

1. 9:30 A.M. Agenda

Documents:

[2022-04-07 Agenda.pdf](#)

2. 9:30 A.M. Meeting Materials

Documents:

[Supplemental For April Council Meeting Updated.pdf](#)
[2022-04-07-B RES Committee Appointment Budget.pdf](#)
[Meeting Summary 03.16.22 City Council.pdf](#)
[2022-04-07_Surplus_Property.pdf](#)
[2022 Public Works Surplus Equipment With Pictures.pdf](#)
[Resolution 2022-04-03 Child Abuse Awareness Month.pdf](#)



CITY OF YACHATS
CITY COUNCIL WORK SESSION, REGULAR MEETING, AND PUBLIC HEARING
Yachats OR
Thursday, April 7, 2022 at 9:30am
To Be Held Via Zoom

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/84651149572>

Meeting ID: 846 5114 9572

One tap mobile

+16699006833,,84651149572# US (San Jose)

+12532158782,,84651149572# US (Tacoma)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

Meeting ID: 846 5114 9572

Find your local number: <https://us02web.zoom.us/j/84651149572>

Work Session

- I. Procedures and expectations for Committees
- II. Procedures for possible City land/real estate purchases

Regular Council Meeting

- I. Announcements, Correspondence, Proclamation
 - A. Proclamation: "Child Abuse and Awareness Month"
- II. Public Comment: Topics not listed on the agenda (5-minute limitation per person)

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. The meeting are 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. 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.



III. New Business

- A. Supplemental Budget
- B. Consideration of 2022-2023 CIP plan

IV. Old Business

- A. Resolution memorializing Budget Committee appointments

V. Reports

- A. City Manager Report

VI. Other Business

- A. From Mayor
- B. From Council
- C. From Staff

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**CITY OF YACHATS SUPPLEMENTAL BUDGET SUMMARY
APRIL 2022 SUPPLEMENTAL BUDGET REQUEST**

**21-22
BUDGET**

**SUPPLEMENTAL
REQUEST**

CHANGE

WASTEWATER FUND

BEGINNING FUND BALANCE	179,702	157,154	(22,548)
FUND REVENUE, CURRENT YEAR	721,000	721,000	0
PERSONNEL SERVICES	(312,200)	(312,200)	0
MATERIALS & SERVICES	(222,200)	(284,200)	(62,000)
INTERFUND TRANSFERS	(200,000)	(200,000)	0
RESERVED FOR FUTURE YEARS	(166,302)	(81,754)	84,548
TOTAL REQUIREMENTS	(900,702)	(878,154)	22,548
FUND BALANCE CHANGE	0	0	0

DEBT SERVICE FUND

BEGINNING FUND BALANCE	662,132	1,026,230	364,098
FUND REVENUE, CURRENT YEAR	698,267	698,267	0
DEBT SERVICE	(592,081)	(628,994)	(36,913)
INTERFUND TRANSFERS	(60,000)	(60,000)	0
RESERVED FOR FUTURE YEARS	(708,318)	(1,035,503)	(327,185)
TOTAL REQUIREMENTS	(1,360,399)	(1,724,497)	(364,098)
FUND BALANCE CHANGE	0	0	0

VISITOR AMENITIES FUND

BEGINNING FUND BALANCE	567,802	670,851	103,049
FUND REVENUE, CURRENT YEAR	773,741	773,741	0
PERSONNEL SERVICES	0	(5,000)	(5,000)
MATERIALS & SERVICES	(128,500)	(153,500)	(25,000)
INTERFUND TRANSFERS	(104,250)	(104,250)	0
RESERVED FOR FUTURE YEARS	(1,108,793)	(1,181,842)	(73,049)
TOTAL REQUIREMENTS	(1,341,543)	(1,444,592)	(103,049)
FUND BALANCE CHANGE	0	0	0

EXPLANATION FOR CHANGES

Wastewater Fund - Correction of beginning balance; materials and services higher than expected due to Covid inflationary pressure ; replacement of consumables purchased in prior years; resumption of biosolid disposal at Heard Farms

Debt Service fund - Correction of beginning balance; loan payoff planned for 20-21 did not occur due to City Manager transition.

Visitor Amenities Fund - Correction of beginning balance; reflection of internal labor charges; Fireworks fees paid by the city.



**CITY OF YACHATS
RESOLUTION NO. 2022-04-07-B
A RESOLUTION FOR APPOINTMENTS TO
THE YACHATS BUDGET COMMITTEE**

WHEREAS, The following applicants have agreed to accept appointment, and

WHEREAS, The City Council discussed the appointments at the March 16, 2022 meeting;

NOW THEREFORE, the City of Yachats resolves that the following appointments are made:

Yachats Budget Committee:

- o Don Groth, Seat B, expiring 12/24
- o John Moore, Seat C, expiring 12/24

Passed and adopted April 7, 2022. This Resolution is effective upon adoption.

Attest:

Leslie Vaaler, Mayor

Heide Lambert, City Manager

City of Yachats
CITY COUNCIL MEETING SUMMARY
March 16, 2022

Meeting called to order by Mayor, Leslie Vaaler at 2:04 pm

Present: Council President Ann Stott, Greg Scott, MaryEllen O'Shaughnessey, Anthony Muirhead, Mayor, Leslie Vaaler, City Manager Heide Lambert, Carl Miller, George Mazeika, Lance Bloch, John Purcell, Don Phipps

Vaaler began the meeting indicating that there has been a change in the chat feature of the Zoom meeting. They will only be visible to the City Manager and the City Coordinator.

A moment of silence was held for the people of Ukraine.

I. ANNOUNCEMENTS, CORRESPONDENCE, AND PROCLAMATIONS

(2:41) Vaaler indicated that the utility bills were delayed this month but they did go out.

(3:23) Vaaler brought the Council's attention to March 21st, which is the date individuals can sign up for events for the Amanda Trail Dedication (there is limited capacity at some events). The sign-up can be located on the View the Future website.

II. PUBLIC COMMENT

(4:20) George Mazeika brought up the January 6, 2022, Council Meeting indicating a Letter of Intent for McCain Construction. He laid out the series of events that followed. He indicated no cost estimates were indicated in that letter and questioned who included those numbers and who was authorized to change that Letter of Intent that was approved by Council and when was it done. He indicated that time was wasted by Council and time was lost proceeding with the Little Log Church and Museum (LLCM) He went on to say the Museum structure was subject to a building survey in 2017, 2019 and August 3, 2021, supplying considerable information on the condition of the building. He questioned who and when was the decision made to have yet another survey done.

(7:28) Vaaler indicated she would wait for the City Manager to address the issue in her report.

(7:46) John Purcell indicated that he and John Theilacker made a presentation to form a water sustainability committee to Public Works and Streets on March 8th. He advised that Chair, Linn West sent the proposal to the Council for approval in today's meeting. He is willing to answer any questions the Council has in order to move the request forward.

1 (8:30) Vaaler indicated that an email was sent by West to the City Manager,
2 copied to Vaaler and that the City Manager can address this in her report.

3 (9:40) Lambert interjected that she did receive the report, but being here for
4 only a month was unsure how the City and Council initiate new committees
5 and she has working with the Council on this.

6 (11:29) Community member, Steven La-Sky questioned the lottery for the
7 vacation rentals. He asked if the City Manager was familiar with his
8 contentious relationship with the Council. He indicated that in November his
9 number had come up in the lottery and was told at that time that the permit
10 would be done after the holidays. He expressed his anger and frustration at
11 being stonewalled and losing money every day that nothing happens. He
12 indicated he was following the rules that the City set up but the City is not.

13 (14:48) Lambert apologized for his frustrations and that he had to come to
14 City Council to address it. She advised she would call him as soon as the
15 meeting is over.

16 (15:36) Don Phipps discussed all the many hiking opportunities but indicated
17 Hwy 101 between Ocean View Road and Yachats Ocean Road is not safe.
18 Although there is a shoulder marked by the white line, many people cross that
19 line and despite the speed limit sign and flashing sign many people speed
20 through that section. He asked the City do something to help alleviate
21 speeders. Acknowledged that he spoke with Rick McClung and how ODOT
22 and the City are working on a delineator project. He suggested a code
23 enforcement camera and indicated that several cities in Oregon use them and
24 he told McClung he would be happy to contact those cities and get
25 information for installing one.

26 (20:53) John Purcell indicated he was compelled to comment and use the
27 remainder of his five minutes. He indicated that all four Councilors that ran for
28 office listed water as their number one concern. He advised there are 13
29 volunteers ready to work on a list of items plus the Public Works Commission
30 and Rick McClung. He urged Council, before federal money "slips away" and
31 additional state monies that might be available to improve water sustainability
32 both locally and county wide, that Council move a water sustainability
33 committee up on their priorities so they can get to work and help.

34 (21:57) Stott advised she is aware of this group and echoes Purcell's
35 comment; indicating a committee like this should have been on the agenda a
36 long time ago. She felt it should have been on this agenda but requested
37 definitely on the next agenda.

38 (22:57) Mazeika replied to Phipps comments and advised the Parks and
39 Trails Committee is a subgroup of the Parks and Commons Commission and
40 indicated they meet the first Tuesday of the month. He invited Phipps to
41 attend the meeting and give more information on the code enforcement
42 camera.
43

1 III. NEW BUSINESS

2 A. Budget Committee Appointments

3 (23:47) Vaaler indicated information on candidates was included in the
 4 meeting packet. She advised there are two seats available on the
 5 committee and three volunteers. She opened the floor to Council to
 6 questions any of the candidates: Don Groth, Dawn Keller and John Moore.
 7 Vaaler posed a question to all three candidates, asking how they would
 8 work with the current group and then a change of membership in the
 9 coming year. Both Moore and Groth indicated that they have been on the
 10 Committee already and have experienced change; they felt it would be no
 11 different. Keller advised she is the newest member on the Committee and
 12 having now served for a term has the knowledge of the budget process for
 13 Yachats. She also indicated that she felt the perspective of someone who
 14 is newer to town deserves to be on the Committee.

15 (32:51) O'Shaughnessey asked all three candidates: "What has worked
 16 well that you have encountered on the Committee and what can be done
 17 differently for the Committee to be stronger?"

18 (33:35) Groth indicated the Committee had been working to move up the
 19 time schedule to December. It was done last year but with no City
 20 Manager it slid. Wants to see the Committee continue to have the budget
 21 process begin in November or December. He reviewed Oregon Budget
 22 Law and it suggested having smaller interim meetings to tackle some of
 23 the "nitty gritty" and make the main meetings run smoother.

24 (35:36) Moore agreed that moving up the time line is important. He also
 25 indicated that a 5 and half hour meeting results in people being weary and
 26 felt that two meetings of three hours might provide better decisions.

27 (36:45) Keller indicated that people have a budget questions all year
 28 round and felt that a meeting where questions are gathered and the
 29 Committee answers them. She indicated that a Budget Committee should
 30 deal with a detailed, line item budget, not a narrative budget.

31 (39:19) Scott wanted to clarify the budget process. The City Manager
 32 prepares the budget. The public does have opportunities to make
 33 comments. He advised that due to the "trauma" that the last three years
 34 have brought, his inclination was to rely on experience rather than
 35 creativity.

36 (41:24) Vaaler talked about the process used three years ago when there
 37 were more volunteers than seats. It was that each Councilor chose the
 38 two candidates that they favored and the top two vote getters would be the
 39 new committee members. It was a paper vote then so at this time it can be
 40 done on the chat. Council agreed with voting via chat.

41 **Vote Total:** 4 votes for John Moore, 4 votes for Don Groth, 2 Dawn Keller
 42 (50:50) Vaaler indicated that John Moore and Don Groth are appointed to
 43 the Budget Committee for a term of three years.

(51:16) Vaaler explained her vote.

Vote: Scott, Moore and Groth; Muirhead, Moore and Groth; Vaaler, Moore and Keller; O'Shaughnessey, Groth and Keller; and Stott, Moore and Groth.

(53:43) Vaaler thanked the candidates.

B. Proposed Budget Schedule

(54:21) Vaaler advised that Lambert asked her to review the budget and the schedule. Her (Vaaler) draft is in the packet.

(55:31) Lambert felt the schedule was a good adaption considering the time remaining. Discussion held regarding scheduling a third meeting and having the first budget meeting on May 9. Scott indicated he will be away on the 16th, not returning until the 20th. Groth suggested the second meeting be on the 23rd.

(1:02:48) Moore made the suggestion to keep the meetings in the morning and to structure the first meeting so that at least 60+% of the budget process is covered. Discussion held and then also discussed Zoom versus in-person meeting. Zoom was the preferred choice.

Budget meetings will be: Monday, May 9th and Monday May 23rd beginning at 9 am.

C. System and Processes

(1:08:35) Lambert advised she has been learning the process of projects for the City and wanted to touch on two things: the processes for projects and the systems that are being used for billing and utilities. Both were affected when the Deputy went on leave in December leaving one person to do many, many tasks. She shared a flow chart and discussed the process.

(1:17:35) Scott advised he liked the concept but asked how this system would pertain to projects that have already come before the Council.

(1:18:06) Lambert advised she would begin initiating conversations with all projects being worked on now to identify where in this process they are and help them move forward.

(1:18:36) Stott indicated that she liked this process and discussed a meeting she had with Lambert and just wanted to say she was excited to see this process developed.

(1:20:11) O'Shaughnessey clarified that the project form was done by Rick McClung and herself, not Stott.

(1:20:15) Further discussion was held on the process and how they pertained to Commissions.

(1:26:43) Lauritzen drew the Council's attention to Ordinance 355 adopted in 2020, signed by Mayor Moore and City Manager Beaucaire, that is inconsistent with this process. That Ordinance specifically directs projects to the Finance Committee to determine how they fit into the "big picture". Discussion ensued.

(1:28:25) Vaaler asked Lauritzen if Ordinance 355 was the same one being brought to Council regarding the role of the Finance Committee. She indicated they keep this in mind when proceeding.

(1:29:08) Vaaler then questioned how this process pertains to the formation of a committee. Discussion was had regarding members Lambert advised that her review of Ordinances indicate that committees need to have a council member and she needs to do further research as there are current committees that do not have a council member.

Discussion continued regarding committee formation, membership of committees and processes regarding how the committee works.

(1:34:57) Muirhead wanted to commend Lambert's processes and began a discussion on the utility billing and processing of payments. Lambert advised that Dayna Capron will be attending a utility billing class the coming week and is learning more and more every day. Scott indicated that having worked with her (Dayna) that she has a very good grip on the system and is very competent. "She's a keeper".

(1:40:48) Scott wanted to indicate that he saw great value in terms of Council transparency and keeping the community informed about what the City is doing and why and he will support that team any way it is appropriate.

IV. OLD BUSINESS

A. Fourth of July

(1:42:45) Vaaler advised that Council needed to know if there were things that needed to be addressed.

(1:43:17) Lambert informed Council that it was her understanding that the Fourth of July and parade were put on by non-profits and chamber.

Apparently the non-profit that paid for the fireworks was unable to make that happen this year but the chamber is still trying to bring it to town but nothing is "for sure" at this time. She also indicated she had been approached about having signage in town regarding fireworks and educating visitors about fireworks within City limits.

(1:44:44) Stott felt a clear message needed to be sent to the Chamber and other groups that the City is "full speed ahead" for the Fourth of July. She went on to talk about making sure the community understands that while the City will do what they can regarding illegal fireworks, there is only so much they can do. Vaaler said it was suggested that signage be at both ends of the City; a sign indicating Yachats takes Oregon law seriously regarding fireworks. Discussion held regarding signage.

(1:48:23) Muirhead indicated he heard the possibility of a fireworks show on July 2nd of this year. He wanted to show City support of the project by making a motion: **that the City allocate \$25K towards a fireworks show out of the Visitor Amenities Fund.** He believes it is marketing dollars well spent funneling visitors through downtown for that day.

(1:50:20) Quinton Smith of Yachats News indicated that the expert on fireworks in Yachats is Katherine Guenther and went on to discuss the fireworks committee and Western Display of Canby.

(1:51:25) Guenther advised she hasn't heard from Western Display indicating they usually called by the end of the previous year. She continued by saying the pyrotechnic guys have other jobs and some of them have let their licenses expire. She admitted to enjoying not having to deal with it for the past two years as it is a stressful and time consuming job. She went on to discuss the various issues that pertained to obtaining permits, supplies, etc.

(1:54:52) Lambert thought there was \$20K in the marketing budget but asked if Lauritzen or Groth could confirm that. There is \$3k in the budget for fireworks. Guenther advised a majority of the money comes from fundraising.

(1:58:24) Groth went over what funds were available. Lauritzen advised another line can be added to the supplemental to include the \$25K. Guenther advised that flexibility of date can change the cost of the show and Vaaler indicated that in Finance they showed excess in Visitor Amenities but that other projects were also looking at those funds. Muirhead said in full transparency there is plenty of money in Visitor Amenities.

(2:02:03) Muirhead rephrased his motion: **the City put \$25K via the supplemental budget to support the City fireworks show.**

(2:02:29) Discussion held as to which fiscal year the money would be applied to. Guenther advised it is a 25% deposit but that the more you can pay in advance the happier they are because "it's a hard thing to repossess". She went on to say Western Display out of Canby would probably be the only ones to pull it off as they know "the drill".

(2:04:25) O'Shaughnessey questioned where the fireworks are launched from. Guenther indicated they are launched from the State Park and angled south west. O'Shaughnessey wanted to know if the debris ended up in the ocean and Guenther advised the debris was actually in the parking lot. She went on to say that a huge insurance policy is carried naming all volunteers and residences in the area. O'Shaughnessey also broached the subject of dogs and that this has been an argument for many years. Guenther responded by saying that whether there is an official fireworks show or not the City will have fireworks. She felt that an official show did somewhat curb the "unofficial" ones.

Vote: O'Shaughnessey, no; Muirhead, yes; Stott, yes; Scott, yes; Vaaler, no. **Motion carried, 3 yes, 2 no.**

V. REPORTS

(2:11:32) City Manager Report is in the packet. Vaaler reported that the City Manager, Rick McClung, Katherine Guenther and Vaaler met with Wayne

1 Belmont and Roy Kinyon about the turnover of Ocean View Drive and advised
2 there are multiple steps. Discussion held about proceeding and where the
3 process was at.

4 (2:12:45) Lambert advised that Lauritzen did supply a financial snapshot and
5 it did not make it into the packet.

6 (2:14:58) Lambert reviewed her written report and the format for
7 commissions, staff, etc. She asked for questions.

8 (2:16:12) Stott complimented Lambert on the format and appreciated the
9 update.

10 (2:17:02) Lauritzen then presented his report via shared screen highlighting
11 the first seven months on the fiscal year. He did indicate that Visitor Amenities
12 is impacted by lack of recoding of cash receipts.

13 **VI. OTHER BUSINESS**

14 **A. From Mayor**

15 (2:20:34) Vaaler drew Council's attention to a last minute addition to the
16 packet of the Meeting Summary and advised that no one would have been
17 able to review those prior to the meeting and that hopefully they would be
18 submitted in a timely manner in the future.

19 **B. From Council**

20 **C. From Staff**

21 Meeting adjourned at 4:26 pm.

22
23 Transcribed by Contractor, L.F. Barrett, March 23, 2022

CITY OF YACHATS
RESOLUTION NO. 2022-04-07
A RESOLUTION DECLARING SURPLUS PROPERTY AND
AUTHORIZING DISPOSAL

WHEREAS, The Public Works staff has identified items that are no longer used and have little or no value;

NOW THEREFORE, the City of Yachats resolves the following equipment is hereby declared surplus and shall be disposed of in the manner the Public Works staff deems most appropriate:

Year	Make	Model	VIN Number	License Number	Estimated Salvage Value	Replacement Year	Salvage Year
1988	GMC	Bucket Truck	1GDM7D1E8JV527301	E275809	\$0	FY 2022-23 GOAL	2022
1990	Ford	F-800 Dump Truck	1FDXK84A9LVA45631	E218155	\$0	2017	2022
2005	Ford	Crown Victoria	4FAHP71W45X147897	E272426	\$0	N/A	2022
1992	Ford	L-8000 Vac-Con	1FDYR82A8NVA03585	E250533	\$3000	2020	2022
2006	Eagle	tandem axle trailer	1C9BE26236P694451	U435420	\$0	2016	2022
	PVC Pipe	Various sizes			\$0	N/A	
		Radar speed sign trailer			\$0	2018	

PASSED AND ADOPTED this ____ day of April 2022.

THIS RESOLUTION IS EFFECTIVE UPON ADOPTION.

Attest:

Leslie Vaaler, Mayor

Heide Lambert, City Manager

Yachats Public Works Surplus Equipment

Yachats Public Works has available for surplus the following pieces of equipment.

All items are sold as is. All sales are final.

1988 GMC Bucket Truck

Condition: Engine and hydraulic system does not run. Perfect for a good mechanic.

VIN# 1GDM7D1E8JV527301

Minimum bid: 0

Oregon DMV title transfer required.



1990 Ford F-800 5-yd Dump Truck

Condition: Engine hard to start, old fuel. Perfect for a good mechanic.

VIN# 1FDXK84A9LVA45631

Minimum bid: 0

Oregon DMV title transfer required.



1992 Vac-Con Ford L-8000 sewer cleaning truck

Condition: Engine leaks oil, jetter pump needs replacement.

Truck includes a 3/4inch Bulldozer jetter head. 3,000 psi and 28.5 gallon/min.

VIN# 1FDYR82A8NVA03585

Minimum bid: \$3,000 OBO

Oregon DMV title transfer required.



2005 Ford CVPI 4D

Condition: Engine oil has water in it.

VIN# 2FAHP71W45X147897

Minimum bid: 0

Oregon DMV title transfer required.



81 inch X 16 foot tandem axle trailer

Condition: Could be rebuilt by the right person.

Minimum bid: 0



Random length, various size 1.25-inch to 14-inch PVC Pipe

Condition: Sun bleached, not good for pressure use.

Minimum bid: 0



Radars Speed Sign Trailer

Condition: Could be rebuilt by the right person.

Minimum bid: 0



**BEFORE THE MAYOR AND CITY COUNCIL
FOR THE CITY OF YACHATS, OREGON**

In the Matter of

)

) **RESOLUTION #2022-04-03**

***PROCLAIMING APRIL 2022 AS "CHILD
ABUSE AWARENESS AND PREVENTION
MONTH" IN YACHATS, OREGON***

)

)

WHEREAS, it is critical to the future of Yachats that our children be safe, protected and nurtured; and

WHEREAS, the incidence of physical, emotional and sexual abuse of children, as well as neglect of children, continues at an alarming level; and

WHEREAS, effects of child abuse and neglect are felt by the entire community and need to be addressed by the entire community; and

WHEREAS, it is desirable that every citizen in Yachats become involved in supporting the efforts of parents and guardians to raise their children in a safe, nurturing environment; and

WHEREAS, a personal commitment to create and support the value that raising our children and supporting families is encouraged of all citizens.

NOW, THEREFORE, we, the Mayor and City Council, do hereby proclaim April 2022 as "Child Abuse Awareness and Prevention Month" in Yachats and encourage all citizens to join in the observance.

Dated this 7th day of April 2022.

YACHATS MAYOR AND CITY COUNCIL

Leslie Vaaler, Mayor

Ann Stott, Council President