approve Resolution 18-02 -- Authorizing the City Administrator to Purchase 20 Cameras for the Pilot Program

Motion: Councilor Mitchell Second: Councilor McGregor

Motion carried 4-1 (Councilor Kristich opposed)

There are some people that don't believe the minutes capture the complete story, which is true. It is a fine line between recording what happened during the meeting and interpreting what happened.

Aaron Prunty, City Administrator
City of Shady Cove
541-878-3757

CHAPTER 2.06

MINUTES

Sections:

2.06.010	Minutes Generally
2.06.020	Purpose of Minutes
2.06.030	Content of Minutes
2.06.040	Standard Format
2.06.050	Approval of Previous Minutes
2.06.060	Record of Action Taken
2.06.070	Oral Debates, Arguments and Discussions
2.06.080	Hearings
2.06.090	Adjournment
2.06.100	Signing the Minutes
2.06.110	Use of Tape Recordings and Retention
2.06.120	Preparation of the Minutes
2.06.130	Summary--Annotated Agenda or Synopsis
2.06.140	Purpose of Format
2.06.150	Format Characteristics
2.06.160	Formatting Suggestions
2.06.170	Motions and Votes
2.06.180	Corrections to Minutes
2.06.190	Excerpt from Minutes
2.06.200	Preservation of Minutes
2.06.210	Distribution
2.06.220	Indexing

2.06.010 Minutes Generally. Recorders in Oregon cities are legally required to keep a record, journal of proceedings or minutes of Council meetings. Most cities have this requirement in their charter. The form in which this record is to be maintained is not spelled out in the ORS, so the purpose of this chapter is to offer suggestions as to format and content of your minutes.

While there may be working copies or file copies of all minutes in the Recorder's office and they may be microfilmed on a regular basis, there should be official, originally signed copies of all minutes. This official record can be in various forms, but it is suggested that official minute books be kept and that they be stored in a fireproof vault. The paper in these books is usually of a specially treated type to guard against deterioration. Remember -- the minutes reflect the history of your city, and in the event of a disaster, they will be invaluable in recreating records, etc. You may wish to consider having a duplicate set of minutes created by the Microfilming Division of the State Archives and kept off-site (in Salem) in the event of a disaster.

2.06.020 Purpose of Minutes. Keeping a good record of City Council proceedings is very important. A sufficient record must be kept to furnish evidence that the Council has complied with the law or rules by which it is governed, thus pointing to the need for accurate and clear Council proceedings. The facts contained in the minutes are also treated as evidence in a court of law.

2.06.030 Content of Minutes. Minutes need to be clear, concise, precise and unambiguous. They need to show clearly, beyond doubt, exactly what actions were taken and decisions were made at the meeting -- but not necessarily everything that was said. Remarks that clarify the "intent" of the legislative body in its decisions should be noted. The following is a non-comprehensive list of information to be included in the minutes:

- Date, location and type (regular, adjourned, special) of meeting;
- Scheduled time of meeting and the time the meeting was actually called to order;
- Officials/members present and officials/members absent;
- Topics of business and actions taken on each business matter;
- Record of motions and voting;
- Time of adjournment; and
- Signature blocks for Mayor/presiding officer and/or Recorder.

If someone leaves during a meeting, note the time person left and the time of return, if applicable.

2.06.040 Standard Format. Use of standardized format is recommended to develop uniformity of minute entries and to save time in composing the record. If word processing equipment is utilized in the preparation of minutes, a glossary can be set up for standardized items, such as adoption of resolutions and ordinances, award of contracts, etc., which then requires that you input only specifics, such as titles of resolutions and ordinances, project numbers, etc.

2.06.050 Approval of Previous Minutes. Most cities place approval of the previous meeting minutes on the Consent Agenda. Copies of the minutes should be provided to Councilors in sufficient time for their review prior to the Council meeting. If any corrections need to be made, Councilors may request the changes prior to the meeting. The minutes become the formal record of the meeting when approved as written, or as amended by the Council.

2.06.060 Record of Action Taken. Some Council's require "action only" minutes, where little, if any, narrative is included, and only motions and votes are shown in the record. Other Councils require more extensive minutes, which may include not only details on each agenda item listed, but also the discussion thereon. ORS 192.650 defines what is legally required in the contents of the minutes.

For adoption of a resolution or an ordinance, the minutes should include its title and the number assigned to it.

A written report or written communication presented at a Council meeting need only be referenced in the minutes with the name and title of the author, date of the report or communication, subject of the communication or title of the report, and the action taken on the matter.

Oral reports or communications need only be referenced in the minutes by name of person, address (if desired), the subject matter, and the disposition made by the Council.

2.06.070 Oral Debates, Arguments and Discussions. Some Recorders, as a matter of course, make no reference in the minutes regarding Councilor's remarks, except where a Councilor specifically requests that his remarks be included in the minutes. Cities that follow this process support the concept that minutes should only record the "actions" taken by the Council, and were never meant to include the reasons for taking such actions.

Other Recorders make reference in the minutes to Councilors' comments and reasons for voting for or against a motion. It is really a matter of individual city preference. However, if a Councilor requests that "the record show" his or her reason for voting, the Recorder is well advised to include the same in the minutes, unless Council policy precludes it.

2.06.080 Hearings. Minutes of Council meetings with respect to hearings should include:

- **Jurisdictional Facts:** To sufficiently prove that a hearing was held in compliance with the statute or ordinance governing the same, the minutes should reflect that the required notice was given in accordance therewith, and that the hearing was held at the time and place specified in the notice -- this would equate to jurisdictional facts.
- **Evidence Produced at Hearings:** This would include evidence presented and oral testimony given at a hearing. Minutes should make appropriate reference to anything submitted in writing, such as affidavits, reports or letters; or to other objects submitted, such as maps or photographs, which are considered part of the record. With regard to oral testimony, the record should show the name of the person speaking, his or her address and whether testimony was for or against the hearing subject. Cities vary in their policies of including full addresses of speakers in the minutes. Some Recorders briefly refer to the content of the testimony in the minutes; however, there is no requirement that this be done.
- **Findings of Council:** Usually the findings made by the Council in respect to public hearings are incorporated in the ordinance or resolution adopted as a result of the hearing. When this is done, the minutes need not record these findings in the body of the minutes, but should refer to the resolution or ordinance voted upon by the Council. Some Council's prefer, however, to have their comments in regard to public hearing findings included in the record.
- **Arguments and Debates at Hearings:** Once again, the inclusion of arguments and debates occurring at public hearings is a matter of personal preference of the individual Recorder or Council. There is no requirement for inclusion in the record, but some cities, as a matter of procedure, briefly note arguments or debates.

2.06.090 Adjournment. In recording adjournment, the minutes should show whether it was adjourned to another time prior to the next regular meeting, or merely adjourned. Some Council's adjourn by motion. In other cities, the Mayor or presiding officer may declare the meeting adjourned.

2.06.100 Signing the Minutes. Frequently the rules governing a city will require that the Recorder sign the minutes; some also require the Mayor to sign them. Regardless of whether such a procedure is legally necessary, it is recommended that the Recorder sign all minutes, as it adds authenticity to the minutes as public record and reflects the approval of the Council.

2.06.110 Use of Tape Recordings and Retention. There is no statutory requirement that Council meetings be tape-recorded. When a Recorder makes an authorized tape recording or digital recording of a Council meeting to facilitate the preparation of the minutes, any person has a right to inspect the tape and to listen to the recording on equipment provided by the city. Any person also has the right to receive a copy of the recording, by either purchasing a copy from the city, or making a duplicate copy on his or her own equipment. This does not include the right to take the tape off city premises or to have a written transcript made by the city. Tapes of executive sessions are exempt from disclosure.

If tape recordings of routine Council meetings are made, the City Records Retention Schedule requires that the tapes be retained for one year. The tapes may then be erased or destroyed.

2.06.120 Preparation of the Minutes. Minutes of each Council meeting should be prepared as soon as possible to be available for approval by the Council at a future meeting. This may not be practical or possible when Council meets each week. It is advisable that the minutes be done in rough draft prior to final preparation, and that the draft be checked against the agenda to be sure each item was included. If at all possible, a second person should review the draft for errors and/or omissions.

2.06.130 Summary--Annotated Agenda or Synopsis. A summary of Council actions is commonly used to transmit information quickly to city staff and members of the press. The summary may be presented in several different ways; however, there are two that are used by most cities.

The first is the annotated agenda. This is done by marking the agenda face sheet with a notation as to the action taken by the Council. (For example: Roll Call: All members present.)

The second is the synopsis, a brief list of each item of the agenda, the action taken by the Council, and possible direction to staff for follow-up.

2.06.140 Purpose of Format. Much can be learned from the minutes of other cities. Recorders learn how other cities conduct business, the kinds of business they conduct and what style is used for minutes.

Minute formats should not change with every new City Recorder. While some cities have the same employee for twenty or more years, others change Recorders frequently. If minute formats changed frequently, the lack of uniformity would lead to a lack of credibility. However, there are many times when a change (small or large) is warranted, for example:

- To help create/improve an indexing/document tracking system;
- To make minutes easier to read and/or understand; or
- To more accurately record business.

2.06.150 Format Characteristics. The following is a list of various characteristics for minute formats:

- Put city name and date on each page; number each minute page;
- Use columns and subtitles (capitalize, bold and underline subtitles);

- Include ordinance and resolution numbers and titles; include agenda numbers (if used);
- Minute book, volume or page number (some books come with pre-numbered pages).

No set of minutes could contain all of the above without becoming cluttered and confusing. However, this list will help you evaluate your minute format.

2.06.160 Formatting Suggestions. The following are suggestions on how the minutes should be prepared:

- Single space the text; double space between each paragraph and triple space between each item in the order of business;
- Leave a left-hand margin of an inch and a half; use block style;
- Captions (subject and abbreviated action) may be typed in the left-hand margin, this procedure will facilitate locating and identifying specific business matters at a later date;
- Capitalize and center the heading designating the meeting, time, date, and place;
- Be consistent when using capitalization of titles or proper names, organizations, districts, companies or proper nouns;
- If minutes include the word "said", use a Thesaurus to find other words such as "comments" or "replied" to add variety for the reader;
- Reference any official document by its assigned number, such as: Ordinance 1234, Resolution 88-2, etc.;
- Item numbering, especially when linked with a minute index system, is used by many cities as a useful aid in locating reports and other business items;
- Identify names and addresses of businesses, applicants, property addresses -- people, places and things;
- Attempt to acquire at the meeting the name, address, and affiliation, if applicable, of persons speaking before the body;
- Use past tense;
- Avoid genders in titles -- instead of using "Councilman" or "Councilwoman," use "Councilor";
- Refer to speakers by "Mr. or Mrs." and "last name," not first name or nickname; if two members have same surname, use first name to distinguish between them; never use first names only;
- After the minutes are prepared in final draft, have someone other than yourself check them for spelling, grammar and other potential errors;
- Prior to the meeting, read the agenda and any supporting material to be more familiar with potential actions and to expedite minute preparation;
- Take notes as the meeting proceeds, including the time each item begins;
- If the meeting is being audio recorded, make an odometer reading notation of any statements or motions that are unclear -- this will expedite preparation of the minutes if further review is necessary; and
- Avoid the use of colorful adjectives and adverbs, such as: "He angrily stated," "hotly added" or "glorified the virtues" of his position.

2.06.170 Motions and Votes. There are various styles of reporting motions and votes. Some cities take roll call votes on every motion, others do roll call for ordinances only. A roll call vote may be requested by any member and is usually honored by the Mayor. Some cities call votes in alphabetical order of the Councilors' last names; others call votes in random order. Some cities list the result of votes with those in favor and those opposed, with the Councilors' names listed as they voted. Others simply state, "the motion carried, with Councilor X voting no," or "the motion carried unanimously."

If members are present and decline to vote, they are deemed to have abstained -- unless they have not voted due to a declared conflict of interest. It is suggested that your "Council Rules of Procedure" outline acceptable voting methods and procedures; for example, if a Councilor abstains -- is he/she required to state the reason for the abstention? In the case of a declared conflict of interest, it is critically important that the minutes reflect, "Councilor X declared a conflict due to (reason) and stepped down."

2.06.180 Corrections to Minutes. The Council has the right and duty to amend its minutes so as to make them correctly reflect what transpired at the meeting. Minutes do not "belong" to the Recorder, the Recorder is simply the submitter and custodian of the minutes. Do not become defensive when corrections to the draft minutes are offered. The art of preparing good minutes develops with experience.

All authorized corrections to the draft minutes should be recorded as a business transaction made at the meeting at which they were approved, as amended. Following the meeting, the draft minutes should be corrected to include the amendment(s) prior to placement of the final, executed minutes in the minute book.

Minutes of a meeting are submitted for approval at the next meeting before they become the permanent record of the city. Do not white out, cross out, or erase -- note the amendments in the margin.

2.06.190 Excerpt from Minutes. Certified copies of minutes often are requested. The entire minutes of a meeting may be certified. If only a small section or one business matter is requested to be certified, the Recorder may certify the appropriate excerpt from the minutes.

2.06.200 Preservation of Minutes. The law requires minutes of the Council to be retained as a permanent record. Therefore, special attention, care and security measures should be implemented to protect the orderly and safe keeping of minutes.

2.06.210 Distribution. Copies of minutes should be provided to Council with the agenda on which they appear for approval. Copies distributed prior to approval should be clearly marked "draft." After approval by the Council, copies of the official minutes should be provided to members of the public requesting them, put on the city website and distributed by e-mail as an attachment.

2.06.220 Indexing. Although it is not legally required, it may be desirable to maintain a comprehensive general index of the official minutes.

 (<https://www.facebook.com/jurassicparliament>)  (<https://twitter.com/AnnGMacfarlane>) 
(<https://www.linkedin.com/in/ann-macfarlane-8a90638>)  (<mailto:info@jurassicparliament.com>)

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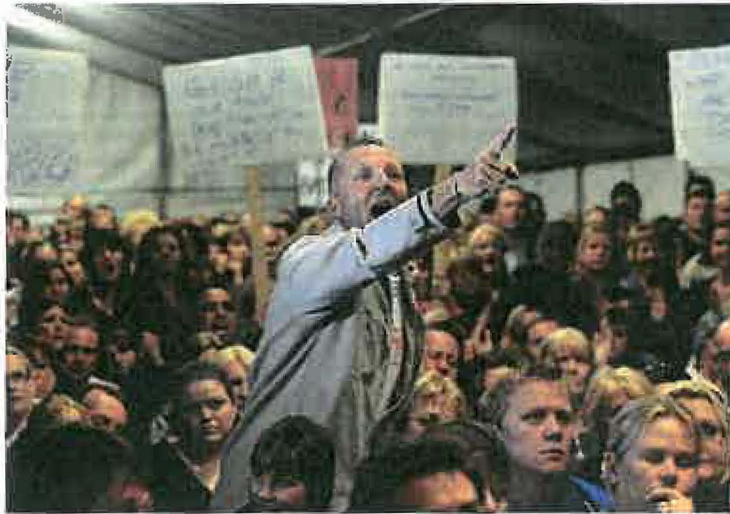
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Many elected officials in local government are frustrated by dysfunctional meetings.

Time is lost in arguments, personalities, wrangles and micromanagement. Issues get carried over from meeting to meeting and it's hard to reach a consensus. The public gets frustrated too.



Dysfunctional meetings have consequences!

Cities have lost potential business, suffered cancellation of their insurance, and had their bond ratings lowered because their government failed to function effectively. Taxpayer dollars are wasted. Positive ideas lose momentum, and progress is stymied. The city fails to thrive.



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You can learn the simple rules, guidelines and psychological insights that will turn meetings around. When all the members of your council understand key democratic principles, meetings will go much better. Even when members disagree, they can find a way to move forward. Chair your meetings with authority to strengthen your position as an influential and effective leader of your community.



I'm Ann Macfarlane and I understand the pain of dysfunctional meetings.

I know the challenge of holding discussions when tempers are hot and feelings run high. I've felt the embarrassment of not knowing how to give everyone a fair shake in discussion. The surprising answer is Robert's Rules of Order. This

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"Last night's training with the Planning and Parks Commission and staff was a huge success!! Our Planning Commission Chair and Co-Chair said this was the best training for Commissioners they've attended. We were so surprised how fast it went with all the information presented, and the ability to practice making motions, amendments and stating point of order, divisions, and appeals. This class will definitely help us all better prepare for and lead more efficient and effective Commission meetings."

Kellye Hilde

Planning Manager, City of Sammamish,
Washington



"I have attended at least four of Ann's seminars. Each time I learn something new that assists me in my roles as a presider of meetings. Ann understands human nature, the value of good governing, and the strengths and weaknesses that most people bring to the parliamentary process. Ann takes the complicated and boils it down to the essentials and most practical. She is especially helpful in assisting members and presiders in the process of navigating through the funky and uncomfortable events that happen in meetings. She gives one the tools to keep meetings on track and to politely and respectfully keep meetings civil, positive, and productive."

Jon Mutchler

Mayor of Ferndale, Washington



"I have been using the tips you taught at the workshop and have a board chair and vice chair who are eager to hear – and implement – what I learned. As I mentioned at the workshop, your training is the best I have had in my nearly 18 years in this job. Thank you!"

Julie Catala

Executive Assistant, School Board of the
Corvallis, Oregon School District



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You can't shut down a meeting whenever you want (<https://jurassicparliament.com/shut-down-a-meeting/>)

Don't take a two-thirds vote by voice (<https://jurassicparliament.com/two-thirds-vote/>)

The twelve stupidest meeting mistakes (<https://jurassicparliament.com/meeting-mistakes/>)

Upcoming Events

JUN

29

Fri

8:45 am Association of Washington Cities...

(https://jurassicparliament.com/event/association-of-washington-cities-conference-2018/?instance_id=414)

(https://jurassicparliament.com/calendar/act-on-one-day/exact_date~29-6-2018/)

JUL

10

9:00 am City of Yakima WA 2018

(<https://jurassicparliament.com/event/city-of-yakima-wa-2018/>)

Tue instance_id=415)
 (https://jurassicparliament.com/calendar/action-one-day/exact_date~10-7-2018/)

JUL 11 Wed
 8:30 am Yakima Valley Conference of Gove...
 (https://jurassicparliament.com/event/yakima-valley-conference-of-governments-2018/?instance_id=412)
 (https://jurassicparliament.com/calendar/action-one-day/exact_date~11-7-2018/)

JUL 26 Thu
 9:00 am Anchorage School District 2018
 (https://jurassicparliament.com/event/anchorage-school-district-2018/?instance_id=411)
 (https://jurassicparliament.com/calendar/action-one-day/exact_date~26-7-2018/)

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CITY OF DONALD

10710 Main Street N.E. • P.O. Box 388 • Donald, OR 97020-0388

Phone 503-678-5543 • Fax 503-678-2750

www.donaldoregon.gov

City Council Action Agenda Summary March 13, 2018 at 6:45pm at City Hall

Prior to the official start of the meeting Mayor Olmsted asked everyone in the room to introduce themselves. Mayor Olmsted opened the City Council Meeting at 6:47 pm on Tuesday, March 13, 2018. Mayor Olmsted led the group in the Pledge of Allegiance; followed by 17 seconds of silence for each of the school kids that were shot in Florida and in memorial of the other 23 school shootings since the beginning of the year.

Present: Mayor Rick Olmsted, Council President Jan Olsen, Councilors: Brad Oxenford, Katie Gonzalez, and Ellen Clemmons

Absent: City Councilors: Abby Hungate and Fred Hartley (both excused)

Staff in Attendance: City Manager Heidi Bell and Public Works Director Alonso Limones

ADD/DELETE AGENDA ITEMS: None

AGENDA ACTION SUMMARY **Vote: Regular Council Meeting AAS from February 13, 2018:**

- ✓ Council President Olsen motioned and Councilor Oxenford seconded to approve the Regular Meeting Action Agenda Summary from February 13, 2018 with the amendment of changing the vote for the February Check Register and Cash Sheet to "6-0". No discussion. Vote: 5-0. Motion carried.

CORRESPONDENCE

Presentation: N. Marion Recycling Issues: John Sullivan, General Manager. Mr. Sullivan provided handouts that the Council would like to have available at City Hall for the public as well as posted on the City's website.

Vote: Post on Website Marion County Sheriff Office, Police Logs/Stats: February 2018: Sergeant Don Parise and Senior Deputy Todd Bay were present to answer questions and give an update on local happenings regarding police.

- ✓ Councilor Oxenford and Council President Olsen to post the submitted police logs, pie charts and Excel sheet data on the City's website. No discussion. Vote 5-0. Motion carried.

Vote: Post on Website Aurora Fire District Logs: February 2018:

- ✓ Councilor Gonzalez motioned and Council President Olsen seconded to post the Aurora Rural Fire District's service logs for February 2018 on the City's website. No discussion. Vote: 5-0. Motion carried.

Review: Marion County Building Logs: February 2018: No discussion.

BILLS: Vote: Check Register and Cash Sheet: February 2018:

- ✓ Councilor Oxenford motioned and Councilor Clemmons seconded to approve the Check Register and Cash Sheet from February 2018. No discussion. Vote: 5-0. Motion carried.

CITIZENS CONCERNS

Debbie Wiles: Feller Street: Discussed her concerns related to her water bill, reading her water meter and water consumption. She said that her grandkids get vertigo from the new paint color at the skate bowl. She reported that she has attended the UGB Open House and afterwards researched the sizes of the property that is proposed to be included in the UGB property sizes and seems to not comply with what is said at the meeting. She also asked the Council to have City Hall and Public Works be open later.

Jennifer Reape: Matthieu Street: Submitted an online feedback form that was included in the Councilor's packets for review. The Council decided that in the next month they would visit the Skate Park and see if the slats in the fence warrant replacement. They would like to discuss this during the April Council Meeting.

PUBLIC HEARINGS: None

NEW BUSINESS

Vote: Home Occupation Business License: 20959 Feller Street, Blacktail Bandits Outdoors: The Council wondered if the movies would be filmed onsite or out of the City's limits. Because of this question the Council requested Manager Bell to ask the applicant to attend the April Council meeting. The vote will be moved to the April Council Meeting's Agenda under Old Business.

Vote: Home Occupation Business License: 12003 Rees Street, EPG Consulting

- ✓ Councilor Oxenford motioned and Council President Olsen seconded to approve the business license for EPG Consulting. No discussion. Vote: 5-0. Motion carried.

Vote: Budget Committee Members for Fiscal Year 2018-2019: Mayor Olmsted conducted a roll call vote:

Councilor Oxenford: Andrea Herbst and Gloria Nicholson

Councilor Gonzalez: Andrea Herbst and Gloria Nicholson

Council President Olsen: Andrea Herbst and Daroll Nicholson

Councilor Clemmons: Andrea Herbst and Gloria Nicholson

Mayor Olmsted: Andrea Herbst and Daroll Nicholson

Gloria Nicholson and Andrea Herbst will serve a three-year term on the Donald Budget Committee.

Vote: Change to Employee Handbook for Comp Time and Stand-By Time: Council discussed these changes to the employee handbook and directed Manager Bell to report back on several items. This agenda item will be added to the April City Council meeting under Old Business.

Vote: Report on Code Enforcement and Court Options: The Council discussed the memo included in the packet

and is interested in having Deputy Jason Hickam make a presentation about the services that could be provided by Marion County's Sheriff's Office Code Enforcement Division for the City of Donald. Manager Bell will work with Deputy Hickam to setup a presentation to include costs for the Council's review.

Vote: Sewer and Water Treatment Plants Gutters Price Quotes: Director Limones reported that there is a typo in the memo and the price quote for Great NW Gutters Service should be \$3,320.

- ✓ Council President Olsen motioned and Councilor Gonzalez seconded to accept the price quote from Oregon Gutter Services, in the amount of \$1,242 and directed Public Works Director Alonso Limones to proceed and oversee the project. No discussion. Vote: 5-0. Motion carried.

OLD BUSINESS

Vote: Roofing Sewer Plant Roof Price Quotes

- ✓ Councilor Gonzalez motioned and Councilor Clemmons to accept the price quote from High Class Roofing in the amount of \$8,000. No discussion. Vote: 5-0. Motion carried.

Vote: Expired Business License & Fee: 10760 Main Street, Through the Grapevine: Council discussed the importance of the City having a business license program.

- ✓ Councilor Oxenford motioned and Council President Olsen seconded to send a certified return receipt letter to the owner of Through the Grapevine stating that she has ten days from being in receipt of the letter to pay the \$25 fee or the City will make a report to the State of Oregon's Cosmetology Board that she is operating a business without a license. *Discussion:* to add a \$10 processing fee for postage and handling of the letter, for a total of \$35 in fees. The motion was amended by Councilor Oxenford to include the \$10 processing fee and Council President Olsen seconded the amendment. Vote: 5-0. Motion carried.

COUNCIL COMMUNICATIONS

Mayor's Report: Mayor Olmsted gave information about the Marion County Commissioner's State of the County Report meeting that he attended.

PUBLIC WORKS REPORT: Director Limones reviewed his included report.

CITY MANAGER REPORT: Manager Bell reviewed her included report. The Council discussed the status of the roof leak at the Donald Community Center and the lack of response from the contractor.

- ✓ Councilor Gonzalez motioned and Councilor Oxenford seconded to send a certified letter with a return receipt to the contractor regarding the need to fix the damage at the Donald Community Center; so, it doesn't have further damage, and to notify him that he has 14 days upon receipt to address a specific timeline for addressing the issue and if not, he will be reported to the CCB. No discussion. Vote: 5-0. Motion carried.

Councilor Gonzalez and Council President Olsen reported on the Sunday Game Night. They had a lot of fun and a good turnout. Councilor Gonzalez stated that Councilor Olsen spends a lot of her personal money on this event and that is very nice of her. The event is the second Sunday of the month from 2pm to 4pm at the Donald Community Center.

ADJOURN

- ✓ Councilor Gonzalez motioned and Councilor Oxenford to adjourn the meeting at 9:18pm. No discussion.
Vote: 5-0. Motion carried.

Date: April 10, 2018

Signed: _____
Rick Olmsted, Mayor

ATTEST:

Date: April 10, 2018

Signed: _____
Heidi Bell, City Manager



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City Council Meeting Action Agenda Summary February 13, 2018

Prior to the official start of the meeting Mayor Olmsted asked everyone in the room to introduce themselves. Mayor Olmsted opened the City Council Meeting at 6:45 pm on Tuesday, February 13, 2018. Mayor Olmsted led the group in the Pledge of Allegiance.

Present: Mayor Rick Olmsted, Council President Jan Olsen, Councilors: Brad Oxenford, Katie Gonzalez, Fred Hartley and Ellen Clemmons

Absent: City Councilors: Abby Hungate

Staff in Attendance: City Manager Heidi Bell and Public Works Director Alonso Limones

ADD/DELETE AGENDA ITEMS: None

AGENDA ACTION SUMMARY Vote:

- ✓ Council President Olsen motioned and Councilor Oxenford seconded to approve the Regular Meeting Action Agenda Summary from January 9, 2018. No discussion. Vote: 6-0. Motion carried.

CORRESPONDENCE

Presentation: Kindness Challenge: N. Marion Middle School Principal David Sheldon along with students and parents presented the Mayor and City Council with a large thank you card, balloons and candy to thank them for volunteering to lead the cities that they live in. Principal Sheldon presented the national Kindness Challenge and what activities they did for a week at their school to honor this movement.

Vote: Post on Website Marion County Sheriff Office, Police Logs/Stats: January 2018: Senior Deputy Todd Bay was present. Discussion items included Nextdoor.com (and its app), the speed trailer results being posted on the website and mail thefts in rural Marion County. Mayor Olmsted will post on the Friends of Donald Facebook page the link to the USPS service for signing up to

receive an electronic picture of your daily mail. Further discussion included removal of the name from the patrol logs (page 17), the accident on the NW side of Butteville and Ehlen, and nearby traffic control devices that have been damaged.

- ✓ Council President Olsen motioned and Councilor Clemmons seconded to post the police logs (removing the name on page 17), pie charts (indicated in the packets with a star) and the speed trailer results on the City's website. No discussion. Vote: 6-0. Motion carried.

Vote: Post on Website Aurora Fire District Logs: January 2018:

- ✓ Councilor Hartley motioned and Council President Olsen seconded to post the Fire District logs on the City's website. No discussion. Vote: 6-0. Motion carried.

Review: Marion County Building Logs: January 2017: No comments

BILLS: Vote: Check Register and Cash Sheet: January 2018:

- ✓ Councilor Hartley motioned and Councilor Oxenford seconded to approve the Check Register and Cash Sheet from January 2018. No discussion. Vote: 6-0. Motion carried.

CITIZENS CONCERNS Please fill out a Speaker Card and limit comments to three (3) minutes

Anthony Behrens, Woodland Hills Way, Salem, OR: Running for election of Marion County Circuit Court Judge. He introduced himself and invited people to check out his campaign website and handed out a flyer. He welcomed people to email him and have a conversation about how to make communities safer, talk about sentencing, measures and the different courts that the County has setup.

Tammy Oxenford, Cone Street: Submitted a complaint form to City Hall via online. Mayor Olmsted read aloud her complaint and it was submitted to the record. Overall, the complaint was about her neighbor playing music excessively loud and that she called the police but they cannot enforce local codes. She urged the Council to do something about code enforcement for the City, like setting up a court system. The City Council asked Manager Bell to inquire about setting up a municipal court system and report back.

PUBLIC HEARINGS: None

NEW BUSINESS:

- I. **Presentation: Audit Fiscal Year 2015-2016: Nick Miller, Independent Auditor, Pauly, Rogers & CO, CPA Matt Graves, Partner:** Nick gave his presentation to the Council and reported that the City's audit is clean and presented fairly, which is the best report that can be given. He walked the Council through the different components of the audit booklet.

II. Vote: Engagement Letter with Pauly, Rogers & CO, CPA: Fiscal Year 2017-2018 Audit:

- ✓ Council President Olsen motioned and Councilor Clemmons seconded to authorize City Manager Heidi Bell to sign the Engagement Letter with Pauly, Rogers and CO CPA for the firm to execute an audit of the City's financial records for fiscal year 2017-2018. Councilor Gonzalez stated that the audit should run a little faster next year. Partner Graves agreed. Vote: 6-0. Motion carried.

III. Presentation: Donald Development Code: Serah Breakstone, DOWL & Ali Turiel, DLCD: reviewed the Final Draft Action Plan: Breakstone and Turiel gave a recap of work done in Phase 1 and what to expect for Phase 2. The Scope of Work and Final Draft Action Plan were reviewed and included in the Council's packet for prior review.

IV. Vote: OLCC Renewals: Donald Tavern and Donald Market

- ✓ Councilor Hartley motioned and Council President Olsen seconded to approve the OLCC renewals for the Donald Tavern and Donald Market for 2018. No discussion. Motion carried. Vote: 6-0

V. Vote: Sewer Plant Roof Price Quotes: Council reviewed the quotes and CCB certifications. The Council requested PW Director Limones to report back to Council on how long the contractor would guarantee his workmanship and to get two references and follow up on them. They also would like him to ask the contractor to extend the price quote for another 30 days.

OLD BUSINESS: None

COUNCIL COMMUNICATIONS

Mayor's Report: Mayor Olmsted accounted for the meetings that he has attended on behalf of the City, including Congressman Kurt Schrader's Roundtable event.

PUBLIC WORKS REPORT: The Director's enclosed reports were reviewed. He presented a letter from the City's current street sweeping company, Great Western Sweeping, stating that their fees need to increase because they did not anticipate the City being so expensive to serve when they took on the work last year. The Council requested that PW Director Limones ask the owner to reduce the fee.

CITY MANAGER REPORT: The Manager's enclosed reports were reviewed. She explained that Through the Grapevine business owner had outstanding business license fees with the City. The Council discussed an amount that would fairly represent the seriously delinquent business license fees.

- ✓ Councilor Gonzalez motioned and Councilor Clemmons seconded to implement a \$25 delinquent business license fee to the owner of Through the Grapevine. If the owner wanted to object to the fine then she needs to send a letter or appear at the Council meeting in March. No discussion. Vote: 6-0. Motion carried.

Manager Bell said that she is emailing the attorney that represents Boone, Inc to make sure that a second business license for the property is not needed. Manager Bell will report back to the Council in March with her findings.

ADJOURN:

- ✓ Council President Olsen motioned and Councilor Gonzalez seconded to adjourn the meeting at 8:55 pm. No discussion. Vote: 6-0. Motion carried.

DATE: March 13, 2018

Signed: _____
Rick Olmsted, Mayor

ATTEST:

DATE: March 13, 2018

Signed: _____
Heidi Bell, City Manager

This document is supplemented by electronic audio recordings of the meeting which may be reviewed at www.cityofhalsey.com or upon request to the City Recorder. An adobe file of this written document can also be reviewed on line at www.cityofhalsey.com.

REGULAR CITY COUNCIL MEETING

April 11, 2017, 7:00 pm at City Hall, 100 W Halsey St, Halsey, OR

Meeting called to order at 7:00 pm

ROLL CALL

Present: Mayor Marjean Cline, Councilor Greg Chamberlain, Councilor Eric Harless, Councilor Rella Johnson, Councilor Jennifer Johnson, Council President Lee Skinner

Absent: Councilor Jerry Gillson

Staff: City Administrator Hilary Norton, Assistant City Recorder Larissa Gangle, Municipal Clerk Martha Chamberlain, Lead Utility Worker Andy Ridinger

Guests: Blanca Ortiz, Norma Hoover, Josh Metcalf, Scott Gagner, Kim Clayton, Doug Blood, Katie Cheney, Al Spicer, Julie Spicer, Anne Sunday, Jorden Parrish, Amira Bird

THE PLEDGE OF ALLEGIANCE WAS RECITED

APPROVAL OF MINUTES

Minutes from Council Meeting, **Tuesday, March 14, 2017**

There were no additions or corrections.

Move to: approve the minutes from the Regular City Council Meeting on Tuesday March 14, 2017 with no corrections

Motion by: Councilor Chamberlain, seconded by Councilor R. Johnson

Vote:

Ayes: Unanimous

Motion Carries

FINANCIAL REPORTS AND APPROVAL OF JOURNAL ENTRIES

Financial reports and journal entries were presented for March. There were no questions or comments.

Move to: approve the financial reports and the journal entries as submitted.

Motion by: Councilor Harless, seconded by Councilor Chamberlain

Vote:
Ayes: Unanimous
Motion Carries

REVENUE & EXPENSE REPORT, JULY 2016-MARCH 2017

This report is for review only. It shows actual expenses against the 2016-2017 Budget. There were no questions or comments.

AGENDA ADJUSTMENTS

Administrator Norton asked to move item J.1 Review OLCC License Application-Julie Spicer, K.1 Sweet Home Sanitation Rate Increase, and K.4 Exercise Classes to delegations.

DELEGATIONS

Review OLCC License Application-Al & Julie Spicer

This application was recommended for denial by council at the March meeting. The Spicers were not present to answer questions from the Council, and requested that the application to be reconsidered. Both Al & Julie were present at the April meeting to answer questions. There was some discussion.

Move to: recommend that the Governing Body of the City of Halsey approve the liquor license application for Julie's Halsey Tavern

Motion by: Councilor Chamberlain, seconded by Councilor R. Johnson

Vote:
Ayes: Unanimous
Motion Carries

Sweet Home Sanitation Rate Increase

Since the last rate adjustment in May of 2016 Sweet Home Sanitation has experienced an increase in cost, and is requesting a rate increase of 2.1%. This suggested increase is based on the Consumer Price Index (CPI). This proposed rate increase would add an additional \$0.55 per month to the most utilized service, the 35 gallon weekly bin. Mr. Metcalf also requested that the council amend the current franchise agreement to include language that would allow for an automatic rate adjustment each year. This increase or decrease would be equivalent to any changes in the CPI. Many other cities have already adopted this procedure.

Move to: recommend that the Governing Body of the City of Halsey approve the Solid Waste & Recycling Annual CIP (2.1%) rate adjustment from Sweet Home Sanitation

Motion by: Council President Skinner, seconded by Councilor R. Johnson

Vote:
Ayes: Unanimous
Motion Carries

Move to: recommend that the City Administrator of the City of Halsey work with Sweet Home Sanitation to build an annual CPI increase into their service contract.

Motion by: Lee Skinner, seconded by Rella Johnson

Vote:

Ayes: Unanimous

Motion Carries

Exercise Classes at the Community Center

Blanca Ortiz requested council's permission to lead fitness dance classes at the Halsey Community Center. Classes will be held on Wednesday evenings and Saturday mornings, and will begin Wednesday, April 19th.

Mayor Cline asked if there was council consensus to allow the program on the City Hall property. Permission was granted.

CITIZEN COMMENTS (Non-Agenda Items)

Central Linn Rec Center-Katie Cheney

Katie is from Brownsville and is the basketball director at Central Linn Rec Center. She came to council to share about their programs, which are open to all children in the Central Linn area. Their basketball program is for children in kindergarten through sixth grade. There were 108 participants for the 2016-2017 season.

The Central Linn Rec Association is hosting their second annual basketball camp June 19th through the 22nd at Central Linn High School. The camp is for children who are currently in 4th through 8th grade. The Rec Association is also working towards an online registration system for sports registration.

REPORTS TO COUNCIL

City Administrator Report – Hilary Norton

The initial meeting for the Highway 99 Project STIP Grant took place on March 20th. The purpose of the meeting was to plan the roles of the involved parties (ODOT, Linn County and Halsey) within the project. The City is still waiting for the IGA (Intergovernmental Agreement) that is needed to move forward. ODOT is responsible for the document, and estimates that it should be complete within four to six weeks.

Our plan has been to start paving the unpaved sections of street in Halsey one block a year as funds permit. Because they are connected, Linn County recommends paving the ends of W M Street, W 5th

Street, and W L Street at the same time to save on mobilization charges. Funds set aside this year for paving M Street will be rolled into the 2017-2018 Budget for the larger project.

The Spring Clean Up is coming up in May. City Staff recently drove through town and assessed properties that have debris that could be brought to the curb for the event. Several letters were sent reminding residents to take advantage of Spring Clean Up. A few properties were in exceptionally poor condition, and were sent nuisance ordinance violation letters. City staff will help community members as much as possible to get in compliance with the ordinance.

Halsey's City Wide Garage Sale is on May 6th, from 8-4.

The second annual "BOOK-IT!" 5K Library Fundraiser is coming up on April 29th. Registrations are down from last year, so please join us if you can, and help get the word out.

Eldon Albertson has resigned from the Budget Committee in order to continue to serve on the Planning Commission

Administrator Norton will be on vacation April 15th to April 23rd. Staff will be able to reach her in the event of an emergency.

Public Works – Andy Ridinger

Andy Ridinger described the significant amount of I&I (Inflow & Infiltration) that seeped into our sewer system last month due to rainfall.

April is the last month for lagoon discharge, and the ponds are nearly to the desired level.

A question was asked about damage done during the wind storm on Friday, April 7th. Andy stated that two large trees fell, as well as two stop signs. Public Works was able to clear the debris from the road within one day.

Library – Norma Hoover (Reporting for TJ Gillson)

The Beverly Cleary Birthday Party is April 12th from 2-5. The time was published incorrectly in the newsletter (10-2), so they will open at 10 am.

The "BOOK-It!" 5k Run/Walk is April 29th.

This year's Summer Reading Program begins June 26th.

A donation was received from Georgia Pacific in the amount of \$1,500.

In March, 190 books were checked out.

Norma was not able to open the library due to the windstorm on Friday April 7th.

Linn County Sheriff's Office-Sergeant Greg Klein

During the month of March, 83 hours were spent in the City of Halsey. Ten of those hours were in traffic patrol. Ten warnings and four citations were issued. One adult was arrested, and thirty incidents were investigated. The arrest was a result of follow up on a felony theft investigation.

Sergeant Klein also mentioned Diamond K Sales and the delivery trucks that are frequently parked on Halsey Street. This is a safety concern when large vehicles are parked on both sides, making Halsey Street impassible. Concern was raised regarding incidents in which trailers have come loose in the road while being transported, which creates a major traffic hazard. Sergeant Klein said that all of these issues have been previously addressed, but that follow up will continue.

COMMITTEE REPORTS

OCWCOG Board of Directors Meeting-Mayor Marjean Cline

Mayor Cline attended the Oregon Cascades West Council of Governments Board Meeting on Thursday, March 16th. Their audit was passed with no corrections. There was concern about their budget and the financing coming out of Salem, and how it will affect the programs that impact Halsey. OCWCOG is looking to improve their regional park & ride program.. Many are not aware of this program that provides rides to non-emergency medical appointments. Towards the end of the year OCWCOG will be holding their first annual awards dinner.

Cascades West Area Commission on Transportation (CWACT) Meeting-Councilor Chamberlain

Greg Chamberlain attended the recent CWACT Meeting. He reported that there was not much discussed in the meeting that directly affects Halsey. Discussion was had regarding upgrading airports in Albany and Newport. Corvallis spoke about transportation projects. Grants for the improvement of bike paths were discussed. A new "Love's" truck stop will soon be built in North Albany.

OLD BUSINESS

Inflow & Infiltration (I&I)

Andy Ridinger stated that each year Halsey has a company come in to work on I&I. Previously, the plan was to review existing sewer tapes to pinpoint any laterals that need work. Andy has been reviewing the tapes that were done in 2008, but suspects that leaks may have formed or enlarged in the mains over the past nine years. Andy had never seen the system back up as fast as it did this year with all of the rain. After consulting with C-More Pipe, Administrator Norton, and researching what other cities do- Andy proposed that the town be TV'd in sections, repairing each section before moving on to the next. There was some discussion.

Move to: recommend that the City of Halsey proceed with the proposed I&I work of cleaning and TV-ing the sewer main lines, and repairing the lines by section each year.

Motion by: Councilor J. Johnson, seconded Councilor R. Johnson

Vote:

Ayes: Unanimous

Motion Carries

Backflow Testing Discussion

For the 2016-2017 fiscal year, public works conducted the backflow testing. Prior to 2016-2017, this work was contracted to an outside company. Having city staff conduct the testing saves money on material and equipment, but takes time away from other duties. About 200 hours were spent on testing this year, which includes a learning curve and interruptions. This left one utility worker to complete tasks on his own, while the other tested backflows. If Staff time is included, performing the tests in-house will actually cost the city more than if the testing was done by an outside contractor. A question was asked about whether backflow testing done in-house would lower the fee for citizens. The answer is yes, but other projects that benefit the city and it's citizens would happen more slowly. There was some discussion.

This topic was for discussion. Mayor Cline asked if there was council consensus to return to using an outside contractor for backflow testing. Permission was granted.

NEW BUSINESS

Utility Rate Increase

There are several options this year: no increase, a small increase, or an increase based on the Rural Community Assistance Corporation (RCAC) recommendation. A rate increase would be helpful to build up reserve funds in case of an emergency. Hilary stated that if an increase is done, all of that money will go into the reserve fund. A public hearing process has to happen before any rate increases are done. This item on the agenda is for discussion only at this time. A final decision will be made at the Council Meeting in June.

Mayor Cline asked if there was a consensus amongst the Council for a utility rate increase-there was no consensus.

OLCC Liquor License Renewal – Halsey Select Market-

There were no questions or comments.

Move to: recommend that the Governing Body of the City of Halsey approve the Liquor License Renewals for Select Market

Motion By: Councilor R. Johnson, seconded by Councilor Harless

Vote:

Ayes: Councilor R. Johnson, Councilor Chamberlain, Councilor Harless,
Councilor J. Johnson

Nays: None

Abstentions: Council President Skinner

RESOLUTIONS AND ORDINANCES

Mayor Cline asked for and received permission to read all Resolutions and Ordinances by title only.

ORD 2017-421-An Ordinance Defining Nuisances; Providing for Their Abatement; Providing Penalties; and Amending Ordinance 2008-382 Section 23 (Second Reading & Adoption)

This amends OR 2008-382 to disallow storing personal property on the public right of way. The language is needed, because the city must be able to access the public right of way in the event of an emergency.

Move To: recommend that the Governing Body of the City of Halsey adopt ORDINANCE 2017-421-An Ordinance Defining Nuisances; Providing for Their Abatement; Providing Penalties; and Amending Ordinance 2008-382 Section 23

Motion By: Council President Skinner, seconded by Councilor R. Johnson

Vote:

Ayes: Unanimous

Motion Carries

ORD 2017-422-An Ordinance of the City of Halsey Establishing Rules and Regulations to be Observed and Enforced in the Public Parks of the City of Halsey, Oregon; Prohibiting Certain Acts and Providing Penalties (First Reading).

The Halsey Municipal Code does not currently have any rules or restrictions regarding park use. Signs would be posted, and would indicate park hours; in addition to rules on alcohol, weapons, and smoking within the facility. This would be for the entire park property, including the skate park. Discussion followed.

This is the first reading of this ordinance.

RES 2017-631-A Resolution by the Mayor for the City of Halsey Proclaiming May 2017 as Mental Health Month

A citizen asked Mayor Cline what she expects to happen during this month. She responded and said that time should be taken to reflect on mental health as a disease.

Move to: recommend that the Governing Body of the City of Halsey adopt Resolution 2017-631-A Resolution by the Mayor for the City of Halsey Proclaiming May 2017 as Mental Health month as submitted.

Motion by: Councilor R. Johnson, seconded by Council President Skinner

Vote:

Ayes: Unanimous

Motion Carries

PROCLAMATIONS

The Mayor's proclamation of May 2017 as Older Americans Month was read aloud.

ADJOURNMENT

Meeting adjourned at 8:40 pm.

Mayor Marjean Cline

Assistant City Recorder Larissa Gangle



DATE: November 5, 2020

TO: W. John Moore, Mayor
Yachats City Council

FROM: Shannon Beaucaire, City Manager

SUBJECT: Overtime Discussion

Lodging and food and beverage taxes are a significant portion of our debt services and general fund to provide services. Given the uncertainty of the pandemic on these funds, a conservative budget was proposed and adopted for this fiscal year.

Additionally, an initial non-essential spending freeze was implemented. During the budget process city expenditures, including personnel time, was discussed by the budget committee and Council. It was emphasized that all expenditures, including personnel, would be monitored closely throughout the year. As a result, Commissions, Committees, and Council have been requested to monitor meeting end times with employee hours.

While the pandemic has certainly highlighted this issue in our, and other cities, the awareness of personnel and other expenditures is a conversation I have been having since my arrival.

At its October meeting, the Council asked to have this discussion at its November work session. I look forward to our discussion.



DATE: November 5, 2020

TO: W. John Moore, Mayor
Yachats City Council

FROM: Shannon Beaucaire, City Manager

SUBJECT: Finance Committee Recommendations regarding debt reduction and
interfund loan status for greater financial sustainability

At the October Finance Committee meeting, I and Don Groth discussed the following proposals. The goal of these proposals is to reduce the City's debt service obligation and increase the City's financial strength and resiliency, as well as, address historical interfund loans and place reserves back into the accounts to allow for water and wastewater infrastructure projects as needed in the future.

It is the Committees recommendation that through the budgetary process, Council continue the path begun this fiscal year to pay off the higher interest loan Business Oregon loan then apply the surplus to the South Tank loan, as would be permitted by the lender.

Further it is recommended that through the mid-year budget process (Dec 2020/Jan 2021) that funds permitting, the City Council resolve the interfund loan for the bank building purchase. Additionally, through the Urban renewal budgetary process, continue the interfund loan resolution for the highway 101 interfund loan.

Council does not need to decide today but can keep these broad financial recommendations in mind as we continue through budget development in the current fiscal year and in the future.

I look forward to discussing specifics with Council. Finance Committee materials are attached.



DATE: October 21, 2020

TO: Finance Committee

FROM: Shannon Beaucaire, City Manager

SUBJECT: Discussion on Debt Reduction and Interfund Loan Repayment

Don Groth will lead the discussion on Interfund Loan Repayment.

Debt Reduction Discussion

- A. When the City made Amendment #2 to the South Tank Business Oregon Loan, Business Oregon requested the execution of the attached intergovernmental agreement (IGA).

The IGA states that starting in 2018-19 fiscal year and continuing each fiscal year for a total of 14 years, the Urban Renewal Agency will make a single \$100,000 annual payment to the City (paragraph 3).

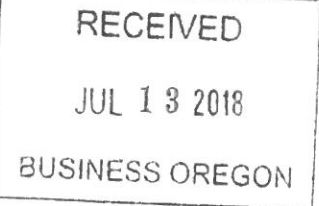
The South Tank amortization schedule has annual payments of approximately \$40,000. (attached) leaving a surplus of \$60,000 transferred annually. The interest rate is 1%.

- B. The Wastewater Plant has 2 loans associated with it. The smaller loan has an interest rate of 4-5%. Business Oregon also holds this loan. See attached amortization schedule.
- C. I worked with Business Oregon to see if the South Tank Surplus could be used to pay down this higher interest loan. In the current budget, the Council approved utilizing the \$100,000 transferred in 2018-19 to apply to the higher interest loan.

I would like to discuss in the committee a recommendation that the Council continue to reduce the higher interest loan until paid off and then apply the surplus to the South Tank loan, as would be permitted by the lender.

The goal of this proposal is to reduce the City's debt service obligation and increase the City's financial strength and resiliency.

I look forward to our discussion.



INTERGOVERNMENTAL AGREEMENT

This Agreement is made and entered into between the Urban Renewal Agency of the City of Yachats (Agency), an urban renewal agency pursuant to ORS Chapter 457, and the City of Yachats (City), a municipal corporation of the State of Oregon.

RECITALS

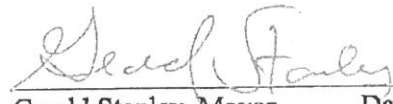
- A. ORS Chapter 190 authorizes local governments to enter into intergovernmental agreements.
- B. Agency and City are parties to an Agreement executed in 2007 that provides for the City to assist the Agency in carrying out the Agency's renewal projects and Agency's administrative obligations.
- C. In the 2007 Agreement, the Agency agreed to use tax increment funds or any other funds which may become available to repay the City for the completion of all projects and improvements identified in the Urban Renewal Plan and Report of August 2006 and such other materials and services as are necessary to complete Agency's obligations.
- D. The City undertook construction of the South Reservoir Project to create a new water reservoir to serve the south end of the City of Yachats. The South Reservoir Project is an Agency project listed in the Agency's urban renewal plan.
- E. The parties wish to confirm the Agency's obligations to reimburse City under the 2007 Agreement and specifically set out a reimbursement schedule for City's completion of the South Reservoir Project. The Agency's obligation to reimburse the City is within the Agency's authority under ORS 457.170 for the development of projects listed in its urban renewal plan.
- F. The parties agree that they have the authority to execute this intergovernmental agreement pursuant to ORS Chapter 190.

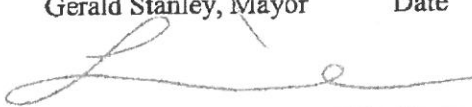
NOW THEREFORE, it is agreed by and between the parties hereto as follows:

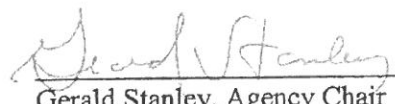
- 1. This Agreement shall take effect upon the date it is signed by both parties. It shall remain in effect until Agency's reimbursement obligations are satisfied.
- 2. Agency confirms that the City acted as Agency's agent in undertaking the South Reservoir Project and that the Agency will reimburse the City for a portion of the project's costs.
- 3. Starting in fiscal year 2018-2019 and continuing each fiscal year thereafter for a total of 14 years, Agency shall make a single annual payment of \$100,000 to City. The total payments from Agency to City under this obligation is \$1,400,000.

4. The Agency hereby agrees to use tax increment funds or any other funds which may become available to pay the City.
5. The Agency and the City acknowledge that the obligation to make payments from the tax increment funds of the Agency collected from the Yachats Urban Renewal District constitutes indebtedness incurred in carrying out the Yachats Urban Renewal Plan and Agency pledges the tax allocations from the Yachats Urban Renewal District to pay such indebtedness under the provisions of ORS Chapter 457.
6. The terms of this Agreement may be terminated or amended only by mutual agreement of the parties.
7. The City Council of the City of Yachats approved this agreement and authorized the Mayor to sign at its meeting on July 3 2018.
8. The Urban Renewal Agency of Yachats approved this agreement and authorized the Chair to sign at its meeting on July 3, 2018.

IT IS SO AGREED:


Gerald Stanley, Mayor Date


Shannon Beaucaire, City Manager


Gerald Stanley, Agency Chair Date


Shannon Beaucaire, Agency Manager

CITY OF YACHATS

RESOLUTION 2018-06-08

A RESOLUTION OF THE CITY OF YACHATS, OREGON, AUTHORIZING CITY STAFF TO SECURE ADDITIONAL FINANCING FOR THE SOUTH TANK AND ALLOCATION OF BUDGET REVENUES AND EXPENDITURES.

WHEREAS, the City of Yachats has encountered extra (unanticipated) costs in the construction of the South Tank requiring additional funding to complete the project, and

WHEREAS Oregon Infrastructure Finance Authority has indicated willingness to loan an additional amount of \$300,000, but is requiring an IGA between the City and the Urban Renewal Agency committing to \$100,000 per year for 14 years for repayment of the loan,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF YACHATS, OREGON, that City Staff shall facilitate the loan process to secure the additional funding and the budget for fiscal 2017-2018 be adjusted as below:

Government Sources	600-168-3-30-4690	\$300,000
Capital Outlay	600-168-5-40-7921	\$300,000

APPROVED AND ADOPTED this 13th day of June, 2018.

GERALD F. STANLEY, Mayor

ATTEST:

SHANNON BEAUCAIRE, City Manager



775 Summer St. NE, Ste. 200 • Salem, OR 97301 • 503-986-0123 • fax 503-581-5115 • www.oregon4biz.com

Loan Repayment Schedule City of Yachats

Project:	South Water Storage Tank		
Loan Number:	S16018	Contract Executed:	03/09/2016
Portfol Number:	873-5	Interest Rate:	1%
Program:	Safe Drinking Water Fund	Orig. Approved Loan:	\$760,000.00
Funding Acct:	1230000797	Final Loan Amount:	\$1,030,000.00

<u>Due Date</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Due</u>	<u>Cml. Prin.</u>	<u>Cml. Int.</u>	<u>Balance</u>
12/01/2019	24,501.92	15,408.64	39,910.56	24,501.92	15,408.64	1,005,498.08 ^{12/27/21}
12/01/2020	29,855.58	10,054.98	39,910.56	54,357.50	25,463.62	975,642.50
12/01/2021	30,154.13	9,756.43	39,910.56	84,511.63	35,220.05	945,488.37
12/01/2022	30,455.68	9,454.88	39,910.56	114,967.31	44,674.93	915,032.69
12/01/2023	30,760.23	9,150.33	39,910.56	145,727.54	53,825.26	884,272.46
12/01/2024	31,067.84	8,842.72	39,910.56	176,795.38	62,667.98	853,204.62
12/01/2025	31,378.51	8,532.05	39,910.56	208,173.89	71,200.03	821,826.11
12/01/2026	31,692.30	8,218.26	39,910.56	239,866.19	79,418.29	790,133.81
12/01/2027	32,009.22	7,901.34	39,910.56	271,875.41	87,319.63	758,124.59
12/01/2028	32,329.31	7,581.25	39,910.56	304,204.72	94,900.88	725,795.28
12/01/2029	32,652.61	7,257.95	39,910.56	336,857.33	102,158.83	693,142.67
12/01/2030	32,979.13	6,931.43	39,910.56	369,836.46	109,090.26	660,163.54
12/01/2031	33,308.92	6,601.64	39,910.56	403,145.38	115,691.90	626,854.62
12/01/2032	33,642.01	6,268.55	39,910.56	436,787.39	121,960.45	593,212.61
12/01/2033	33,978.43	5,932.13	39,910.56	470,765.82	127,892.58	559,234.18
12/01/2034	34,318.22	5,592.34	39,910.56	505,084.04	133,484.92	524,915.96
12/01/2035	34,661.40	5,249.16	39,910.56	539,745.44	138,734.08	490,254.56
12/01/2036	35,008.01	4,902.55	39,910.56	574,753.45	143,636.63	455,246.55
12/01/2037	35,358.09	4,552.47	39,910.56	610,111.54	148,189.10	419,888.46
12/01/2038	35,711.68	4,198.88	39,910.56	645,823.22	152,387.98	384,176.78
12/01/2039	36,068.79	3,841.77	39,910.56	681,892.01	156,229.75	348,107.99
12/01/2040	36,429.48	3,481.08	39,910.56	718,321.49	159,710.83	311,678.51
12/01/2041	36,793.77	3,116.79	39,910.56	755,115.26	162,827.62	274,884.74
12/01/2042	37,161.71	2,748.85	39,910.56	792,276.97	165,576.47	237,723.03
12/01/2043	37,533.33	2,377.23	39,910.56	829,810.30	167,953.70	200,189.70
12/01/2044	37,908.66	2,001.90	39,910.56	867,718.96	169,955.60	162,281.04
12/01/2045	38,287.75	1,622.81	39,910.56	906,006.71	171,578.41	123,993.29
12/01/2046	38,670.63	1,239.93	39,910.56	944,677.34	172,818.34	85,322.66
12/01/2047	39,057.33	853.23	39,910.56	983,734.67	173,671.57	46,265.33
12/01/2048	46,265.33	462.65	46,727.98	1,030,000.00	174,134.22	0.00

PAYMENT SCHEDULE TO PROMISSORY NOTE*

Recipient: City of Yachats

Loan Number: G06003

Original Principal Amount: \$528,756

Annual Interest Calculation Date: January 1

Maturity Date: December 1, 2033

Interest Rate(s) and Payment Amounts and Dates					
Payment Date	Principal Amount	Interest Rate**	Interest Payment	Total Principal and Interest Payment	Outstanding Principal Balance
12/1/2009	12,531	2.00	16,254.43	28,785.43	516,225
12/1/2010	12,781	3.00	24,131.03	36,912.03	503,444
12/1/2011	13,165	4.00	23,747.60	36,912.60	490,279
12/1/2012	13,691	2.50	23,221.00	36,912.00	476,588
12/1/2013	14,034	4.00	22,878.72	36,912.72	462,554
12/1/2014	14,595	3.00	22,317.36	36,912.36	447,959
12/1/2015	15,033	5.00	21,879.51	36,912.51	432,926
12/1/2016	15,785	4.00	21,127.86	36,912.86	417,141
12/1/2017	16,416	5.00	20,496.46	36,912.46	400,725
12/1/2018	17,237	4.00	19,675.66	36,912.66	383,488
12/1/2019	17,926	5.00	18,986.18	36,912.18	365,562
12/1/2020	18,822	4.00	18,089.88	36,911.88	346,740
12/1/2021	19,575	5.00	17,337.00	36,912.00	327,165
12/1/2022	20,554	5.00	16,358.25	36,912.25	306,611
12/1/2023	21,582	5.00	15,330.55	36,912.55	285,029
12/1/2024	22,661	5.00	14,251.45	36,912.45	262,368
12/1/2025	23,794	5.00	13,118.40	36,912.40	238,574
12/1/2026	24,984	5.00	11,928.70	36,912.70	213,590
12/1/2027	26,233	5.00	10,679.50	36,912.50	187,357
12/1/2028	27,545	5.00	9,367.85	36,912.85	159,812
12/1/2029	28,922	5.00	7,990.60	36,912.60	130,890
12/1/2030	30,368	5.00	6,544.50	36,912.50	100,522
12/1/2031	31,886	5.00	5,026.10	36,912.10	68,636
12/1/2032	33,481	5.00	3,431.80	36,912.80	35,155
12/1/2033	35,155	5.00	1,757.75	36,912.75	0

36,912.18 11-25-19 E

OPTIONAL LOAN PREPAYMENT DATES AND PRICES

Optional Loan Prepayment Period (both dates inclusive)	Prepayment Price
January 1, 2017 through December 31, 2017	102%
January 1, 2018 through December 31, 2018	101%
January 1, 2019 and thereafter	100%

*This Payment Schedule may be revised pursuant to Section 4 of the Loan Agreement.

**This interest rate shall apply to the principal amount stated to the left, and interest shall accrue on such principal amount from the date of the Note (or the revised Payment Schedule, as applicable) until paid.

Interfund Loan Status

September 2019

Interfund Loan 1: 501 Building

- Authorized by Resolution 2015-11-02
- Total Borrowed from Water Capital Reserves \$300,000
 - Minus Interest that Bank of the West owed to the City (\$45,519)
 - ***Total to be repaid to Water Capital Reserves*** ***\$254,481***
 - Payment made 16/17 Fiscal year (\$20,232)
 - ***Current Repayment Total*** ***\$234,249***
 - (Council resolution 2015-11-02 references the interfund loan amount at \$253,147.78, a difference of \$1,332.00. The resolution was created before the fiscal year was closed and interest income and principal payments allocated between water and sewer funds for the LID repayments. No further work identifying such a small difference after 4 years is warranted.)

Interfund Loan 2: Highway 101

- Authorized by Council Motion 10-13-2016
- Total Borrowed from Water Capital Reserves \$200,000
- Total Borrowed from Wastewater Capital Reserves \$450,000
 - ***Current Repayment Total*** ***\$650,000***



DATE: November 5, 2020

TO: W. John Moore, Mayor
Yachats City Council

FROM: Shannon Beaucaire, City Manager

SUBJECT: La De Da Lane (Driftwood) Paving Project Update

Attached is a revised site plan for this paving project.

Pervious Paving

The paving area is divided into three sections, north, central and south. Pervious pavement (if chosen once the bids are complete) is not carried into the existing paved streets (5th and 6th).

Those areas are shown as standard paving material, and the central section is where there is a potential alternate for pervious pavement.

Charging Station Parking Layout

One change the engineer made was to change the parking for the EV station from perpendicular to parallel. The result is that the narrowest path between the curb on the east side and the EV station parking is now just under 20 feet ($\pm 19.8'$). That seems much better than the narrow path we had before with the perpendicular parking. This only changes the way the cars parked for charging. There would not be any changes to the charging equipment.

An alternative sketch is attached for another parking possibility. In this case the north car would park head in (facing west) on the north side of the charging station and the south car would park parallel (facing south). Or depending on the charging connection on the car, the north car might back in and face east and the south car back in and face north.

At this point the engineer sees four different options for the EV charging station:

- 1) The proposed layout with parallel parking on the east side of the charging station with cars facing north-south.
- 2) The alternate layout as shown in the attached sketch and described above.
- 3) The layout previously discussed where the EV parking does not change, and the street is narrowed to one lane (one way at a time) to get by the charging station if someone is there.
- 4) Move the charging station as shown in the old plans, or some other arrangement where the charging station is moved.

Bollards

There are a variety of factors to be considered with bollards: Appearance, Cost, Durability, Visibility, Safety, etc.

The yellow bollards noted on the plan have a high visibility and might be more likely to be noticed and possibly less likely to get hit, but they are not pretty. The link for that bollard is here:

<https://www.postguard.com/removable-bollards>

I have attached another possibility. The link for this is below.

https://hofequipment.com/Vestil-BOL-OR-40-BK-Removable-Ornamental-Bollard-p497.html?_vsrefdom=adwords&gclid=EAlaIQobChMli-be3_TK7AIVaz6tBh0rnAVjEAQYCSABEgKbaPD_BwE

Durability of ornamental bollards is a consideration. Bollard considerations required to move forward:

- Removable
- Lightweight
- 4" diameter
- Resists rust

Staff has researched and discovered there are hundreds of bollard covers. An example of one with solar lighting is pictured below.

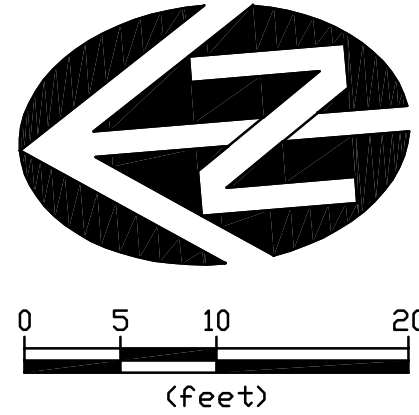
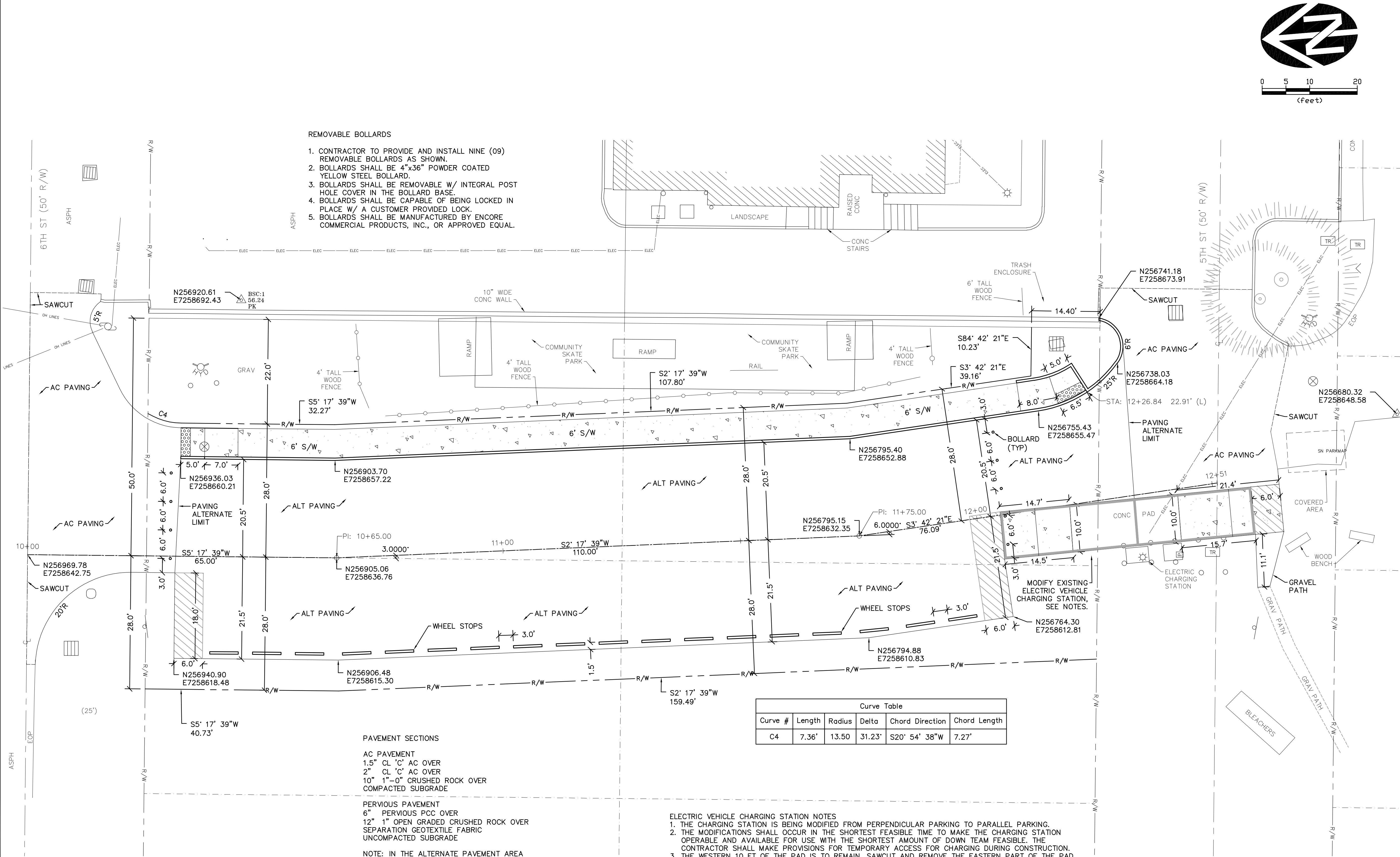


Council Action:

After review and discussion, consider:

1. Approval of option (upon bids received) of pervious pavement as drawn;
2. Approval of 1 of the 4 Electronic vehicle options;
3. Approval of bollards as stated on drawing with community input at a later time for decorative covers; and
4. Based upon the above 3 decisions, approval of moving forward with bid documents. Bidding would occur in Jan/Feb 2021 with a goal of spring paving which meets the grant deadline.

10/22/2020 12:13:54 PM
R:\pwa\yachats\2021 Driftwood.pia\06 Site.dwg, (Plot tab)



NO.	DATE	DESCRIPTION	BY
1	DEC 2020	REVISIONS	
2			
3			
4			
5			
6			
7			
8			
9			
10			

VERIFY SCALE
THIS IS ONE INCH ON ORIGINAL DRAWING
IF NOT ONE INCH ON THIS DRAWING, SCALES ACCORDINGLY

1"

0

DSN. RCE
DRN. RCE
CKD. RCE

NO. 1

DATE: DEC 2020

REVISIONS: 12/31/2021

REVIEW

PROFESSIONAL ENGINEER
STATE OF OREGON
P. W. MIND C. E.

WESTECH ENGINEERING, INC.
CONSULTING ENGINEERS AND PLANNERS

WE

3841 Fairview Industrial Dr. S.E., Suite 100, Salem, OR 97302
Phone: (503) 585-2474 Fax: (503) 585-3986
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City of Yachats, Oregon

Driftwood Lane Street Improvements

**Driftwood Lane
Site Plan**

DRAWING
6

JOB NUMBER
3096.2021.0

