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CITY OF YACHATS
CITY COUNCIL WORK SESSION AND REGULAR MEETING

May 3, 2017

Minutes

Mayor Gerald Stanley called the May 3, 2017 work session and regular meeting of the City Council to order at 9:30 am in Room 1 of the Yachats Commons. Council members present: Mayor Gerald Stanley, Barbara Frye, Jim Tooke, Greg Scott and Max Glenn. Staff present: City Manager Joan Davies, Wastewater Department Lead David Buckwald, Water Treatment Lead Rick McClung, Facilities Manager Leon Sterner. Audience: 12.

I. Work Session Discussion Topics

A. Parliamentary procedures – Keesey’s vs Robert’s Rules of Order

Councilor Frye stated she raised this issue because people in general are more familiar with Robert’s Rules of Order and because she saw advantage in requiring motions have a second. Frye asserted if the Council retains Keesey’s Rules of Order, they need education on the procedures. Councilor Scott perceived Robert’s to be more complicated and believed a councilor who makes a motion deserves to have a vote. Scott asked for a compelling reason to change. Councilor Glenn recalled Robert’s could get into challenging processes that require a parliamentarian to negotiate. Glenn believed Keesey’s is sufficient. Councilor Tooke stated he has no preference. Frye noted other Commissions use Robert’s (informally). Frye emphasized whatever they use, people need to understand the system. Mayor Stanley noted the option of “general consent” in Keesey’s for regular and common procedural matters such as adjourning. Mayor Stanley did not believe the Council would get tied up in legal wrangling with Robert’s, and he liked Robert’s use of second.

B. Waldport joint application for Travel Oregon grant (\$5,000 match)

Manager Davies reported she had meet with the mayor and city manager of Waldport, Meredith Howell, and Ruth Bass to discuss grant opportunities. This grant would involve the city matching funds of 10%. Manager Davies cited advantages of not encourage collaboration between Waldport and Yachats and creating the option to apply for higher funding. Example projects might include Kayak Shack outings, a boat launch on the Yachats River, and improved stair access to beaches. Glenn wanted the city to be able to approve individual projects. Tooke, Scott, and Frye were in agreement to proceed, with the stipulation to approve projects. Frye noted this grant could be an avenue to generate art projects in conjunction with the new highway improvements. Mayor Stanley stated he was not in favor of the medium improvement grant category that would necessitate the city matching up to \$20,000. Scott clarified the Council was simply being asked to authorize Manager Davies to proceed with the collaboration.

C. Requests for City Council declaration of support

Four proposals were presented to Council: “People Power – Freedom Cities,” “Emergency Medical Services Week,” “Mental Health Month,” and “Older Americans Month.” Mayor Stanley and Glenn suggested “People Power” is a different issue from the other three and should be addressed separately. Mayor Stanley wanted clarification whether the Council would be acknowledging versus recommending these proclamations. Frye noted traditionally the Council has not actually read the text of proclamations during the meeting. Tooke asked for clarification on whether the Council would be approving the documents written by Lincoln County and the Council of Governors or whether Yachats would author its own statement. Mayor Stanley

1 suggested the Council simply approve the documents as proclaimed by others rather than
2 having the city issue their own. Frye wanted the City have their own version, as it is important
3 to the recipient organizations to get support from each city or organization. Glenn believed the
4 Council should go on record with these proclamations. Stanley noted the mental health
5 proclamation is currently being re-written and asked Manager Davies to use that one. Frye
6 asked about actually reading the proclamation into record, and Manager Davies stated Yachats
7 has traditionally read the orders in meetings.

8
9 Regarding the "People Power" proclamation, Mayor Stanley noted Burgundy Featherkile had
10 presented the concept to the Council, and Glenn wanted to recognize the original request by
11 Featherkile was part of a broader coalition of support in the community. Mayor Stanley created
12 a version of Featherkile's document that removed issues that would be addressed by a police
13 force. Manager Davies prepared declaration of support that was more consistent with Yachats'
14 mission statement. Glenn raised concern for the additional work required of city staff to address
15 conflicts that other communities would have a police force to manage. Tooke, Scott, and Frye
16 supported the approach of having additional language added to the city vision to acknowledge
17 the issues. Mayor Stanley expressed strong opinion that citizens be recognized from their point
18 of view.

19
20 Glenn read the declaration of support items 1 to 3 for the benefit of the audience.

21 22 **D. Council Participation in July 4 Festivities (La De Da Parade)**

23 Stanley reported he talked with Larry Nixon about a vehicle for Council to ride on in the Parade.
24 Mayor Stanley asked Council if former Mayor Brean could join the Council as he was
25 unavailable in past years. Glenn was pleased to resume the tradition of having the Council ride
26 on a manure spreader and noted Lester Hall's daughter had found the forgotten spreader and
27 offered it for use by Council.

28 29 **E. Evening Meeting Survey Results**

30 Scott presented Council with tabulated results of survey. On the "likely to attend" questions,
31 64% indicated likely and 36% indicated not likely. On the hybrid questions, 37% of respondents
32 chose keep the meeting times the same, 46% wanted a change to evening meetings, and 16%
33 preferred the option to have evening meetings only in summer. Frye argued evening meetings
34 provide an opportunity for people who work during day to participate. Mayor Stanley believed
35 the majority of towns in Oregon have an evening meeting. Scott suggested the Council try the
36 evening meeting starting in July to allow for time to promote the change.

37 38 **F. Parks and Commons Classification of Events for Building Rental**

39 **1. Need for clarification in reservation system**

40 Manager Davies noted Facilities Manager Sterner, Clerk Kimmie Jackson, and she developed
41 the draft. Davies asserted the draft was designed to address the need for clarification of who
42 pays what rate for facilities rentals. Davies noted the need to raise funds to maintain the
43 building. Scott noted there is an operational side (e.g., utilities, cleaning) and a capital
44 improvements side (e.g., new carpets, new lighting) to funding the Commons. He indicated
45 room rentals contribute to operations and the Friends of the Yachats Commons funded capital
46 improvements.

47
48 Davies explained the current draft focuses on categories of renters and not rates. She indicated
49 Sterner and Parks and Commons Chair, John Moore, have surveyed the area to know what is
50 competitive. Moore noted that Standard Rate is what was formerly identified as the Commercial
51 Rate, and explained private use is 50% discounted and community use is discounted 75%.

1 Sterner noted the value to the community of using the facility and explained his past
2 involvement with how categories have been applied.

3
4 Frye believed the system is cleaner when people pay a set fee as opposed to calculating
5 percentages of a number such as sales. Manager Davies noted the Arts Guild would have paid
6 \$180 under the new system. Glenn was in favor of having the simpler, standardized system.
7 Tooke believed simplification of the system was warranted and would benefit both renters and
8 staff who administrate the process. Moore noted the issue of where to draw line for what
9 constitutes community is difficult, and he indicated if the Council would like additional category,
10 Parks and Commons would readdress the topic.

11
12 Councilors noted their awareness that anxiety will be raised in some groups regardless of what
13 changes are made. Sterner suggested the Council make a positive statement about how the
14 new system will still support community groups.

15 16 17 2. Addressing specific groups

18 Mayor Stanley and Councilors expressed specific interest the how the Art Guild would fit into the
19 new policy. Glenn stated artists agree to give 20% of sales from the show to the City (totaled
20 around \$750 for the two shows in 2016). Manager Davies stated she has not received those
21 funds. Frye asked which category the Yachats Academy of Arts and Sciences would fall under.

22 23 3. Waivers

24 Mayor Stanley asked why View the Future was exempted and if there were other groups like
25 View the Future that warrants an exemption. Davies noted VTF is working to buy land for city
26 use and currently holds conservations easements on several trails. The Friends of Library was
27 identified as another possible group to exempt. Manager Davies noted Friends of the Library
28 did not pay rental fees for the recent book sale, which raised over \$5,000.

29 30 4. Deposits and Setup

31 Mayor Stanley and councilors asked for clarification on requirements for deposits. Moore stated
32 50% of the rental fee is to be remitted at the time of reservation, and the remainder is due
33 before the event. Moore stated he would clarify this policy in the document.

34
35 Moore explained the rationale of offering financial incentives to groups during the off season,
36 elaborating that visitors are already in Yachats during summer months so events profit from
37 vacationers and do not attract additional people.

38
39 Scott asked Councilors if he should proceed with including fee structure into the online
40 reservation systems. Sterner asked Scott to hold off on implementing a new system until this
41 new approach is tested.

42 43 5. Equipment

44 Questions were raised about whether equipment is included in room rentals.

45 46 6. Farmer's Market/Closing Commons on weekends

47 Manager Davies asked for input from the Council on addressing the use of city property by the
48 Farmer's Market. She noted: (a) the Farmer's Market currently gives booth rental funds solely
49 to the FYC, (b) there is a need for additional bathrooms which must be rented, and (c) the
50 Facilities Manager requested that the Commons be locked on weekends thus eliminating
51 access the indoor restrooms. Friends board member Shelly Shrock believed the Friends had

1 made deal with Farmer's Market to get addition bathroom. Manager Davies stated Friends
2 Chair Rose Valentine had not indicated to her that a deal had been arranged.

3
4 Mayor Stanley suggested Parks and Commons should examine these issue and make a
5 recommendation to Council. Mayor Stanley stipulated the Parks and Commons Commission
6 has jurisdiction on policy regarding when the Commons building is open.

7
8 Scott noted the Commons has been open on weekends, serving as public restroom, and could
9 recall only one instance vandalism in 10 years. Scott did not perceive that potential for
10 vandalism was an adequate reason to close the Commons.

11 **G. Council Shepherding Goals**

12
13 Frye announced the Lincoln County Budget Committee is meeting in Yachats Thursday at 6:00
14 pm, and she plans to notify Committee about the need for funding for a health clinic. Frye
15 reported the health clinic group visited the Library to assess the space as potential clinic
16 location and had a favorable response. Frye noted the Yachats-Florence connector transit is on
17 schedule to start July 1, 2017.

18
19 Frye stated she and Manager Davies have been working with the city attorney on the formula
20 business proposal.

21
22 Glenn reported he has started forming a committee to address the removal of blight and the
23 installation of public art and expects to have a report for the June Council meeting. Glenn noted
24 the Emergency Planning Committee has relegated eclipse issues to law enforcement. Manager
25 Davies reported the city has commandeered 10 porta potties for eclipse event.

26
27 Glenn stated he had contacted the owners of Landmark who indicated they would likely explore
28 options for renovation. Manager Davies stated the owners had contacted Planner Lewis about
29 options.

30
31 Tooke stated he is planning to go to Kurt Schrader's community leaders meeting on May 9,
32 2017.

33
34 Stanley reported work continues for the 50/100 birthday celebration and will include food, music,
35 and displays. Bev Wilson had been coordinating with Manager Davies on logistics.

36 **H. Review and approve agenda for May 10, 2017 Regular Meeting**

37
38 Manager Davies reported Lane Morrill has asked to be on the agenda, and the Council
39 consented.

40
41 Council recessed from 11:31 to 11:36 am.

42 **REGUALR MEETING**

43 **II. Business**

44 **A. Parks and Commons Commission Appointee**

45
46 The Parks and Commons Commission recommended Linda Johnson (21 Catkin Loop) for a
47 position on the Commission. Johnson reported she is retired, has been in Yachats for 2 years,
48 has masters in economics (10 years as analyst and statistician), worked as manager in high
49
50
51

1 tech companies, is a volunteer guide at Heceta Head, has staffed the whale watch, has long
2 history of blood donation, and adores nature. Scott asked Johnson why she chose the Parks
3 and Commons Commission, and Johnson asserted her qualifications are a good fit. Scott
4 asked what attracted Johnson to Yachats. Johnson stated she saw an ad in the newspaper for
5 Koho, visited, liked it, and purchased a home. Frye asked about Johnson's prior governmental
6 experience. Johnson noted her knowledge stems from attending meetings.
7

8 Frye moved to accept the recommendation of Linda Johnson to be appointed to the Parks and
9 Commons Commission: Aye – 5; No – 0.
10

11 **B. Parliamentary Procedure**

12 Frye moved to retain Keesey's Rules of Order for the parliamentary process in city meetings:
13 Aye – 4; No - 1 (Stanley).
14

15 **C. Yachats/Waldport Joint Grant Application (\$5,000)**

16 Scott moved to authorize up to \$5,000 of visitor amenities money for matching funds for joint
17 Yachats/Waldport grant applications to Travel Oregon: Aye – 5; No – 0.
18

19 **D. Proclamations**

20 Scott moved to continue current procedure of creating and adopting proclamations: Aye – 5; No
21 – 0.
22

23 **E. Declaration of Support for People-Power Freedom Cities**

24 Glenn moved to delay vote on the People Power proclamation to the May 10, 2017 Council
25 meeting: Aye – 5; No – 0.
26

27 **F. Evening Meeting Schedule**

28 Frye moved to have the second Council meeting begin at 6:00 pm starting in July as a 6-month
29 pilot project (to begin July 12, 2017): Aye – 5; No – 0.
30

31 Shrock asked if the council agenda could be put on the Yachats Community Facebook page.
32 Glenn suggested using the Yachats Village (rather than Community) page. Bette Perman
33 supported the Facebook posting and suggested the City have a Facebook Page. Glenn
34 suggested the Council assess the response to agenda postings before creating a City of
35 Yachats page.
36

37 An audience member stated he was observing a systemic resistance on the part of the Council
38 to getting word out about their activities. He believed more is better when it comes to posting
39 information. Frye clarified the Council was in favor of Facebook postings and was only
40 questioning the need to incorporate such activity into official policy. Glenn stated he would post
41 agenda on the Village Facebook page.
42

43 **G. Park and Commons Room Reservation Updates**

44 Scott moved to approved Parks and Commons rental policy categorizations as discussed: Aye
45 – 5; No – 0.
46

47 Glenn asked for clarification on the changes. Moore stated he would add the Friends of the
48 Library to the exempt category and clarify the wording of the timing of payment of deposits.
49

50 Bette Perman announced Yachats Pride is taking place on June 3&4, 2017. Events include a
51 family picnic, a talk and discussion with members of Siletz Nation, a concert, and other
entertainment.

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2 The meeting was adjourned at 12:16 pm.
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8 _____
9 GERALD F. STANLEY, Mayor

10 ATTEST:
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14 _____
15 Joan Davies, City Manager
16

Date