

1. Agenda

Documents:

[CC WS AGENDA 01-03-2018.PDF](#)

2. Meeting Materials

Documents:

[DRAFT CC AGENDA 01-10-18 1.PDF](#)

[JOINT SESSION WITH LINCOLN COUNTY BOARD OF COMMISSIONERS.PDF](#)

[LIBRARY COMMISSION REQUEST AND UPDATE.PDF](#)

[LINCOLN COUNTY VISIONING PROCESS.PDF](#)

[PROCLAMATION FOR PEACE POLE DAY.PDF](#)

[PUBLIC COMMENT 12.16.17.PDF](#)

[STATE OF THE CITY.PDF](#)

*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 WORK SESSION, REGULAR COUNCIL MEETING**

441 Hwy 101 N., Yachats Commons, Room 1, Yachats OR

**Wednesday, January 3, 2018 at 9:30am**

### **WORK SESSION AGENDA**

- I. CALL MEETING TO ORDER
- II. WORK SESSION DISCUSSION TOPICS
  - a) Discussion of Public Comment from December 13, 2017 Meeting
  - b) Request from Library Commission & Update on Library Move
  - c) Discussion of the State of the City
  - d) Discussion of March 14<sup>th</sup> Joint Session with Lincoln County Board of Commissioners
  - e) Request from Lincoln County for Commons/Fair Ground Visioning Process
  - f) Discussion of Ocean View Road – Engineering Analysis & Survey
  - g) Approve agenda for 1/10/18 City Council meeting **at 6:00pm in Room 1**

### **REGULAR COUNCIL MEETING**

- I. Public Comment/Citizen Concerns  
(**topics not listed on the agenda:** 5-minute limitation per person)
- II. Discussion of Request from Library Commission & Library Move Project VOTE
- II. Decision on Acceptance of Ocean View Engineering Analysis & Survey VOTE
- III. Proclamation: Peace Pole Day

***The work session and regular council meeting 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 December 28, 2017***

*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

**Wednesday, January 10, 2018 at 6:00pm**

AGENDA

- I. Announcements, Correspondence and Proclamations
- II. Public Comment (**topics not listed on the agenda:** 5-minute limitation per person)
- III. Minutes
  - A. Minutes: 12/06/17 Work Session
  - B. Regular: 12/13/17 Regular Meeting
- IV. Reports
  - A. Council Reports
  - B. City Manager Report
- V. Business
  - A. Commission Appointments VOTE
    - a. Planning Commission: *Mary Ellen O'Shaughnessy*, Helen Anderson
    - b. Parks & Commons: Scott Gordon, Ruth Bass
    - c. Public Works & Streets: Larry Nixon, Don Groth
    - d. Library: Marvin Wiggle
  - B. Discussion of key issues of shared interest for March 14<sup>th</sup> Joint Session VOTE
  - C. Resolution 2018-01-01: Extending Worker's Compensation Coverage to Volunteers VOTE
  - D. Review Park Master Plan and decide whether to approve VOTE
  - E. Council Shepherdding Goals
    - a. Clarification of the role of Shepherd's
    - b. Recommend deletion & rewordings of tasks
- VI. Other Business
  - A. From Mayor
  - B. From Staff
  - C. From 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](http://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 January 3, 2018**

### **Joint Session with Lincoln County Board of Commissioners**

The Board of Commissioners (BOC) offered 2 dates for a joint meeting. Since March 14<sup>th</sup> is a regularly scheduled Council Meeting, the Mayor selected that day.

The BOC would like a list of key issues of shared interest so that they can bring appropriate staff necessary to address the discussion.



## Board of Commissioners

Courthouse, Room 110  
225 W. Olive Street  
Newport, Oregon 97365  
(541) 265-4100  
FAX (541) 265-4176

December 6, 2017

City of Yachats  
Gerald Stanley, Mayor  
PO Box 345  
Yachats, OR 97498

**RE: Joint Session with Lincoln County Board of Commissioners - 2018**

Dear Mayor Stanley:

The Lincoln County Board of Commissioners would once again like to schedule a joint work session with your city councilors. The joint work session, to be held in your council chambers, would begin at 6:00 p.m. and continue to no later than 7:00 p.m. We would then hold our regular weekly Board of Commissioners meeting immediately following the joint session and would include information and discussion items that might be of particular interest to citizens in your area.

We are flexible in scheduling these joint meetings based on your availability and we hope one of the following available meeting dates is convenient for your schedule:

**March 14**

**March 21**

To confirm one of these dates, please contact me at [kwhitaker@co.lincoln.or.us](mailto:kwhitaker@co.lincoln.or.us). Our Board looks forward to continuing its ongoing communication and cooperation with you and your council members.

Sincerely,

Kristi Whitaker  
Executive Assistant  
Lincoln County Board of Commissioners

e-c: Shannon Beaucaire, City Manager, [shannon@yachatsmail.org](mailto:shannon@yachatsmail.org)



## **Request from the Library Commission & Update on Library Move**

Attached, please find:

1. Library Commission Request regarding use of Hall Funds
2. The Request from Chair Dundson regarding clarification of roles and authority;
3. A draft design layout
4. December 14<sup>th</sup> minutes from the 2+2 meeting
5. Draft Scope of work from 2+2 Planning Committee
6. Children & Teen area Project Budget

## **Request from the Library Commission Regarding Use of Hall Funds**

The Library Commission passed the following resolution unanimously at our December 11 meeting:

"The Library Commission recommends to the City Council that a maximum of \$75,000 of the John Lester Hall Jr. bequest to the library be dedicated to the Library Move Project and that these funds be expended in a manner and for such purposes as will be mutually agreed upon by the Library Commission and the City Council."

**Request from the Library Commission Chair regarding Clarification of Roles and Authority**

December 12, 2017

To Mayor Stanley and the Yachats City Council.

The Yachats Library Commission requests by unanimous vote on December 11, 2017, that you:

Please clarify and advise on the Role and Authority of the Friends of the Yachats Library.

Please clarify and advise on the Role and Authority of the "library shepherd"- Barbara Fry.

Please clarify and advise on the role and authority of the 2+2 Work Group.

Yachats Library Commission,

David Dunsdon Chair

For context:

Hello David,

It was good to meet with you and Marv on Monday. Per our conversation, please see my answers below each of your questions in *italics*:

Thank you,

Shannon Beaucaire

City Manager

City of Yachats

[Shannon@yachatsmail.org](mailto:Shannon@yachatsmail.org)

[www.YachatsOregon.org](http://www.YachatsOregon.org)

PO Box 345

Yachats, OR 97498

Phone: [541.547.3565](tel:541.547.3565)

Fax: [541.547.3063](tel:541.547.3063)

**From:** David Dunsdon [mailto:[david.dunsdon@gmail.com](mailto:david.dunsdon@gmail.com)]

**Sent:** Saturday, November 25, 2017 3:06 PM

**To:** Shannon Beaucaire; Marion Godfrey; Marv Wigle; Nancy Bolton-Rawles; Nikki Carlson; Janet Hickam; [rackleff@peak.org](mailto:rackleff@peak.org)

**Subject:** Formal Request from Yachats Library Commission Chair

Shannon.

Please affirm the City's support and enforcement of the  
Powers and Duties Of the Library Commission under  
Municipal Code 208.040

## **2. Library Commission**

- a. Operate and manage the Yachats Public Library;
- b. Formulate rules, regulations and standards for operation of the library
- c. Receive gifts, grants, bequests and devises to carry out the purpose of the library;
- d. Prepare and submit to the budget officer an annual budget which will be forwarded to the budget committee

*These are the duties listed in the Yachats Municipal Code Section 2.08.040*

Can these Duties and Responsibilities be delegated or taken over by any other group?

*I do not see a delegation clause in Chapter 2.08 of the Yachats Municipal Code.*

Please affirm support of the duties of a Commission Chair under Administrative Policy NO. 18,  
Commission Operations & Procedures; Officers, Duties of the Chair

*The duties of the Chair are outlined in Administrative Policy No. 18.*

Please advise on the Role and Authority of the Friends of the Yachats Library

*I would recommend that the Commission request clarification of this role as they are a private non-profit organization.*

Please advise on the role and authority of the Yachats Library Volunteers

*Duty 2 (a) of the Library Commission in Section 2.08.040 is to operate and manage the Library. My understanding is that the volunteers are part of those operations & management.*

Please advise on the Role and Authority of the "library shepherd"- Barbara Fry

*Shepherds are a function of Council. I would recommend requesting clarification from Council.*

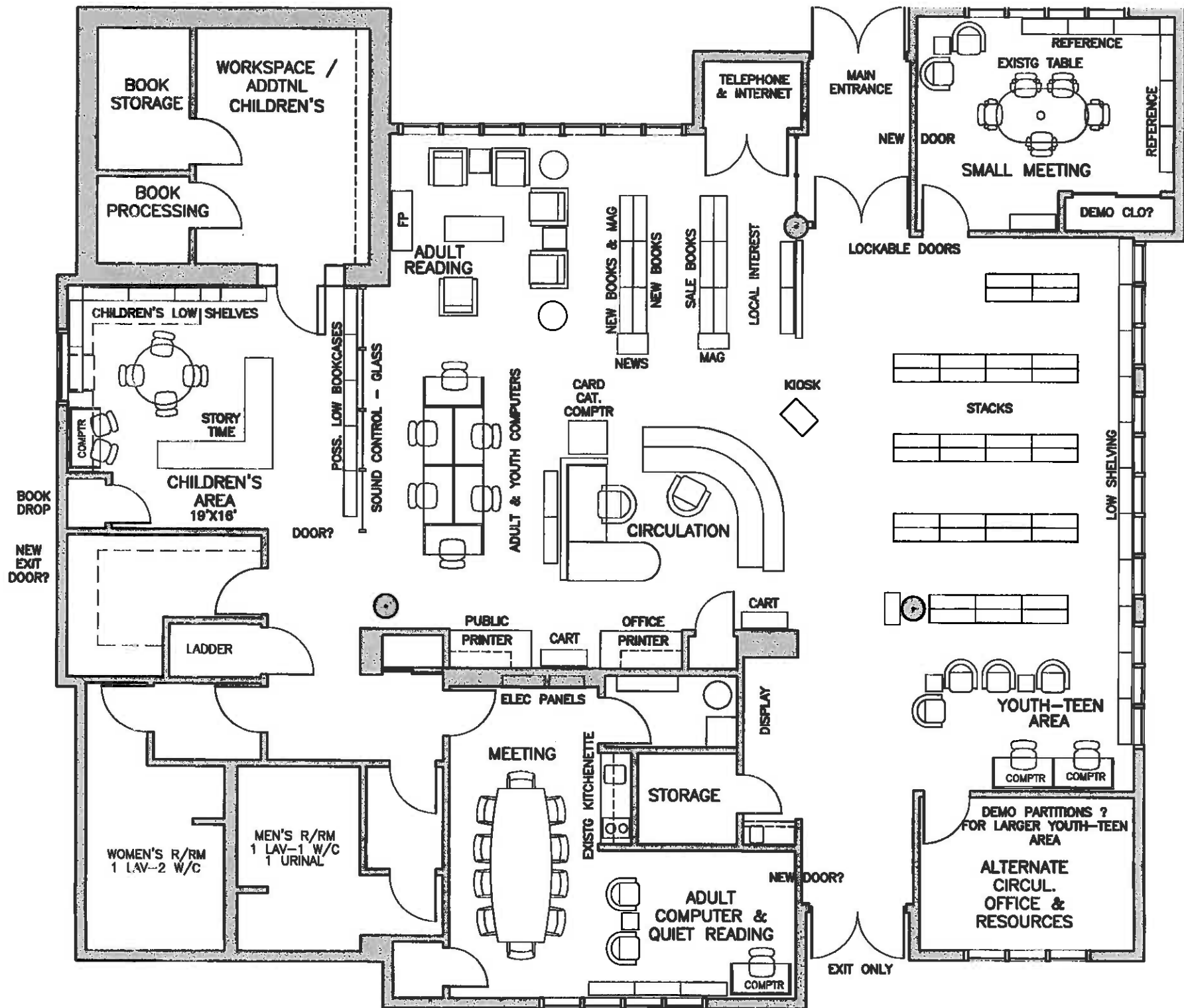
Please advise on the role and authority of the 2+2 Work Group

*The 2+2 Work Group was appointed by Council. I would recommend requesting clarification from Council.*

Please respond before the next Library Commission Meeting December 11, 2017

As my tenure ends soon, "time is of the essence"  
David Dunsdon, Library Commission Chair







# **Library Move Project**

## **2x2 Planning Meeting – minutes**

**December 14, 2017**  
**501 Building, 10:00 am**

**2x2 members present:** Barbara Frye, Jim Tooke, Marv Wagle, Nikki Carlson (substitute for Marion Godfrey), Janet Rackleff

**Guests:** Sara Moore, Loren Dickinson, Mike Guerriero, Jo Crooks, Meredith Howell

**Facilitator:** Barbara Frye

### **Agenda:**

1. Grants update
2. Actions by Library Commission
3. Marion and Loren's assignments
4. Friends' Fundraising
5. Next Meeting and Action Items

### **1. Grants Update**

- a. The TFFF Technical Assistance grant was awarded for \$4,000.
  - i. Funds will be deposited into FYL's new account for the Library Move Project.
  - ii. Funds will not be spent for a couple of months.
  - iii. Grant match includes \$1,000 in cash from FYL to be spent on project capacity building. Discussed options for use of that match. Agreement that it should be used for Library Move Project elements.
- b. Three Rivers Foundation: Deadline December 31, 2017
  - i. Janet Rackleff shared items included in project budget. Minor adjustments were suggested.
  - ii. Meredith, Nan Scott, Janet and Sandy will work to submit online grant application. Grant awards will be made in February
- c. Oregon Community Foundation: Deadline January 15, 2018
  - i. Discussed idea of also seeking funding for Children's and Teen's Areas from OCF.

### **2. Actions by Library Commission**

- a. Marv shared that the Library Commission voted to recommend that \$75,000 of the Hall bequest be used for the Library Move Project and that the Library Commission and City Council work together to make decisions on how the funds are used. The wording of the recommendation includes the sentiment that usage of funds will be mutually voted on by the Council and Commission.
- b. Recommendation will be forwarded for inclusion at the January 3<sup>rd</sup> City Council meeting.

### **3. Marion and Loren's Assignments**

- a. Loren continued to help the group understand parameters involved in bidding a construction project. He reported that out of his meeting with Barbara and Shannon, that there is agreement for the need of an external Project Manager.
- b. Loren is working on a preliminary construction design for library programming. He is still deciding how to react to the design input previously given by community members

- c. Marion supplied Shannon with two copies of RFP for bidding processes. Meredith shared an addition RFP from the Curry Public Library project. These will help Shannon create a legal way of procuring services.
- d. The desired character of the new library was discussed. Turning the uninteresting commercial building into a comfortable, effective library space is a challenge. Parameters that were discussed included: a fireplace in the corner, a vaulted ceiling in front of the East-facing windows, and using the vault as an adult reading room instead of as book storage, adding photos or pictures inside the vault, looping continuous photos on a digital screen.
- e. Nikki asked whether volunteers could be used for interior painting and other work. Loren shared that this probably would not be possible in the Occupancy Expense stage of the project, unless the contractor agrees to working with volunteers. The Library Move Project should have many opportunities for volunteer work.
- f. The group created a draft of items that should be included in the Occupancy Move portion of the project, the Library Move Project, and areas of overlap or where a decision might be difficult to make. See attached file.

#### **4. FYL Fundraising, Finance Updates and Volunteer Recognition**

- a. To date \$8,126 has been raised from FYL's fundraising efforts for the Library Move Project.
- b. 320 fundraising letters were mailed out, via USPS.
- c. Nancy Bowles-Rawlins has added information about the project onto the FYL website at <https://friendsofyachatslibrary.org>. Information about the fundraising letter is also on the website, as is an online donation feature.
- d. Barbara read a letter from Sandy, outlining a possible digital fundraising event that FYL could pursue. The Fundraising committee of FYL will be meeting December 19, 2017 to plan fundraising work and come up with recommendations for this group.
- e. Polly Plumb Productions will be coordinating an art quilt show on February 24 and 25. PPP offered that it could be a benefit for the Library Move Project.
- f. Mike Guerriero shared input on creating a volunteer recognition feature for the new library.
- g. FYL Finance Team will also be meeting December 19, 2017 to finalize supporting documents for upcoming grants.

#### **5. Recommendations, Next Meeting and Action Items**

- a. **Recommendation:** See Further Description of Scope of Work for the distribution of items in the Occupancy Expenses and Library Move Project
- b. **Action Item:** Barbara will summarize today's meeting with Shannon
- c. **Action Item:** Loren will continue his work on a preliminary design drawing
- d. **Action Item:** Meredith will revise the Three Rivers Foundation grant proposal to include budget changes that were discussed today
- e. **Action Item:** Meredith will send Loren a digital copy of the fundraising letter, so he can post it digitally
- f. **Action Item:** FYL Fundraising team will share notes from its upcoming Committee meeting
- g. **Action Item:** FYL Finance team will share notes from its upcoming Committee meeting

Next 2x2 Planning Meeting is set for **Wednesday, December 27th at 10:00 am at the 501 building.**  
**Please note the date change!**

| <b>Draft Descriptions of Scope of Work</b> |                                 |                                    |
|--------------------------------------------|---------------------------------|------------------------------------|
| <b>Occupancy Expenses</b>                  | <b>Library Move Project</b>     | <b>Difficult to yet categorize</b> |
| Structural assessment                      | Shelving                        | Interior windows                   |
| Structural repairs                         | Tables and chairs               | Interior entryways                 |
| Seismic upgrades                           | Computers and computer stations | Room expansions                    |
| Addition of third exterior door            | Fit up for computers, wi-fi     | Exterior sign                      |
| Emergency exit signage                     | Children's Area furniture       |                                    |
| ADA accessibility modifications            | Teen Area furniture             |                                    |
| HVAC replacement                           | Donor recognition art           |                                    |
| Stairway reconfiguration                   | Art, Murals                     |                                    |
| Lighting                                   | Fireplace                       |                                    |
| Electrical outlet wiring                   | Move from old library expenses  |                                    |
| Central wi-fi wiring                       | Interior painting               |                                    |
| Exterior painting                          |                                 |                                    |

| <b>Draft Sources of Financial Opportunity</b>               |                                     |                                    |
|-------------------------------------------------------------|-------------------------------------|------------------------------------|
| <b>Occupancy Expenses</b>                                   | <b>Library Move Project</b>         | <b>Difficult to yet categorize</b> |
| Visitor Amenity Funds                                       | Hall Bequest: \$75,000              | ??                                 |
| The Ford Family Foundation – Rural Capital Grant: \$150,000 | FYL Grant Writing: \$50,000         | ??                                 |
|                                                             | FYL Community Fundraising: \$50,000 |                                    |

| <b>Draft Responsible Parties</b> |                             |                                    |
|----------------------------------|-----------------------------|------------------------------------|
| <b>Occupancy Expenses</b>        | <b>Library Move Project</b> | <b>Difficult to yet categorize</b> |
| City of Yachats                  | City of Yachats             | ??                                 |
| City Councilors                  | City Councilors             | ??                                 |
| City Accounting                  | Library Commission          | ??                                 |
| FYL Grant Writing (TFFF)         | Library Volunteers          |                                    |
|                                  | Friends of Yachats Library  |                                    |
|                                  | FYL Accounting              |                                    |
|                                  | FYL Grant Writing           |                                    |



**Friends of Yachats Library**  
**Library Move Project - Children and Teen Areas**  
**Project Budget - v5**

|                 |                                                         |               |
|-----------------|---------------------------------------------------------|---------------|
| <b>Revenue</b>  |                                                         |               |
|                 | Three Rivers Foundation                                 | 9,600         |
|                 | Friends of Yachats Library - cash reserves              | 5,000         |
|                 | Friends of Yachats Library - community donations        | 8,495         |
|                 | <b>Total Revenue</b>                                    | <b>23,095</b> |
| <b>Expenses</b> |                                                         |               |
|                 | <b>Children's Area</b>                                  |               |
|                 | Story corner benches; 2-tier corner and 2-tier straight | 2,345         |
|                 | Central Play-pod and shelving units                     | 3,300         |
|                 | Mural by local artist with volunteer participation      | 2,250         |
|                 | Picture-Board book shelves                              | 560           |
|                 | Additional seating                                      | 400           |
|                 | 2-station computer desks, computers, software           | 2,200         |
|                 | Manipulative toys, puzzles, rug                         | 450           |
|                 | White board, magnets, markers                           | 100           |
|                 | Carpeting                                               | 1,500         |
|                 | <b>Teen's Area</b>                                      |               |
|                 | Sofa, ottoman and 2 "pod" chairs                        | 2,860         |
|                 | Computer station and charging station                   | 1,600         |
|                 | Café tables with power station                          | 530           |
|                 | Mural by local artist with volunteer participation      | 1,250         |
|                 | Magazine rack and central book rack                     | 1,970         |
|                 | Game table for board games with chairs                  | 880           |
|                 | Carpeting                                               | 900           |
|                 | <b>Total Expenses</b>                                   | <b>23,095</b> |
|                 |                                                         |               |
|                 | <b>Surplus (deficit)</b>                                | <b>-</b>      |



### **Lincoln County Commons/Fair Ground Visioning Process**

Kevin Greenwood is helping facilitate the Commons/Fair Ground Visioning Process and sent the following request:

*I'm helping Lincoln County facilitate the Commons/Fair Ground Visioning Process and I'd like to get a representative from Yachats to serve on the 13-member committee. There will probably be four meetings over a six months period with the first one scheduled for **Monday, Jan. 8 at 5:30pm at the BOC Meeting Room** at the Courthouse. I've attached an agenda for what will be discussed at that meeting.*

*The County would like to find ways that the fair grounds can benefit Yachats and having someone from the council participate would be great.*

# **Lincoln County Commons Master Plan**

Master Plan Vision Committee  
January 8, 2018, 5:30 – 7:00pm

Lincoln County Courthouse  
225 W Olive St, Newport, OR 97365

## **AGENDA**

- 5:30 Welcome and Introductions
- 5:40 Project Overview
- 5:50 Public Involvement Plan
- 6:10 Existing Conditions
- 6:50 Opportunities and Constraints
- 7:20 Wrap Up and Next Steps
- 7:30 Adjourn



## **City of Yachats**

### **PROCLAMATION**

#### **Proclaiming January 1, 2018 as "Peace Pole Day" in Yachats, Oregon**

WHEREAS, the first day of January has become a special time for remembering the Yachats area as the home of the Ya'Xaik People, southern villages of the Alsea, the genocide committed against the Coos, Lower Umpqua and Alsea Indians at the Alsea Sub-agency, and the treacherous forced march of Amanda and her People from Coos Bay to Yachats; and

WHEREAS, the Yachats City Council declared on December 8, 2016, that each January 1 would be observed by the City as "INDIGENOUS PEOPLES DAY", highlighted with the annual New Year's Day Peace Hike, joining participants of the Confederated Tribes of Coos, Lower Umpqua, and Siuslaw with members of additional Tribes, citizens and friends of Yachats; and Indians

WHEREAS, The Peace Pole Project was started in Japan by Masahisa Goi (1916-1980), in 1955, and then introduced to the United States in 1986, with Peace Poles now the most recognized international peace symbol, with more than 200,000 Peace Poles standing in 180 countries throughout the world; and

WHEREAS, the first Peace Pole was erected in Yachats, Oregon, alongside the ocean in a small park at West 7<sup>th</sup> Street and Ocean View Drive on November 17, 2007; and

WHEREAS, the placement of a second Peace Pole in the downtown mall of Yachats has been selected to show that, along with people from all faiths and nationalities, the citizens of Yachats care about peace in their world; they want the Peace Pole to serve as a reminder that cooperation and diplomacy are paths to world peace and understanding; and the Peace Pole bears the same message "May Peace Prevail on Earth" in eight languages: Arabic, Chinese, English, French, German, Japanese, Spanish and Cherokee; and

WHEREAS, this Peace Pole is given in memory of the Rev. Marie Soward Green, whose life and ministry supported world peace efforts as a member of the executive committee of the International Disciples Peace Fellowship and other peace and justice groups, and who was recognized in March 2012 "For Enduring Contributions to the City and the People of Yachats, OR" by Yachats Mayor Ron Brean;

NOW, THEREFORE, I, Gerald Stanley, Mayor of the City of Yachats, do hereby proclaim January 1, 2018, as "PEACE POLE DAY" in Yachats, Oregon, and urge all citizens to recognize and applaud the efforts for raising awareness to world peace.

DATED this first day of January, 2018.

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GERALD F. STANLEY, Mayor

**Discussion of Public Comment from December 16, 2017 Meeting**

Attached is the Public Comment section of the December 16<sup>th</sup> meeting.

#### **IV. Public Comment**

Stanley noted there is no time limit on comments tonight. He also noted the sensitive nature of topics to be discussed and asked speakers to be thoughtful and courteous.

Rose Valentine (3019 NE East Line Rd), President of Friends of the Yachats Commons, thanked the City Council for accommodating large group by having this meeting in the multipurpose room. Valentine introduced the Friends of Yachats Board: Mary Aebi, Nan Scott, Dean Peterson, Sheila Voge, and Jo Crooks.

Valentine read a written letter to the Council. The letter summarized their mission and contributions, and indicated the recent changes in fee structure and the change from User Support Manager to Facilities Manager title have caused them to question where their mission can be fulfilled. As a result, they are taking a hiatus from soliciting grants and supporting projects until the City shows a commitment to the value statement as displayed on the wall of the City Council room.

They will, however, continue to support the Yachats Academy of Arts and Sciences, the Yachats Big Band, and the Yachats Farmer's Market.

Carl Miller (211 Chief Albert Dr.) introduced Johnni Prince, a One of Us Productions board member. Miller highlighted: successful events produced by Polly Plumb Productions; the City should consider setting a nonprofit rate at half of the current community rate: service on multiple commissions is illegal according to State law; and Helen Anderson, who appears to be spokesperson for the City, has been rubbing people the wrong way. Prince stated One of Us Productions will be taking a hiatus until 2019 or until rates go down.

Betty Johnston (542 W 6<sup>th</sup> St.) asked about the person consuming alcohol in the shelter. Manager Beaucaire indicated he was not a familiar face. Johnston asked why everything needed to change when it was going so smoothly, felt there was a negative underground current, wondered if the City of Yachats trying to make more money, believed Yachats does not have the same feeling, remained unclear

about the role of Helen Anderson, and asked that the City better communicate things that happen.

Fran Morse (Marine Dr.) acknowledged the grief just expressed, asserted the changes taking place are part of the natural evolution of organizations as they move from a personality-based system to a system requiring more rules and systems, believed the current circumstance is something that has been going on for several years.

Morgen Brodie (258 W 2<sup>nd</sup> St.) stated, given the recent changes, it was important to focus on the relationship between the City and the people; she has noted differences in tone and believed it is inappropriate to have disparaging comments in the minutes and public documents; there is now a visual barrier in the office; there is a magical element of finding minutes in the doc library; she heard of changes via rumor as there was no public statement, no gratitude expressed for the person leaving, and no welcoming of the new person; the Commons is “our living room;” she felt confused and betrayed; and she would like to see email with updates on significant happenings with email links to relevant documents and consistent communication.

Bonnie Thornton (1260 King St.) stated there has not been enough information on what happened around Sterner; she feels grief and does not believe the new fee structure will work out; Leon Sterner and Don Niskanen have been longtime volunteers and have not received enough recognition for their work on the Commons; and she is upset by rumors and by a newspaper article where people were attacked at a Council meeting.

Joanne Kittel (1356 S Hwy 101) noted her long-time involvement with the community and recalled when the City purchased the Commons building; posited that necessary changes should not have to ruin the sense of community that exists; noted people come here for natural environment and sense of community; believed it is dangerous to think it is a community center when you really are an events center; emphasized the importance of the arts; and suggested the City focus on problem solving.

Steve Durham (248 Lincoln Ave.) noted his amazement to hear Sterner was dismissed, noting he was the Commons; recalled tearing up sidewalks, the Dollar General going in, and the wall in City Hall; and compared the old days in City Hall to what now looks like walking into to jail.

John Thornton (1260 King St.) stated, for 25 years, he has been saying that every day is a good day when you live in Yachats; and he does not think he can say that any more.

Deborah Fant (76 E Rainbow Rd., Waldport) thanked the Council and Manager for having this discussion to address the grief they are feeling; recalled the excellence of Sterner's service; believed Sterner had masters level skills in working with people; welcomed the new Facilities Manager, Heather Hoen; was impressed that Mayor Stanley uses the names of people who come up to speak; and noted everyone can be welcoming.

Manager Beaucaire reported she will be starting an ongoing, regular time to meet with her and to share ideas beginning next Wednesday, December 20, 2017, from 4 to 6 pm in Council chambers.

Heather Hoen-Smith (123 Greenhill Dr.), new Facilities Manager, expressed concerned over the concerns since assuming her position; noted her roots in the community as she is raising a fifth generation Yachatian and her grandfather is buried in Yachats Cemetery; has seen much change during her life here and noted not all changes are liked while some are great; believed community is not about one person, it is about many people; and noted she has memories of Sterner from childhood and does not want it to sound like he is dead and gone. Hoen asserted that at some point in time, the next generation has to come in or there will be no community. She stated this building is not an events center, and argued the community will only go away when we divide ourselves.

Mayor Stanley expressed gratitude to the speakers and noted the Council can only discuss these issues among themselves in a public meeting. He asked Council if they would prefer to comment now or to make their deliberations at the January 3, 2018 Council work session.

Scott suggested people could ask specific questions about factual issues get clarifications now.

Frye noted there are questions about Sterner that are not appropriate for the Council to discuss. Frye acknowledged the large amount of grief expressed by citizens. She emphasized the frustrations Councilors feel because they can only discuss matters with each other in public meetings. Frye acknowledged the huge amount of change over the last year and noted things people see as sudden have actually been under discussion for months. She acknowledged that the City needs to do a better job of communicating. Frye stated her displeasure by some of the Facebook posts and her empathy for the grief people are feeling.

Scott asserted the Council is trying to achieve the mission as displayed on the meeting room wall. He asserted the problem now is one of perception, and the Council has a public relations problem.

Glenn shared the grief and also felt frustration over the Facebook posts containing misinformation and rumors. He noted that had it been any other group, he would have deleted the thread because it did not meet the standards of discourse. Glenn looked forward to the coming year with a fantastic new City Manager. He noted how much and how well Manager Beaucaire listens. He did not believe presenting a solution tonight was possible.

Tooke explained his path to becoming City Councilor and noted is still learning. He noted the uniqueness of Yachats. He noted the importance of how they address issues around Highway 101, especially with there being only one commercial strip through town. He noted the sign ordinance that Waldport had prevented the giant Dollar General sign. Tooke suggested issues around how Commons is managed were related to changes in City administrative structure. He noted former Manager Davies and former Mayor Brean did more work than should be expected of one person.

Brodie asked who supervised the City Manager. Stanley indicated that is the Council.

Johnston would like written answer about semi-trucks going down Ocean View. Stanley reported City will get control of Ocean View Dr. in April 2019, and, at that time the City will have the responsibility installing signs and making decisions on traffic direction. Manager Beaucaire indicated the City will be responsible for maintenance once the road is transferred to the City.

Johnston asked why the City needs to pay someone to do the recording when previously there were three City staff who did recording. She also wanted to know if Dollar General really “snuck in” before there was regulation. Scott noted the Planning Commission had not finalized the ordinance when the developer submitted a building permit. Lastly, Johnston asked why the City does not have ordinance regulating transients.

Michelle Korgan (Ona) asked if they could see a comparison of the rate structure before and after the change. John Moore, Parks and Commons Commission Chair, explained the rate structure had not changed in several years, and the change in July 2017 was to eliminate waivers. Scott noted there were many undocumented waivers. Manager Beaucaire indicated there was a handout on the comparison. Korgan asserted the change was an increase in rates for those who had waivers.

Miller asked about a sign ordinance, indicating he believed the total amount of signage could not exceed 6 x 4 feet. Ginny Hafner noted the Planning Commission will be discussing signage at the December 19, 2017 meeting at 2 pm.

Hodgins asked for clarification on who is “The City” and asked there could be an official spokesperson for the City. Frye noted Facebook is a private, unofficial entity, and noted it is awkward for Councilors to respond on Facebook. Stanley tried to explain who could speak for what components of government. Glenn suggested questions about City management go to the City Manager. Frye referred people to the Yachats Citizen’s Handbook.

Glenn asked how many people have been on the City’s website (almost everyone indicated they had visited the website). Glenn asked how many could easily

locate what they were looking for (few hands raised). Quentin Smith (501 Lemwick Lane) stated the website is very cumbersome and non-user-friendly website.

Stanley posed a question about “When did Yachats cease to be the City I thought it was?” Stanley suggested there would be many different answers to that question. He noted Sterner was User Support manager for nine years, employed by the Friends of the Commons, and did an enormous amount of work for the Commons that was not part of his job. He hoped Sterner is not “gone” and hoped the hiatus of the Friends would not prevent Sterner from coming back.

Frye responded to the event center versus community center comparison by noting the Council has never thought of the Commons as events center. Frye added there were many unwritten deals around the Commons that the City did not know about. Bonnie Thornton asserted the arrangements were made by someone from the City. Thornton noted the Friends offered waivers to people whom were referred to them by someone from the City. Thornton explained someone who previously worked in City Hall made deals, and now the City was saying it was the Friends who made the agreements. She felt hurt by these criticisms. Several citizens noted elimination of the waivers meant a fee increase to those who received them, and some people receiving waivers were not even aware they were getting special treatment.

Nan Scott (480 Combs Cir.) applauded the City trying to make things uniform so that it is fair. She noted one fallout of the new system was the inability of a group wanting to have a vegetarian Thanksgiving dinner prepared in the kitchen that could not afford the room rent of \$70 plus insurance of \$140. The group could collect donations for the rent but not the insurance. The Friends took them under their insurance umbrella. She suggested the City find a way to provide insurance to groups like these.

Scott wanted to address the wall in City Hall. He asserted the City is a multimillion-dollar organization with work that requires concentration and large project contracts that need managing. Interruptions are a disservice. He noted the wall was built to allow people to do more technical work with privacy. He

noted the City must adhere to the same regulations that Portland deals with, yet it only has three staff in the office.

Tooke noted the importance of the liability component of running the City. He suggested Parks and Commons discuss the insurance coverage issue. John Thornton noted for long time groups thought they had insurance when they did not. Tooke explained the lawsuit around the recreational immunity law in State. Manager Beaucaire reported the State has again changed the law so there are certain activities the City can insure.

Stephen Farrish (Waldport) stated he been waiting for an answer about Sterner and how he came to lose his job.

Mayor Stanley stated Sterner was an employed by the Friends for nine years. Stanley reviewed the history of support for the Commons. Nine years ago the City voted to eliminate a paid, unionized position of a person to support the Commons. Four months later, rather than recreate the position as a City position, they made a contract with the Friends of the Commons to contract out the position. Recently, the City and the Friends agreed to terminate their contract.

Nan Scott noted there were two contracts not with individuals and the former City Manager wanted those contracts to be directly between the Contractor and the City. She noted the Friends supported that decision, but only because they were assuming their current contract with Sterner would simply transfer to the City.

Glenn clarified that the decision for the City to make the posting contracted under the City was discussed by the Parks and Commons Commission, who then made a recommendation to Council to create the Facilities Manager position. Frye noted the new contract position had a new description.

Stanley reported there were four applicants for the new position, one of whom was Sterner. He asserted Manager Beaucaire utilized an objective process and

made the selection. Glenn clarified that a panel of three people made the selection.

Manager Beaucaire explained the selection process for the Facilities Manager, noting each applicant was asked the same nine questions, which were each scored by a three-person panel. The person who received the highest total score based on their criteria was offered the position. Manager Beaucaire indicated her work in the process began at the time of receiving applications.

Morse explained the original position for Sterner was as a “sole source” provider with the Friends. After Sterner took a hiatus and others filled in for his work, he was no longer a “sole source” provider. Therefore, by law, the Friends had to put the job out for bid, which Sterner applied for and won.

Scott wanted clarification on whether the advertisement for the position was an RFP for which applicants were requested to submit a bid. Manager Beaucaire stated the ad was run in the Newport News Times, the paper of record. Nan Scott asserted the ad in the News Times was in the notice section, not the help wanted section. Manager Beaucaire explained that was the correct posting as the position was not for an employee.

Nan Scott stated it was a misconception that Sterner was fired, and she believed the process was fair. Nan Scott’s concern was about the bid format for an application, suggested the applicant would need to provide cost estimates and would not have suitable means to address their experience and history. She noted the three interviewers had only been in Yachats for a short period and were not aware of important history.

Frye asked if the RFP process was required by law. Frye believed the RFP process was unreasonably cumbersome.

Manager Beaucaire read the advertisement. She noted there was no use of “bid” in the advertisement. Nan Scott reported the document former Manager Davies showed her stated, “All bids must be received by...” She stated Sterner conveyed

to her that he did not know what it meant to submit a bid. Glenn indicated he never saw anything about a bid, and he copied the information from the ad to Facebook.

Citizens asked if Sterner did not get the position because he was underbid. Manager Beaucaire stated it was not and that only one out of nine questions was about the cost proposal submitted by each applicant. Manager Beaucaire read the ninth interview question which asked how the applicant arrived at their bid. Tooke added that costs have to be discussed when negotiating a job.

Bob Langley (Spindrift St.) asked for clarification on how applicants were to provide cost information, using an example of bidding on a house. Manager Beaucaire indicated cost was not a factor in arriving at their decision, as she asked how they arrived at their estimate. Frye disagreed, asserting the estimate has to be a factor. Manager Beaucaire noted applicants provided a range of estimates, and she can only report that the lowest bid was not a factor. Langley asserted that given that applicants all submitted a cost estimate, they were under the impression they had to submit a bid.

A citizen asked if any of the questions addressed job experience. Manager Beaucaire read all nine interview questions.

## **State of the City**

I have attached last year's State of the City Event Handout



## 2017 CITY OF YACHATS "STATE OF THE CITY" EVENT

*ORS 221.917 Functions and duties of mayor. The mayor is the executive officer of any city referred to in ORS 221.902 and must exercise a careful supervision over its general affairs and subordinate officers. The mayor shall at least once each year state to the council by message the condition, financial and otherwise, of the city, and recommend such measures for the peace, health, improvement and prosperity of the city as the mayor may deem expedient. The mayor shall perform such other duties as may be required by ORS 221.901-928 or by city ordinances.*

### OPENING REMARKS

Mayor Gerald F. Stanley

### INTRODUCTIONS

**YACHATS CITY COUNCIL**

Greg Scott, Barbara Frye, Max Glenn, Jim Tooke

**YACHATS CITY MANAGER**

Joan Davies

**BUDGET COMMITTEE**

(Joan Davies, Budget Officer)

**EMERGENCY PLANNING COMMITTEE**

(Bob Bennett, Chair) Don Groth

**FINANCE COMMITTEE**

(Joan Davies, Chair)

**LIBRARY COMMISSION**

(David Dunsdon, Chair)

**FRIENDS OF THE LIBRARY**

(Sandy Dunn, Chair) Paddy Pace

**LITTLE LOG CHURCH & MUSEUM**

(Karl Christianson, Chair)

**FRIENDS OF LITTLE LOG CHURCH & MUSEUM**

(Karl Miller, Chair)

**PARKS & COMMONS**

(John Moore, Chair)

Special Presentation to Don Niskanen by Max Glenn

**FRIENDS OF THE PARKS & COMMONS**

(Rose Valentine, Chair)

**PLANNING COMMISSION**

(Helen Anderson, Chair)

**PUBLIC WORKS & STREETS COMMISSION**

(Vacant Chair) Don Groth

**CITY STAFF & CONTRACTORS**

(Joan Davies, City Manager)

**FISCAL UPDATE**

(Tom Lauritzen, Finance Committee)

**CAPITAL IMPROVEMENT PLANNING**

(John Moore, Parks & Commons)

**Questions & Answers & Cake!**