

1. Agenda

Documents:

[CC_AGENDA_02-09-17_REVISED.PDF](#)

2. Meeting Materials

Documents:

[01-09-17_COUNCIL_WORK_SESSION_MINUTES.PDF](#)

[01-12-17_COUNCIL_REGULAR_MEETING.PDF](#)

[CODE_ENFORCEMENT_REPORT_JAN_2017.PDF](#)

[EMERGENCY_PLANNING_REPORT_JAN_2017.PDF](#)

[IT_REPORT.PDF](#)

[JANUARY2017USERSUPPORTREPORT.PDF](#)

[OCCC_FOUNDATION_GRANT_LETTER.PDF](#)

[PW_REPORT_JANUARY_2017__1_6_2017.PDF](#)

Yachats City Council Vision

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



CITY OF YACHATS

CITY COUNCIL MEETING

441 Hwy 101N, Yachats Commons, Room 1

Thursday, February 09, 2017 at 2:00pm

AGENDA

- I. Announcements and Correspondence
 - Lincoln Co. Board of Commissioners – Joint Session March 15 in Yachats
 - Thank you for donation to OCCF Foundation
- II. Citizen's Concerns (topics not listed on the agenda)
- III. Consent Calendar
 - A. Minutes: 01/09/17 Council Work Session; 01/12/17 Council Meeting
 - B. Bills for Approval – On Hold
- IV. Reports
 - A. Council
 - B. Department Reports:
 - Administrator (On hold), Code Enforcement, Public Works, Emergency Planning, Events
- V. Business
 - A. Council Meetings –meeting days and times VOTE
 - B. Appoint Budget Officer and Committee members VOTE
 - C. Approve Yachats Public Network upgrade VOTE
- VI. Other Business
 - A. Mayor's Report
 - B. From the Staff
 - C. From the Council

This meeting is open to the public and all interested persons are invited to attend. This meeting will be audio taped. All items to be considered by the Commission must be submitted to City Hall no later than one week prior to the meeting. Minutes of all public meetings are available for review at City Hall, or on the City website at www.yachatsoregon.org.

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 Feb, 8, 2017



CITY OF YACHATS
CITY COUNCIL WORK SESSION
January 9, 2017
Minutes

The work session of the City Council was called to order by Council President Greg Scott at 9:30 a.m. in the Civic Meeting Room. Council members present: Mayor Gerald Stanley, Barbara Frye, Jim Tooke, Greg Scott and Max Glenn. Staff present: City Administrator Joan Davies, Water Department Lead Rick McClung, Wastewater Department Lead David Buckwald and Facilities Manager Leon Sterner. Audience: 15.

I. Call meeting to order

The meeting was called to order at 9:30 a.m. by Council President Greg Scott.

II. Oath of office for Mayor Stanley, Council Members Glenn and Tooke.

City Administrator Joan Davies administered the oath to newly-elected Mayor Gerald Stanley and Council Members Max Glenn and Jim Tooke.

III. Passing of gavel to Mayor Stanley

Mayor Stanley addressed audience and discussed work sessions. Councilor Barbara Frye and Councilor Max Glenn explained differences in work sessions/meetings, input. Mayor Stanley announced the transit meeting Wednesday 5:30 holding meetings in three places.

IV. Discuss: Council President – nomination and discussion

Mayor Stanley wanted to ask who would accept now.

Councilor Greg Scott explained what Council President duties are/have been. Never knew when Mayor was out of town, need to have communication between Mayor and Council President and is willing to serve if nominated.

Councilor Frye said now with a City Administrator it's different. Mayor used to be City Administrator. Now City Administrator is also recorder and Public Works Director. What is expected to change in relationship?

Councilor Scott said to wear two hats, also including IT.

Councilor Frye said your role is difference, partnership is different.

City Administrator Davies said to use him to answer simple questions.

Councilor Frye said you are here, you are senior.

Councilor Scott said if you read charter, it's very limiting just to clarify so have same expectations.

Mayor Stanley stated he would like to identify input of Council President's role as it pertains to council apart from particular persons, to interact with City Administrator and another role relating to Council.

Councilor Glenn stated his intent is to nominate Councilor Scott on Thursday. There may be times where Mayor chooses to have Council President do duties.

Councilor Scott said I review A/P runs, sign final page and provide council oversight. The changed was made for efficiency about six years ago, so entire council didn't have to. EP lays out not only what Council President does, but others.

Councilor Frye stated she shares frustration with not being able to get ahold of people. All members should tell City Administrator when going to be out of town. Sometimes cell phones don't work in certain areas, should all have cell phones. Ways to be efficient. Should be a rule-if you're going to be gone, check email, voice mail, tell City Administrator Joan Davies.

Councilor Glenn said good time to make clear council functions as a team. People think individuals can make a decision. I can be sued if I give answer and we are wrong. Decisions not made outside a body.

VIII. Discuss: Council work sessions and full meetings days and times.

Councilor Glenn said wanted each council member to have a chance to speak.

City Administrator Joan Davies said two meetings separated by two weeks.

Councilor Glenn stated he can see value in two meetings per month would prefer one morning, one evening. Downside would be if council members travel ties up the month.

Councilor Jim Tooke stated he can understand what City Administrator Davies is saying, does put big burden Councilors alternate travel for extended period, but not totally opposed.

Councilor Scott stated he has the most active travel I will miss meetings 3-4 times a year and tries to avoid missing meetings; less able to do evening meeting, but has been done before. The retired won't attend. Most of business owners won't attend, unless relevant topic. We might ask around about attending at night. Conceivable could construct one meeting as half work session bolt onto end regular session to vote on some easiest one to do – split time. Want to have one without concerns, one with work and one with conventional.

Councilor Frye Stated she has heard concerns about workload. Appreciates having documents ahead of time. Highway 101 meetings were "raised". People interrupt and think you're supporting, when you're just asking/learning. It's our obligation to be as accessible as we can whether they come or not, it's their choice. At least half of the meetings in the evening wouldn't be a problem.

Mayor Stanley talked about one in the day, one in the evening: keeps topics alive; would not be expectation and would normally be conscientious about schedule.

Councilor Frye said travel issue could evaluate.

Councilor Scott said what about just one week apart.

City Administrator Davies suggested Thursday and Thursday.

Councilor Glenn said one aspect in work sessions is determining agenda. Would like first meeting to be work session, and necessary action, second meeting city wide input.

Councilor Scott stated they have had evening meetings before for special topics and thinks evening meetings will reduce citing parties.

Mayor Stanley said not saying that. Want to poll community rather than the five of us. Would do survey, put in newsletter. See what community thinks.

City Administrator Davies agrees with one week, next week. Don't know if evening meetings needed.

Mayor Stanley said have two days left when I will be second and third Thursday.

City Administrator Davies said second and third would be great.

Mayor Stanley wants to have coffee for audience.

Councilor Frye was in favor; Courteous & welcoming.

Councilor Scott is opposed. Poor use of staff time and, can see cups getting kicked over.

Councilor Tooke didn't think it was necessary.

Councilor Scott said if you need it, bring it.

Councilor Glenn said other county meetings don't get coffee.

Mayor Stanley said I think Councilor Scott would it be acceptable to ask people. No response from the audience.

Councilor Glenn suggested doing a poll with two questions: would you like council to have evening meetings, would you attend, or combined.

Paul Thompson – why not, if something controversial, have evening meeting, but two meetings/no; will support one at night.

IX. Discuss: Posting on City property of diversity sign; sanctuary type actions.

Mayor Stanley said two difference subjects. Do we self-identify? Do we post? who is corrected in posting of signs.

Councilor Frye said poster came from people who spent a lot of time. Don't think we should change it. Not sure what "safe" means. One person had a problem with Spanish part too big.

City Administrator Davies said in reference to sex? I've heard there are seventeen. I'm fine with way it is.

Councilor Glenn said I'm in favor of posting. If we need to take a vote, not sure I want to get in position of council approved posters.

Mayor Stanley said I don't like it, on several levels. We don't post other posters in Spanish. I don't know about "safe". I do see it as connected to other topics, versions; signs, etc. don't feel a need to add to what's already said.

Councilor Tooke said think this pretty well covers it.

Mayor Stanley said thought it was on "official city board" Corvallis did it because of parties' political situation. Included seventeen different groups, like mental health and the poor. All very unpublished. Other people are fearful for very same reason, looks like it's saying we're a particular kind of town. Poverty, age. Look what we're saying.

Councilor Frye said if it was office from city, we'd have to logo/date. Anytime you have laundry list, you will forget somebody.

Councilor Tooke said if these folks want to put on bottom board does anybody have a problem? Why should council take a position?

Councilor Frye said can we say something at this meeting? Think this poster feeds into the split, shouldn't single out.

Councilor Scott said implies we can do something. We can't. No public safety department.

Councilor Glenn said he agrees with City Administrator Davies.

Councilor Glenn said hit up committee meeting with Lincoln County in March, put on agenda to discuss with them.

Mayor Stanley said its unusual situation in Oregon. Oregon is filled with Counties, including Lincoln County-talked to Sheriff, didn't ask him that question. Really agree with Councilor Frye, it's important for people to be able to express themselves. Letters to Lincoln County celebrate their choice, supporting it. Would like to see how we, the City could support them.

Councilor Scott said citizen expectations: if counsel thinks letter is needed, wording is important. What does that mean "we stand with you"? Don't want people coming in expecting city to help them.

Councilor Glenn said a large mail list received. Email that said Councilor Glenn and Councilor Tooke wanted to talk about this, council act on it, how do we respond to that large group? Agree with Greg's concerns. It has gone out under leader of philosophical group.

Mayor Stanley said I never saw that email. Don't think I even know that person who sent it.

Councilor Tooke said member of group sent it, I never said yes, no, or maybe, just so we would consider it.

Councilor Frye said case in point of being careful-you get quoted. So far, no official concern to council.

Mayor Stanley said this is a major issue throughout county and can't see calling it a distraction.

X. Discuss: Housing development promotion and incentives.

Councilor Glenn explained goals, principles.

- 1) Not a lot of staff time
 - 2) No adverse impact on financials
 - 3) Broad general need
- Pilot project proposed. Suggest we investigate that.
 - Explore land trust ability to help. They are looking at buyer assist to plan. Forgive part of loan. Lincoln County and Newport have affordable housing trust funds established. Replace where houses sold.
 - Refine zoning efforts; tiny homes.
 - Vision for neighborhood liability.
 - Provide clearing house for resources.

Councilor Scott said clarify number one – talks about Urban Growth Boundary. State has requirement that Urban Growth Boundaries identifies land to serve public for twenty years. The Urban Growth Boundaries and City limits are the same-unique. Won't have a lot of options-only direction to go is north, would have to be vote by city.

Water Department Lead Rick McClung said if we expanded, would we be able to provide water and septic service.

Councilor Scott said nothing precludes cities from offering, generally charged a premium for out of town.

Councilor Glenn said I'd like to invite Mayor Stanley and City Administrator Davies to join me. Bend has re-done their housing codes recently, and has mixed diversity.

Councilor Frye said as we talked about this it seems clear the issue is vacation rentals. We are out of proportion in this town. It's Really impacting our house situation. There needs to be a beginning part - deserted houses-why don't we do something about that? Now I've discovered we can. I'd like to explore what options we have. Maybe need to push to fix up.

Councilor Scott said part this is part of code enforcement and concurs with Councilor Frye. Vacation rentals definitely part of discussion.

Mayor Stanley said Urban Growth Boundary expansion-thought that meant city limits expanding.

Councilor Scott said not required.

Mayor Stanley said no city dollars involved?

Councilor Glenn said "adverse impact on current city finances".

Councilor Frye said I have copy of article on what Lincoln City has recently done. Don't need to re-invent.

Councilor Glenn said about ready to talk about cap. Need to get new manager on board.

XI. Discuss: Council Rules Handbook and Matrix – review changes needed.

City Administrator Davies said suggest we do handbook on Thursday. Shepherd now.

XII. Discuss: Council Shepherding Goals – changes in assignments; reports.

Mayor Stanley said council shepherding goals are assigned.

XIII. Approve agenda for January 12, 2017 City Council meeting.

Councilor Scott said postpone council rules. Discuss agenda.

Councilor Frye said state of the city not on here.

Mayor Stanley said date can be further down calendar.

Councilor Glenn said do at next month's work sessions.

Meeting was adjourned at 12:24 p.m.

Gerald Stanley, Mayor

Attest: _____
Joan Davies, City Manager

CITY OF YACHATS
CITY COUNCIL REGULAR MEETING
January 12, 2017
Minutes

The regular meeting of the City Council was called to order by Mayor Gerald Stanley at 2:00 pm in the Civic Meeting Room. Council members present: Mayor Gerald Stanley, Barbara Frye, Jim Tooke, Greg Scott and Max Glenn. Staff present: City Manager Joan Davies, Water Department Lead Rick McClung, Wastewater Department Lead David Buckwald, Facilities Manager Leon Sterner, Code Enforcement Officer Don Niskanen. Audience: 28.

I. Announcements and Correspondence

Opening statement by Mayor Gerald Stanley of his personal background, read Luke.

Facilities Manager Leon Sterner announced the Agate Festival Saturday and Sunday 10am – 4pm, Councilor Greg Scott talk about geology next Sunday 2:30pm call Rock, 2pm room 8 –

Lion's Crab January 28th, Councilor Max Glenn –sold out.

Sterner – Friends movie night first Sunday February 5th at 2pm.

Councilor Frye announced the Woman's march on January 21st in Newport at noon.

Mayor Stanley announced on January 29th the Ladies Club from 2-4pm 90th anniversary.

Letter – Lincoln County Commissioners regarding March 15th meeting

II. Citizen's Concerns (topics not listed on the agenda)

Mayor Stanley explained process.

Councilor Glenn stated that traditionally, citizens comes to table, give name. What you're describing is more like what we do within in agenda. (If you want to speak to it, I want to allow it).

Councilor Frye - Need to hear input, but need to have background before we address it and should be on the Agenda. Start on time, end of time.

Councilor Glenn –we have work sessions where we discuss things need to be on agenda. If you had topic should have put on agenda.

Mayor Stanley – I took sanctuary off of agenda

Bob Barrett – 260 Jennifer Drive. Ask you to consider my request. After election, people no longer feel safe or welcome and will the City have placards in windows of the City building.

III. Consent Calendar

Mayor Stanley – Any comments on consent agenda

Councilor Scott – Move to approve consent agenda -

City Manager Davies – Point of order, not on floor.

Councilor Scott withdraws motion.

Councilor Frye – stated that they are an official record.

Councilor Scott – Move to approve – 3. Abstain - Councilor Tooke and Mayor Stanley.

IV. Reports

A. Council

Councilor Frye – Meeting last night with Lincoln Transit, five attended. Assessed the needs for Lincoln County for next twenty years. Report will be used for grant approvals, data gathering. Mayor Stanley was there-good contribution because he takes the bus.

Councilor Frye – Will be meeting with Lane County Transit group, they received one year grant to have bus between Yachats and Florence. Meeting will be at end of month. Ridership will be the name of game. This is about the only place in whole state without transport going south.

Lincoln Community Health Center – Met with Cheryl, Carol, Rebecca. The group was working for eight – nine months. Mayor Stanley has been President for three years. There are great concerns over changes to ACA, funding for these projects. Know we have for a year. Cheryl is very committed. The group will discuss how to proceed. Yachats is identified as “underserved community”. LCHC would “own” clinic, lease space from us. It is critical to have this clinic.

Mayor Stanley – five to six major breaks in State system. Ours is only one on the coast.

Councilor Glenn – do we qualify for Dial-a-Ride?

Mayor Stanley – stated that we do not qualify for Dial a Ride; they only serve Lincoln City and Newport, but we have the need as well.

Councilor Glenn – Will report on Lincoln County Land Trust, New models for affordable housing and Angell Job Corps committee.

Councilor Scott – Wear two city hats – Also reporting to you as IT manager. Will delay to the end of meeting.

Councilor Tooke – Have committed to serve on several projects.

Mayor Stanley – Met with coastal Mayors

B. Department Reports:

Administrator, Code Enforcement, Public Works, Emergency Planning, Events

Mayor Stanley – asked about King Street:

Code Enforcement Officer Don Niskanen – reporting of light pollution, porch light shines in bedroom. They put globe on light and it didn't help; Tree dropping apples on driveway; Third – Back out of driveway and backing into their bushes. Have made multiple calls to owners.

C. Events Report

Robert Rubin stated that he just finished up one year contract. Three free outdoor concerts. A major eclipse will be on the coast and would like to speak to anyone about plans. My goal is to bring more people to Yachats.

Mayor Stanley stated he is excited to see all the possibilities.

Rubin said one idea is an escape room Phenom; corporate team building exercise. Google it, look at YouTube videos.

Counselor Frye asked how you would use this, as part of the conference. (yes)

Mayor Stanley-Art Quilt event -

Rubin said Ruth Bass brought it up, but may not have enough room.

Rubin said a few of us aware of, March 10-12, \$5.00 entry fee.

V. Business

A. Council President-nomination and discussion

Mayor Stanley asked for nominations.

Counselor Glenn suggested Counselor Scott.

Counselor Frye asked to speak to it. Totally support nomination

Mayor Stanley said he would speak to it too.

Counselor Scott said I pack a lot of history as senior member. Hope to serve more in mentor capacity, opportunity to assist new mayor and council members.

Mayor Stanley-all in favor? All ayes

Counselor Scott – vote signifying I will accept.

B. Resolution 2017-01-01 Setting Recreational Marijuana Tax Rate

Counselor Scott said doesn't include tax on marijuana. Move to approve.

Mayor Stanley said without this, state would be taking 20%. All ayes/motion carried.

C. Resolution 2017-01-02 DOR IGA for Collection Rec Marijuana Taxes

Counselor Frye – move to adopt, read title. All ayes/motion carried.

D. Ordinance 346 Amending MJ Tax Ordinance 345 (following election)

E. Council Meetings – work sessions and full meetings/days and times

Work sessions in a regular meeting. Week apart - 2nd & 3rd Thursdays.

Mayor Stanley said he wants out concerns at beginning of meeting.

Counselors Scott and Frye stated they want to stay the same without citizens at work sessions.

Counselor Frye said not like anybody (public) is excluded. Just need a time when we can discuss.

Mayor Stanley asked if there was any public comment.

Counselor Frye said need to keep an eye on that for schedules.

Counselor Scott said would prefer 1st and 2nd weeks, Wednesdays, of month. - Motion. All ayes/motion carried.

Counselor Scott said add a meeting at end of meeting on 1st Wednesday of month if needed. All ayes/motion carried. Times to be 9:30am and 2pm.

Jan Hogan – have talked to business people who want to be represented, could come during day - Totally in favor of meeting at night.

Counselor Frye said regardless of what work session said, need to try it. If we try it for 6 months and it doesn't work, we'll stop. Need to have consistent times.

Bette Perman – 410 2nd Street. Said working people/business people not invited.

Leon Steiner-understand accessibility, but very few people come. If important issue, people will come.

Counselor Frye said we have an obligation to be accessible as we can be. Things change-they can choose.

Counselor Scott said I like counselor Glenn's idea to take survey.

Code Enforcement Office Niskanen said had meetings before at 7pm and they would to until midnight.

Robert-county often has evening meetings, people don't go during winter, icy, dark and cold. Maybe change seasonally.

F. Shepherding Goals-changes and assignments

Joan Davies read goals out loud.

Mayor Stanley said move to adopt 5 goals with objectives and assignments. Counselor Frye said talk about at the next meeting. All ayes/ motion carried.

Mayor Stanley said move to re-name City Administrator to City Manager. All ayes/motion carried.

Add evaluate CM, CA, CE, Judge, supervise CP, CEO, accounting, municipal billing.

VI Other Business

A. Mayor's Report

Mayor Stanley – huge learning curve, from misunderstandings; clarify why chose not to post in buildings
- Chose not to put on agenda-right decision.

B. From the Staff - None

C. From the Council - None

Counselor Frye said disturbed by beginning of meeting, biblical quote.

Mayor Stanley-no on another occasion, could be Buddhist.

Counselor Frye said I don't think that's something we should be doing and finds it offensive.

Counselor Scott said there were people in and who were uncomfortable, I was uncomfortable. Could be said different way.

Mayor Stanley saw it as introducing yourself. I would object to it as a regular practice.

Counselor Tooke said it was a one-time incident-let it go.

Counselor Frye-appreciates sentiment.

Meeting was adjourned at 5:00pm

Gerald Stanley, Mayor

Attest: _____
Joan Davies, City Manager

Kimie Jackson

From: Donald Niskanen <dwn@peak.org>
Sent: Wednesday, February 08, 2017 5:37 PM
To: Kimie Jackson
Subject: Re: Code Enforcement Report - January 2017

> On Feb 6, 2017, at 8:35 AM, Donald Niskanen <DWN@peak.org> wrote:

>

> Code Enforcement Report

> January 2017

>

> My duties as a Code Enforcement Officer have been greatly reduced, Therefore my monthly report will be reduced.

>

> I reviewed the recommendations from the vacation rental task force. They bring up some good suggestions and ideas to tighten up our vacation rental procedures.

>

> I had two pending vacation rental inspections. Both have been taken off the docket, one because a prolonged divorce issue, the other because the sale of the property has not closed.

>

> Two new vacation rental applications have come in. I will arrange for inspections this week.

>

> Respectfully Submitted,

>

> Donald W. Niskanen, CEP

> Code Enforcement Officer

To: Yachats City Council
From: Bob Bennett, Emergency Planning Committee
Subject: December 2016 Status Report

January 23, 2017

Discussed the letter to 2 of the presenters at the Tsunami Conference held in Florence. The decision is to have Joan Davies send the letter based on the rough draft reviewed at the meeting. There will be two attachments: the August Status Report and the Summary Report on the statistics collected during the Tsunami Evacuation Drill. The main topic of the letter is to ask for assistance in locating the blue wave stencils to mark the edge of the local tsunami safe zone and any other help we can apply for to improve general evacuation signage.

Bob Bennett is still waiting for the revised Everbridge procedures needed to complete an attachment to the Emergency Plan on how the City could use the reverse 911 service.

Kimmie Jackson had to delay the work party to help re-balance the supplies in the two storage containers until sometime in next two months. The City Crew work on the 101 project must take priority. Volunteers are welcome when a schedule is set.

Joan Davies had questions about materials available to hotels and vacation rentals about tsunamis and what directions were given to guests who vacation in Yachats. The answer is that all are given the brochure designed for the Yachats area and that the Code Enforcement Officer tries to make sure the vacation rentals have the information posted. Joan also asked about CERT. Yachats does not have a registered CERT group at this time. One option is to have some people join the CERT group at Waldport or Seal Rock as they both have active groups.

Upcoming work:

- Recommendations on any potential signage improvements. This may become a joint ODOT and Lincoln County effort.
- Complete work on the updated Appendixes for the Emergency Plan from the last table top. This work will begin in February 2017.
- Begin draft of Emergency Debris Management Plan for Yachats. (Hold on this pending the work underway at the County level)
- Add new Appendix for the Emergency Plan covering working relationship between City and YRFPD.

CC: Emergency Planning Committee, Larry Nixon, Don Goth, Bill Watson, Joan Davies, Rick McClung, Kimmie Jackson, Frankie Petrick, Jenny Demaris

Information Technology Report - January 2017

- ✦ Completed research on replacement mesh WiFi replacement system.
- ✦ New software developer began work late January. Has a work list of 11 items.
- ✦ Completed specifications for water consumption and efficiency reports. Initial work has been completed on Phase 1 & 2.
 - ✦ Phase 1 will be water consumption by month for a single year; includes both fiscal & calendar years.
 - ✦ Phase 2 is water consumption for multiple years.
 - ✦ Phase 3 adds a filter option to the previous phases. Filters include 15 options. (neighborhoods; subdivisions; street; zoning; structures; pressure zone; meter size; meter brand; meter mechanism; tsunami local; tsunami distant; Motel; restaurant; rentals; general business)
 - ✦ Phase 4 will be a water efficiency report replacing a complex manual process. The formula for the efficiency report is:

$$\frac{(\text{water sold} - \text{domestic meter} + \text{outside water} + \text{metered flushing} + \text{construction water})}{(\text{water produced} - \text{tank adj.})} = \text{ie: } 91.5\%$$
- ✦ Using the new menu tool, we will be adding water reports to the “How do I... Reports” menu area like I have recently done with the Comprehensive Plan survey material. All items on YachatsOregon.org can be located with the existing search function.
- ✦ Mark is working to add the ability to apply permissions to menu options which will enable me to construct an administrative menu for myself and staff. This capability is essential to adding a content management capability to the city’s new web site. This option will introduce the concept of roles for users. With this capability we will be able allow some users to see the data but not change it. While a higher level will be able to both see and change data. This will make possible improved control over what users can access and what they can do. Access to change organization names for service records is being implemented. This is essential for the management of vacation rentals. We also plan to add new options to the database logging option to improve our ability to monitor who is making changes in existing data. This only impacts the city’s database which includes the main web site, GoYachats and the document library. However, it is consistent with changes the city manager has been making in other systems.
- ✦ As soon as all the security changes are complete, work will begin on the Document Library migration.
- ✦ Mark has also spent a good deal of time mentoring our newest developer; getting his work space integrated with our work flow and introducing him to the database structure. Every system is different and there is a learning curve.

User Support Report

January 2017

Leon Sterner

Table Cloths are under the care of Dan the Iron Man! Dan Dolan is doing a very good job keeping us in clean and ironed table cloths for events at the Commons. He is charging an average of \$3.00 per cloth. Also, Nan Scott has recently labeled the cloths for easier identification when stacked in cupboards where they are stored in the Kitchen. I would like to determine a reasonable way to recover some of this cost when cloths are being used at non-Friend's events. Perhaps a \$4.00 per cloth fee could be charged for each cloth used. This would recover the cost of washing and ironing and a bit extra for Friends handling and purchasing of new cloths. I'd like a simple form to give to event planners who wish to use them which would explain the process and charges.

An ongoing issue, especially apparent these rainy days, is the cascading water fall outside of the North Doors at the Commons. This makes it very difficult for public to enter and leave when it is raining. I believe Public Works has looked into this, however, the situation seems to remain problematic. I will address this issue with Public Works - and suggest that we communicate with whoever did the gutter work to remedy the situation.

A new electrical outlet box has been installed beneath the Circuit Breaker box by the double doors inside the Kitchen. This makes accessing electrical connection easier, as the box on the North wall is located on the wall behind where we normally store the 8' rectangle tables.

I have been in contact with Max Glen from the Lion's Club - and they are not ready at this time to pass on any of their folding chairs. They need all of their chairs for the upcoming Crab Feed. I will pursue other options for chairs at the 501 building.

The Lion's Club Crab feed is approaching. To insure that we have adequate capacity for the large amount of refuse generated by this event - I am reminding the Trails Crew and any others who use the green dumpsters by the Electric Car Charging station to not use them on Friday or Saturday - January 27-28th - as the dumpsters are reserved for the Crab Feed activities. Set up for Crab Feed will be Friday evening at 5:30 - and there will be two seatings on Saturday - Noon and 4pm - at the Commons for Crab meals - as well as a seating at the Lion's Club at 4pm. Thank you for your cooperation.

Giving Tree setup, running and take down went well this year. Decorations have been stored in Room 3 closet.

Bonnie Thornton and I are working together to organize a series of movies at the Commons. We have reinstated our Movie license. The plan is to show Vintage Musical/Dance videos in Room 8 - using the projection system in there. The overhead projector will serve us well for this application. I am exploring several options to add the audio piece of the equipment. Plan is to have movies on the first Sunday of the month at 2pm. If this date works, I'll make reservations on the calendar.



January 5, 2017

City of Yachats
P.O. Box 345
Yachats, OR 97498

Dear City of Yachats,

On behalf of the Oregon Coast Community College Foundation, thank you for helping make education accessible in Lincoln County. Your grant payment of \$1,000 will benefit not only the college and our students, but our entire community.

By supporting the OCCC Foundation, you are helping grow our economy, decrease poverty, and prevent homelessness. You are helping our local businesses find the skilled labor they need to grow and prosper, helping individual students increase their ability to earn a living wage job to support their families, and helping grow the next generation of leadership for our community organizations.

The OCCC Foundation provides vital scholarships for economically challenged students and supports the growth of new academic programs to meet the evolving needs of our community. We could not do it without the support of generous donors like you.

Again, thank you for giving the gift of education and making Lincoln County a better place to live, learn, work and play.

All the best,

Lucinda Taylor
Director of Advancement
Oregon Coast Community College

Thank you!

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The mission of the Oregon Coast Community College Foundation is to advance educational opportunities by raising funds for college needs while increasing public awareness of the College and its many benefits.

Date: February 6, 2017

To: Joan Davies City Manager

From: Public Works

Re: January 2017 Public Works Report

Total Rain fall for the month of January 2017: **8.99 inches**
Wastewater treated for the month of January 2017: **7,159,000 gallons**
Water production for the month of January 2017: **3,305,900 gallons**

Department	Subject	Description
Streets	Storm Drainage	CCTV and cleaned culvert on Bayview Terrace.
Streets	Road Mtc.	Filled potholes on Horizon Hill and repaired patch at 10 th & King St.
Streets	Tree removal	Trees on W. 6 th were removed. Tree at 330 King St. was contracted and removed.
Streets	Sign replacement	Repaired and replaced sign at Post Office
Public Works	Library	Worked on options to stabilize book shelves in case of earthquake. Cleaned wall heaters at the Library.
Public Works	Equipment Repair and Mtc.	Removed and repaired hydraulic hose on back-hoe. 5yd Dump Truck needs radiator repaired. May do repair in house. Annual Vehicle maintenance.

Public Works	Parks	Continued cleaning up broken glass from picnic shelter.
Public Works	Commons	Painted yellow steps at the commons for safety.
Water	Water main repair	Repaired water main leak on Shell St.
Water	WTP repair and Mtc.	Continued water plant maintenance.
Water	Distribution system flushing	Continued flushing of the water distribution system. Quiet Water remaining.
Water	Meter installations	Four water meters we replaced in the system.
Water	Raw water	Cleaned Reedy Ck intake and flushed the in-line cleanout screen. 3x
Sewer CIP	Screw Press Conveyor. SCADA	Ordered the new Screw Press conveyor extension. Should arrive by the end of January or early February. Planning to move West side of WWTP fence in February. Delay in processing and be installed by the end of February. Worked on NETDMR for new electronic reporting to the Oregon DEQ.
Sewer	Collection System CCTV Inflow & Infiltration	Located sewer services on Shell St., Aqua Vista Drive and Green Hill Drive. Also, located a paved over manhole. Manhole inspections resulted in locating three leaking service laterals. 12 gallons per minute

		estimate.
Sewer	Collection Sys. Mtc.	Cleaned section of sewer main on Shell St., Green Hill Drive, Aqua Vista Drive and 500 feet of 12inch sewer main North of Marine Drive.
Sewer	Pump station cleaning	Cleaned five sewer pump stations—twenty-eight man hours.
Sewer	Parkside pump station generator	Parkside pump station failed. Circuit board is being replaced.
Sewer	DEQ reports	Completed and mailed DEQ required annual wastewater reports.
Hwy 101 Project	Man hours and Vac-truck hours	Public Works worked approximately 31 man hours and 15 Vac-truck hours for project contractors.
Sewer/Water	Weekly meetings	Met with City Administrator.