City of Yachats
CITY COUNCIL MEETING
November 4, 2021

WORK SESSION

Present: Mayor Leslie Vaaler, Mary Ellen O'Shaughnessey, Greg Scott, Ann Stott; guests: Pro tem City Manager, Katherine Guenther and Deputy Recorder, Kimmie Jackson, Linn West, Don Groth, Chris Brugata, Westech Engineering, Dave Buckwald, Rick McClung

Meeting called to order at 9:30 am

Consideration of public involvement in land use planning – Oregon Goal 1 and Goal K.

Scott indicated this topic is cyclical. Last time predates his arrival in active participation city affairs. Main issue was participation of community. Felt between commissioners and public attending meetings Yachats has good participation. It is worthy of discussion. Requires staff time but concerned with lack of staff.
Guenther advised not sure when it happened, the planning commission absorbed the responsibility of the citizens involvement committee (CIC). There is more participation now and technology is better.

Councilor Anthony Muirhead joined meeting at 9:40.

Mayor Vaaler advised during Arthur Roberts' tenure a decision was made to disband the citizens involvement committee. Shared concern for participation and staff time being used. Also concerned that the public is not getting enough education of land use.

Scott indicated in the materials provided referenced availability of 2021 technology and think of it as an option available that makes potential tools available to make information more readily available to the public.

O'Shaughnessey shared information from her time on the planning commission and discussed the need for citizen feedback.

Discussion continued, O'Shaughnessey suggested people that are interested might come up with a proposal considering the constraints mentioned. Vaaler raised the question of how to go about getting people together for a proposal.

Planning Commission Chair Block discussed issues of making a CIC a function of the planning commission. Need to determine interest and scope of CIC.

Community member Connor indicated the CIC is a type of community outreach it can be scaled to size of community. Need to have a framework to follow for each project. Need to consider how to engage with public, not necessarily how public responds.

Vaaler suggested Bloch, Conner, Danos and someone from council to carry this forward.

Bloch is agreeable and advised putting a CIC on the agenda for Planning and proceed from there.

Scott requested a recommendation to the Council as to how the mechanics of the CIC would work and who would take responsibility for a CIC.

REGULAR MEETING 10:07 am

I. New Business

Item 3A

Community members (Deriberprey, Banks & Barrett) presented a packet/proposal concerning the issue of the homeless and inclement weather.

-Proposal that during extreme weather the pavilion be unlocked so homeless can take shelter. Indicated there are volunteers to make sure it is kept clean and locked and unlocked in a timely fashion.

Scott made the **motion to accept the proposal submitted to Council to open the picnic shelter during severe inclement weather and authorize the City to provide keys to make this possible.**

Vaaler did raise OHA regulations re: Covid. Guenther advised there are signs and the City is OK with that. Insurance is no different than people sleeping in the doorway of the Log Church.

Discussion was had regarding the shelter not being open while there are children in the Commons.

Vote: O'Shaughnessey, Yes, Scott, Yes, Stott, Yes, Muirhead, Yes. Mayor Vaaler, Yes. **Motion carried unanimously.**

II. Announcements, Correspondence and Proclamations

O'Shaughnessey thanked those involved in planning the Halloween event – it was Yachats at its finest.

III. Public Comment

None

IV. Reports

A. Public Works

Chris Brugata of Westech Engineering presented overview of Wastewater Facility Plan

- Purpose of Facilities Plan

- o Reflection of City's needs
- o Overview of existing system – collection and treatment
- o History of System
- o Key Planning Criteria
- o Collection System Analysis
- o Recommended Collection System Improvements
- o Treatment System Analysis
- o Recommended Treatment System Improvements
- o Prioritization Groups
- o Capital Improvement Plan (CIP)
- o Next Steps

Discussion

Vaaler raised questions –

If experiencing growth, how much above of what is listed indicates this is not what is needed. Brugata indicated that there would be need to be a considerable increase in population. The Plans do take into growth into consideration.

Page 5-12 BOD and TSS are the same; is that correct? Brugata advised it is intentional. BOD and TSS go hand-in-hand.

Smoke testing system – is there evidence that there is a problem and what is the expense? Brugata gave instances for smoke testing, pipe breakage, etc. It is not a huge cost and would probably reveal some problems that could be fixed.

Cost of spreader is that for new? Brugata advised it was for new, but no reason a good, used piece of machinery would not suffice.

Sludge storage tank; is it within the no more than 35% or is the risk greater. Brugata indicated it could go above it but not much greater.

Are we adding significantly to staff at Public Works? Brugata indicated there really would not be a higher work load and possibly the work load would decrease.

Priority 1 projects if choices are made to go forward with water or waste water items, which are most important? Brugata advised the water system needs work sooner than the waste water system.

Which items? Brugata indicated replacing the tractor, bio-solid items, building rehab.

Buckwald the "smaller stuff" is getting dealt with and the larger things will be further out.

Guenther asked about the $50K for bio-solid disposal site. Brugata indicated finding a new site privately owned and getting approval for the site. Administrative cost, not purchasing property.

$6,820,000, June 2021 index has increased 4.4% which is a $301K increase need to keep an eye on this yearly. Check expiration dates. Fire Station is zoned C-1. Check levels of NDP.

Buckwald advised that DEQ has made several mistakes on their paperwork but they do good work for what they do.

Scott advised when the current waste water plant was designed, plumbing was specifically included for the third SBR anticipating that at some point the possibility of a state mandated health annexation immediately north of Yachats.

Discussion ensued as to need of third SBR and cost.

Buckwald advised that the City purchased a great system and he will brag about it all the time.

Brugata indicated that the third SBR was put in just for cost purposes. Probably won't need another one for about 20 years.

Scott asked if these projections with bio solids will improve process and have a reduction in work hours with technology, etc. Brugata advised there was not a cost analysis done; there will be some streamlining, but not much. It would be better to look at it as risk management.

Scott raised the question to Buckwald regarding waste from the local brewery as there had been concern. Buckwald advised he had come to an agreement with the brewery to discharge during the evening and by doing that feeds the micro-organisms so it is actually working out well. Scott praised Buckwald for working that out and finding a solution that worked for both parties.

Lauritzen raised the question of having no section for elimination of septic systems in the Waste Water Master Plan. There are 12 systems grandfathered in. It is believed they are leaking into one of the creeks on the north side of Horizon Hill and there is fecal bacteria. Brugata advised he was unaware of these and that they can add a plan to connect them to the system; Buckwald advised there is no sewer line access. It will require quite a bit of piping.

Discussion on need and LID. Guenther advised there is a map at City Hall showing all the properties with septic systems.

Linn West suggested that the septic system issue be left out of the report on the Master Plan and that Public Works do research on how to investigate and document so that costs and options are available sometime in the future.

Further discussion was held about creek contamination and the safety and use of septic systems.

Scott agreed with West's suggestion and felt that Public Works tackle this issue independently.

Mayor Vaaler made the **motion to move the Master Plan onto DEQ with the corrections made.**

Scott voiced his concern that the public has not had much time to review this and asked what the downside would be to wait a little longer. Mayor Vaaler indicated that there was a time constraint and one extension had already been granted. She further advised that this has been in the works for quite some time and the public has been able to review it. West advised that the plan has been mentioned at the last three meetings of Public Works.

Discussion was held as to public awareness of the plan being worked on and available for review by the public.

Vote: O'Shaughnessey, Yes, Scott, Yes, Stott, Yes, Muirhead, Yes. Mayor Vaaler, Yes. **Motion carried unanimously.**

B. Parks and Commons

Application from Adam Altman included in packet. Altman advised he takes advantage of the many activities and parks that Yachats has available and volunteers on the trails crew. He loves the town and would like to work on the many projects taking place.

Stott made the **motion to accept the application from Adam Altman to the Parks and Commons Commission.**

Vote: O'Shaughnessey, Yes, Scott, Yes, Stott, Yes, Muirhead, Yes. Mayor Vaaler, Yes. **Motion carried unanimously.**

V. City Manager Recruitment

Mayor Vaaler summarized the meetings and interviews that have taken place in the search of a City Manager. Council and Guenther has spent much time and effort and there has also been community involvement. Staff has also given great feedback.

Mayor Vaaler inquired of the Council if they had everything they needed to make a decision or if they required something more.

Mayor Vaaler presented three (3) options to the council regarding proceeding in hiring a City Manager and asked the council members to vote for one option:

1. Do not engage in talks with either of our finalists at this time.
2. Enter into talks with Helen Anderson in hopes of reaching an agreement that would allow her to become the Yachats City Manager. Contract would need to be approved by the City Council.

3. Enter into talks with Gretchen Dubie in hopes of reaching an agreement that would allow her to become the Yachats City Manager. Contract would need to be approved by the City Council.

Scott suggested a binary choice and Muirhead agreed. Stott and O'Shaughnessey chose the above. Scott and Muirhead agreed to follow the majority.

Discussion on how to vote. It was suggested to do so via private chat. Public chat has been disabled and a chat vote will only be seen by Guenther and Jackson. Guenther will read the results when the vote is complete and there will be a written record of the vote via the chat.

Jackson supplied the results of the vote.

Stott, Option 3, Muirhead, Option 3, O'Shaughnessey, Option 1, Vaaler, Option 3, Scott, Option 3.

Mayor Vaaler advised the four votes for Option 3 indicated the Council would enter into talks with Gretchen Dubie in hopes of reaching an agreement becoming City Manager. Vaaler asked if there were any councilors who wished to comment on their vote.

Muirhead thanked Helen Anderson for her time and desire to serve the community in the capacity of City Manager.

O'Shaughnessey, Mayor Vaaler, Scott and Stott shared their views on the process and their thought processes in making their vote.

Discussion held regarding who should be "at the table" in the talks with Dubie, going over the contract, discussion of transition, description of duties, discussion of term of the contract, terms of dissolving the contract, terms regarding renewal of contract, salary and benefits, starting salary, reviews.

Scott advised that he felt who is "at the table" should be decided today. He suggested two (2) members of the Council and current City Manager and one council member should be Mayor Vaaler and Councilor Stott. Discussion was held regarding Scott's recommendation.

Discussion was held on transition and all councilors and Guenther agreed that the process will be a natural progression and that it will be evident when the City Manager can proceed on their own. Everyone indicated they would do what was necessary to make the transition as seamless as possible.

Discussion was held on salary and benefits.

VI. City Manager Report

Guenther advised there was nothing she had no report.

VII. Other Business

Scott advised he and the chairs from Parks and Commons and Public Works would be attending a “whiteboard exercise” at Oregon State working with the design group working on the data base.

Muirhead shared that his and another car were broken into and suggested that we need to be vigilant and advise our community to lock their doors.

Mayor Vaaler indicated that the hard work of the staff has been mentioned several times and it isn’t enough. They are very appreciated.

O’Shaughnessey thanked the community members for their input.

Guenther gave a shout out to wish Kimmie and happy birthday.

Mayor Vaaler adjourned the meeting at 12:37 pm.

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Leslie Vaaler, Mayor Date

ATTEST:

________________________________ _____________

Katherine Guenther, Pro-Tem City Manager Date

Transcribed by Contractor, L.F. Barrett