

1. 9:00 A.M. Agenda

Documents:

[2021-02-16 Special Council Agenda.pdf](#)

2. Meeting Materials

Documents:

[Feb 16 Interview Questions.pdf](#)

[2021-12-02 Draft AD Interim City Manager.pdf](#)

[Brandwen Redacted-Outside City Limits.pdf](#)

[Fredricksen Redacted.pdf](#)

[Morse Redacted.pdf](#)

[Muirhead Redacted.pdf](#)



**CITY OF YACHATS
SPECIAL CITY COUNCIL REGULAR MEETING
Yachats OR
Tuesday, February 16, 2021 at 9:00 am
To Be Held Via Zoom
Join Zoom Meeting**

Join Zoom Meeting

<https://us02web.zoom.us/j/82222621997?pwd=bXVPMUdEM2IYTE42RTlVRGo5MnBNUT09>

Meeting ID: 822 2262 1997

Passcode: 130144

One tap mobile

+13462487799,,82222621997#,,,,*130144# US (Houston)

+16699006833,,82222621997#,,,,*130144# 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)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC) Meeting ID: 822 2262 1997

Passcode: 130144

Find your local number: <https://us02web.zoom.us/j/82222621997?pwd=bXVPMUdEM2IYTE42RTlVRGo5MnBNUT09>

Regular Meeting

- I. Interviewing candidates for City Council Vacancy
- II. Interim City Manager Position Advertisement

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 02/12/2021

Interview questions to be asked applicants at February 16 Council meeting

What do you view as the three greatest strengths of the community?

What specific skills would you bring to the Council?

Where would you look for guidance when you make a decision about city issues?

What is your understanding of the Council's role in Yachats government?



CITY OF YACHATS

Interim City Manager, City of Yachats

GENERAL INFORMATION: This position will remain open until filled or until a long-term City Manager is hired. However, first consideration of applications will be February 24, 2021. (References may be contacted prior to this date.) At the City's discretion, materials received after February 24, 2021 may not receive consideration.

The City of Yachats has a Council-Manager form of government. The elected Mayor and Councilors make up the City Council which exercises policy-making, legislative, and budgetary authority. The City Manager is responsible for implementing City Council policy and for directing city operations. Manager duties include acting as Chief Administrative Officer, Chief Financial Officer, Public Works Director, and Budget Officer. Police and fire services are not managed by the city.

The position of Yachats City Manager will soon become vacant. To allow time for the City to locate a long-term City Manager who will be an excellent match for Yachats, Council wishes to now hire an Interim City Manager.

Applicants should be available to serve for at least a four-month period. Additionally, the interim manager will be asked to agree to be available for consultation and assistance to their successor (a new City Manager or other Council appointee), for up to five hours a week for thirty days from the date of the successor's appointment.

The successful candidate must bring a proven track record in municipal government or other public administration. It is preferred that the interim manager possesses experience in employee supervision, budget development and financial management, business administration, and adherence to federal and state regulations.

The Interim City Manager must communicate effectively and maintain cooperative working relationships with Council, staff, community members, and partnering organizations. It is essential that the Interim City Manager consistently demonstrates integrity and professionalism.

Located on the central Oregon coast, Yachats borders lush forested hills to the east and boasts a stunning coastline to the west. Its gorgeous scenery and strong sense of community couple to capture the hearts of many, including the approximately 780 people lucky enough to make up its population, as well as many more who visit the village. Yachats is committed to providing excellent services while maintaining all that makes it special.



CITY OF YACHATS

The ideal candidate will have at least five years administrative/management experience, including at least three years supervisory experience. A bachelor's degree from an accredited university or college may be useful, but what is really important is a combination of education and experience which ensures the ability to perform the essential functions of the position.

QUESTIONS:

Contact Mayor Leslie Vaaler at leslie@yachatsmail.org or call 541-547-5489.

TO APPLY: Email a cover letter, resume, and at least three professional references to:
leslie@yachatsmail.org.

The City of Yachats grants a preference in hiring to veterans and disabled veterans as defined by state law. If you are eligible and wish to claim Veterans' preference points, you must include supporting documents with your application.

Under Oregon Public Records law, all applications are subject to disclosure upon receipt.

The City of Yachats is an Equal Opportunity Employer.

From: noreply@civicplus.com
To: [City Hall](#)
Subject: Online Form Submission #84 for City of Yachats Application for Vacant Council Position
Date: Monday, January 25, 2021 6:17:18 PM

City of Yachats Application for Vacant Council Position

City of Yachats
441 Highway 101 N
PO Box 345
Yachats, OR 97498

Phone: 541-547-3565
Fax: 541-547-3063

COUNCIL VACANCY APPLICATION

Length of Appointment

Remaining term of vacated position: through December 31, 2022

Expected Time Commitment

2 Council regular session meetings per month; 1 council work sessions per month, Including meeting materials reading & meeting preparation. Potential Additional Commitments: Committee meeting(s) as Council liaison; Special Meeting(s) as needed; Budget Meeting(s) in Spring; Representation on outside agency boards & committees.

Meeting days/times:

City Council: Regular Sessions are 3rd Wednesday of every month at 2:00PM; Work Session followed by Regular Session is 1st Thursday of every month at 9:30AM; Committee Liaison assignments depend upon appointment.

Qualifications for Office

Registered Oregon Voter and City of Yachats resident for 12 months prior to taking office.

City Councilor Responsibilities

Ability to become knowledgeable on a wide variety of issues affecting the city. Willingness to consider differing opinions in arriving at a position that will be in the best interest of the city as a whole. Understanding of how the city operates through its City Charter and how the Council functions.

Background / Experience Which Will Be Useful

Ability to make a decision and to accept the will of the majority of your fellow councilors. Good communication skills. Prior committee membership in a private or public organization. Ability to accept public criticism. Sense of humor.

First Name holly

Last Name Brandwen

Address	
City	Yachats
State	Oregon
Zip Code	97498
Phone Number	
Email Address	
Are you a registered voter?	Yes
What do you think are the biggest issues facing the City?	The biggest issues facing the city are the lack of long term rentals. I am not sure why there are hardly any monthly or longer rentals also a grocery store that is geared to healthy eating, lack of gas stations and no banks. Also needed is a larger library. We need to install a dog park and work more on alternative energy systems like encouraging solar power and wind energy to fuel our utilities systems.
What is your primary motivation for seeking the vacant Council seat?	To be more involved. I was not involved when the sidewalks were installed and they are a mess also when the gas station was turned into a Dollar general and way back when the store selected was C&K grocery which is a high priced grocery outlet.
Please list any previous involvement, such as City Council, Commission member, Committee member, or other community service in Yachats or elsewhere	Master Gardeners, CERT member.
What other experience or education have you had relevant to serving as a Council member?	Working on my BA in Sociology and psychology. One year left. Have a CNA, volunteered in Master Gardeners, Animal Shelter, Meals on Wheels, volunteered in political events, SGI buddhist leader. Worked at Job Corps for manyyears as an instructor and am a Certified Nursing Assistant for Dept of Senior and Disability Services.
What are your major interes in, or concerns with our Community?	I have lived here a long time and have insight as to what it was and is now. It has changed a lot and I would like to get involved with future endeavors.
What are your major interest in, or concerns	<i>Field not completed.</i>

with City Departments
and/or administration?

Do you have nay other *Field not completed.*
major interests or
concerns?

Applications are due to City Hall by 1:00 PM Friday, February 12, 2021
This information is a matter of public record, and may be published or reproduced.

Electronic Signature I agree.
Agreement

Electronic Signature Holly Brandwen

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [City Hall](#)
Subject: Online Form Submission #82 for City of Yachats Application for Vacant Council Position
Date: Friday, January 8, 2021 3:16:19 PM

City of Yachats Application for Vacant Council Position

City of Yachats
441 Highway 101 N
PO Box 345
Yachats, OR 97498

Phone: 541-547-3565
Fax: 541-547-3063

COUNCIL VACANCY APPLICATION

Length of Appointment

Remaining term of vacated position: through December 31, 2022

Expected Time Commitment

2 Council regular session meetings per month; 1 council work sessions per month, Including meeting materials reading & meeting preparation. Potential Additional Commitments: Committee meeting(s) as Council liaison; Special Meeting(s) as needed; Budget Meeting(s) in Spring; Representation on outside agency boards & committees.

Meeting days/times:

City Council: Regular Sessions are 3rd Wednesday of every month at 2:00PM; Work Session followed by Regular Session is 1st Thursday of every month at 9:30AM; Committee Liaison assignments depend upon appointment.

Qualifications for Office

Registered Oregon Voter and City of Yachats resident for 12 months prior to taking office.

City Councilor Responsibilities

Ability to become knowledgeable on a wide variety of issues affecting the city. Willingness to consider differing opinions in arriving at a position that will be in the best interest of the city as a whole. Understanding of how the city operates through its City Charter and how the Council functions.

Background / Experience Which Will Be Useful

Ability to make a decision and to accept the will of the majority of your fellow councilors. Good communication skills. Prior committee membership in a private or public organization. Ability to accept public criticism. Sense of humor.

First Name	Jennifer
------------	----------

Last Name	Fredricksen
-----------	-------------

Address	
City	Yachats
State	Oregon
Zip Code	97498
Phone Number	
Email Address	
Are you a registered voter?	Yes
What do you think are the biggest issues facing the City?	Finances - accountability Vacation Rentals - infrastructure and Code Enforcement Affects of COVID19 - how businesses will manage the new year. incl: staffing, work force housing Staffing - hiring more staffing?
What is your primary motivation for seeking the vacant Council seat?	I want to represent the workers and our businesses. For me, this past year exposed the need for additional support for our workers.Lack of housing, cost of the current housing are major concerns when looking to hire. Being a humble and gracious voice for businesses who are following the restrictions and how to open safely are key components to the 2021 year. Learning more about how our towns' government works - helping to create efficiencies in areas where its lacking.
Please list any previous involvement, such as City Council, Commission member, Committee member, or other community service in Yachats or elsewhere	I have attended and hopefully assisted, in the Planning Ahead Committee. Volunteered at Yachats Farmers Market (this year I will co-manage with Mary Ellen O'Shaugnessy).
What other experience or education have you had relevant to serving as a Council member?	To be honest, my only experience comes from having lived in Yachats nearly eight years while listening to our local community voices in saying what their key concerns and wants are for Yachats. I am open-minded and dedicated to learning and this should not be ignored in lieu of experience.

What are your major
interes in, or concerns
with our Community?

COVID19 return for our local businesses;
Heavy Tourism - impact on infrastructure and our local
community;
Listening to and relaying the concerns of our local working
community.

What are your major
interest in, or concerns
with City Departments
and/or administration?

Concerns with wanting to add Staff when it appears we are
heavily staffed in the City Departments;
Interested in LEARNING and truly wanting to be the liaison
between our local work force and the City administration.

Do you have nay other
major interests or
concerns?

I am always focused on sustainability: Food, Housing and overall
wellness of our entire community.

Applications are due to City Hall by 1:00 PM Friday January 22, 2021
This information is a matter of public record, and may be published or reproduced.

Electronic Signature
Agreement

I agree.

Electronic Signature

Field not completed.

Email not displaying correctly? [View it in your browser.](#)

CITY OF YACHATS
CITY COUNCILOR APPLICATION



NAME: Ivan Morse DATE Jan 17, 2021

STREET ADDRESS: [REDACTED]

MAILING ADDRESS: [REDACTED]

EMAIL ADDRESS: [REDACTED] HOME PHONE: [REDACTED]

Present employment: retired

May we contact you at work? ☐ No ☒ Yes / Work phone #: [REDACTED]

Are you a registered voter? Yes No

How long have you lived in Yachats? Since 2000, part-time. Full-time from 2006-2014. Returned full-time in 2016.

Please attach your answers to the following questions with the application

1. What do you think are the biggest issues facing the City?
2. What is your primary motivation for seeking the vacant Council seat?
3. Please list any previous involvement, such as City Council, Commission member, Committee member, or other community service in Yachats or elsewhere
4. What other experience or education have you had relevant to serving as a Council member?
5. What are your major interests in, or concerns with our Community?
6. What are your major interests in, or concerns with City Departments and/or administration?
7. Do you have any other major interests or concerns?

Applications are due to City Hall by 1 P.M. Friday, January 22, 2021

This information is a matter of public record, and may be published or reproduced.

CITY OF YACHATS

CITY COUNCILOR APPLICATION QUESTIONS

January 2021

1. Biggest issues facing the City.

CARS: Completion of the *Ocean View Drive project*, to protect the eroding cliff and neighborhood. Working with the community to accept the necessary one-way directional change. Planning, negotiating and budgeting to accept the ownership and upkeep of the roadway from Lincoln County.

Planning and budgeting for the maintenance and *upkeep for all city streets*.

Negotiations with Oregon Dept. Of Transportation (ODOT) for the corrective re-design of problematic areas resulting from the Sidewalk project (e.g. With *priority to 2nd Street*).

Developing a strategic plan to address *downtown parking* needs during high tourist seasons.

WATER: Completion of *water-usage rates* study and policy.

Assurance of *future water supply sources*, and negotiations required to obtain them. Acquiring ownership and control of our watershed.

COMMUNICATION: Advertising current avenues for *effective citizen communication* with all aspects of the city governance structure. Ensuring adequate access and use of historical and current documents.

HOUSING: Exploration of public private partnerships to develop and provide *work-force housing*. The city can review requirements, service-charges, tax-rebates and other ways of removing barriers or adding incentives to development. The private sector can develop, provide and maintain housing, which then offers avenues of additional revenue at reasonable and affordable rates.

THE COMMONS: Reorganization and preservation of the *Commons as an essential community center*. Review of policies regarding types of usage allowable for free access to local citizens vs paid contracting for group usage.

COVID-19: *Pandemic-related adjustments* for access to all public and community facilities and businesses, as restrictions are lifted.

2. My primary motivation for seeking the vacant Council seat. I believe I have the experience, training and skills needed for this moment in time. Throughout my working career, and more recently, during my volunteer time in Yachats, I was called to deal with a great deal of conflict. I have a history of facilitating groups in resolving issues, and more importantly, then rebuilding the damaged relationships and group dynamics afterwards. It seems to me that this approach is needed at this time. I would like to be an active force in the community again, helping us to enlarge our focus on priorities, and regain the sense of being a trusting and collaborative village.

3. Previous community service in Yachats. I served about two years each as a member of the Planning Commission, and the Parks and Commons Commission, between 2009 and 2013.

I served a couple of years as President, Friends of the Yachats Commons, between 2011-2013. During this time, there was an internal conflict over the position of the Commons Coordinator, which was contracted to and supervised by the Friends. During my tenure, the Friends also supervised and coordinated a change in management of the Farmers' Market.

I served as a facilitator for the Yachats Adult Programming Task Force, Summer - Fall 2010. This was a joint project of the City Council, Friends of the Commons and the YFFAP Board (Yachats Youth and Family Activities Program). The task force explored options for organizing, promoting and managing adult programs, classes and activities within the Commons complex. I reported on the results of the community-wide survey on needs and opportunities, for the purpose of evaluating the layout and design of the Commons, in order to determine if modifications should be considered.

I served on the board (called "Session") of the Yachats Community Presbyterian Church for about a year and a half (2018-2019). I chaired the Worship & Music Committee, and the Nominating Committee, and was appointed to the Endowment Committee. I have sung in the YCPC choir since 2008.

As a certified Enneagram teacher, I led self-study groups and classes in my home from 2009 - 2012 for numerous community members (including the mayor). I attended the Ford Leadership Training (in 2011, I believe), and supported the building of the Gerdeman Gardens "handicapped-access" trail.

4. Other relevant experience or education. I am a (previously) licensed clinical psychologist, with a major emphasis in social-organizational psychology. Previous to my retirement in Yachats, three of my career positions were in managerial positions, reporting to and working in partnership with volunteer boards. As director for the Utah Division of Services to People with Disabilities, I reported to and worked with a State board. As an associate director for Valley Mental Health, a semi-private/semi-public tri-county community mental health center, I reported to and worked with a Salt Lake County board. As executive director for the Governor's Council for People with Disabilities, I reported to and worked with a volunteer board of parents, agency heads and advocates for people with disabilities. I had shared authority over the budgets of these positions, varying from 40 million State, to 20 million County, to 2 million at the Governor's Council (which was dispersed as grants to private, non-profit agencies).

I worked closely with the Utah Legislature in two other positions: one was the executive director for the Legislative Coalition for People with Disabilities, where we won enough trust from the Legislature to be asked to review relevant agency budgets before they were approved. As a policy analyst in the Department of Health Policy Office, I did research, wrote up the results of studies, and wrote proposed policies for the Utah Department of Health.

I served as the Director of Mental Health for the Commonwealth of the Marianna Islands from 1980-82. This was a small island community of 7,000 with a mixture of indigenous citizens and ex-patriots, fully 50% of them under the age of 18. During my tenure, we transferred almost all the patients on the inpatient ward to home-based community services for medications and daily activities.

5. Major interests/concerns with the Yachats Community. My answers to Question #1 address my concerns for the community, in terms of City Council work responsibilities. I believe the Council should stay focused on the big issues affecting citizens' life in the City: essential resources, like water, and city revenues to keep everything flowing smoothly -- water-rates, taxes, and tourism. I care that the city provides a workable environment to support the private businesses necessary to tourism.

I also treasure, and would like to protect, the quality of life issues, those for which people have moved here: a) natural beauty issues, like sign-ordinances, dark sky, protection of trees, beaches, cliffs, ocean; b) social issues, like noise, traffic congestion, parking c) community relationship issues, like communication, trust, mutual respect, collaboration and support of city volunteers and hired staff.

6. Major interests/concerns with City Departments/Administration. The separation of this question from the previous one is a concern. Is this question seeking "concerns" specifically? The purpose of questions is to direct thinking, maybe as ammunition against a new administrative structure which is still in a bumpy transition. This transition is my major "concern" about administration. The City voted to change formats to a City Manager-Council structure, and I perceive a strong resistance to allowing this new structure to take root and succeed. I believe the resistance stems from a misunderstanding of how to successfully partner with the new administrative structure. I believe I can help with that.

7. Other major interests/concerns. I have a strong interest in both religion and politics, the two subjects that have been traditionally forbidden in civil social conversation. I am just finishing my fourth year of a course at St. Luke's Episcopal church on the history of Christianity. I have bought at least 20 books during the Trump administration, to try and understand what our nation was going through. I love music and have been doodling around on the piano for most of my adult life, more competently at some times than others. I love choral music and singing in a choir/chorus. Aside from these things, I maintain close relationships with my family and friends. I live here because of the natural beauty, the quiet, and what has always been a close and supportive community for me.

From: noreply@civicplus.com
To: [City Hall](#)
Subject: Online Form Submission #88 for City of Yachats Application for Vacant Council Position
Date: Friday, February 12, 2021 10:50:47 AM

City of Yachats Application for Vacant Council Position

City of Yachats
441 Highway 101 N
PO Box 345
Yachats, OR 97498

Phone: 541-547-3565
Fax: 541-547-3063

COUNCIL VACANCY APPLICATION

Length of Appointment

Remaining term of vacated position: through December 31, 2022

Expected Time Commitment

2 Council regular session meetings per month; 1 council work sessions per month, Including meeting materials reading & meeting preparation. Potential Additional Commitments: Committee meeting(s) as Council liaison; Special Meeting(s) as needed; Budget Meeting(s) in Spring; Representation on outside agency boards & committees.

Meeting days/times:

City Council: Regular Sessions are 3rd Wednesday of every month at 2:00PM; Work Session followed by Regular Session is 1st Thursday of every month at 9:30AM; Committee Liaison assignments depend upon appointment.

Qualifications for Office

Registered Oregon Voter and City of Yachats resident for 12 months prior to taking office.

City Councilor Responsibilities

Ability to become knowledgeable on a wide variety of issues affecting the city. Willingness to consider differing opinions in arriving at a position that will be in the best interest of the city as a whole. Understanding of how the city operates through its City Charter and how the Council functions.

Background / Experience Which Will Be Useful

Ability to make a decision and to accept the will of the majority of your fellow councilors. Good communication skills. Prior committee membership in a private or public organization. Ability to accept public criticism. Sense of humor.

First Name	Anthony
------------	---------

Last Name	Muirhead
-----------	----------

Address	[REDACTED]
City	Yachats
State	OR
Zip Code	97498
Phone Number	[REDACTED]
Email Address	[REDACTED]
Are you a registered voter?	Yes
What do you think are the biggest issues facing the City?	I believe housing remains a large problem for the city. The vacation rental cap seems to be helping but we still need to watch the progress so there's affordable housing in Yachats. I know the water treatment plant is an ongoing concern as well. The city should do what it can to protect a rainy day fund in the event of lower city revenues. The pandemic has caused hardships with all of our businesses and they will need a partner in the city.
What is your primary motivation for seeking the vacant Council seat?	I'm asking to help and wanting to help. I'd like to see the city help YYFAP. They are going through transition and have done amazing things for our community. I'd like to be a consistent voice not just a guest when an issue directly effects the Adobe. I truly believe all of our businesses in town will need our support following the pandemic. I'm also someone that believes in listening and trying to understand before speaking an opinion. That can be useful in many challenges we face.
Please list any previous involvement, such as City Council, Commission member, Committee member, or other community service in Yachats or elsewhere	I have been involved in the Yachats marketing meetings that helped support Bev and now James Kerti. I'm also on the Chamber board but will admit that has been a challenging process to keep everyone involved with regularly. While I lived in Bandon I was involved with Rotary and their Chamber. I would help plan and work fundraising events. I've also volunteered with youth sports as my kids have grownup.
What other experience or education have you	I've served as a hotel manager and restaurant manager for my entire career. I understand budgets and allocating resources for

had relevant to serving
as a Council member?

what we need now and what we will need later. I originally hoped to be a teacher and was studying government and history but as I stated in my letter did not finish that schooling. I was the nerdy kid growing up watching Cspan. To answer your question honestly I'll be doing a fair amount of learning on the job.

What are your major
interests in, or concerns
with our Community?

I'd like to think we all want Yachats to stay the friendly community that values our environment. The people of Yachats truly make this town special and we don't need to change for the sake of changing.

Best case scenario we help protect what Yachats already is and provide a healthy path for future generations to enjoy our community as well.

What are your major
interest in, or concerns
with City Departments
and/or administration?

I'd say my push back will be why are we changing and what are the consequences of that change that we might not realize yet.

I'll also advocate for a fair consideration to all parties involved.

I know with Shannon leaving we will be needing leadership to help all the hard working employees at the city.

Do you have nay other
major interests or
concerns?

Let's make sure we don't lose YYFAP. Support the trails committee because they are amazing and help make Yachats special. Help James Kerti because he's going to be huge for our restaurants and businesses to come out of this recession. They have taken a body blow and the city has him in place to help already so let's support him. I've been impressed with how much people on City Council want to make careful decisions so please continue with that regardless of whether you select me or not.

Applications are due to City Hall by 1:00 PM Friday, February 12, 2021
This information is a matter of public record, and may be published or reproduced.

Electronic Signature
Agreement

I agree.

Electronic Signature

Anthony J Muirhead

Email not displaying correctly? [View it in your browser.](#)