CITY OF YACHATS

**CITY COUNCIL MEETING**
October 10, 2018

Approved Minutes

Mayor Gerald Stanley called the October 10, 2018 meeting the City Council to order at 6:00 pm in Room 1 of the Yachats Commons. Council members present: Gerald Stanley, Jim Tooke, Barb Frye, Craig Berdie, and Max Glenn. Staff present: City Manager Shannon Beaucaire, Clerk Judy Richter, and Facilities Manager Heather Hoen. Audience: 38.

## I. Announcements, Correspondence, Proclamations

### A. Announcements

Mayor Stanley announced:

1. The Friends of the Commons Banner Auction and Artist Reception on October 13, 2018.
2. The League of Women Voters Candidates Forum on October 17, 2018 at 6:30 pm.
3. The Annual Mushroom Festival on October 19-21, 2018
4. The Art Quilt Show on October 28, from10:00 am to 4:00 pm

Councilor Tooke announced the Mid-Coast Water Partnership meeting would be on October 30, 2018 from 4:00 to 8:00 pm in the Multipurpose Room.

### B. Proclamations

Noel, Outreach and Volunteer Coordinator, and TJ, Shelter Manager and Advocate, from My Sister's Place thanked the Council and Ladies Club for their support. Noel explained the services offered at the Shelter. TJ reported they have an emergency shelter with 12 beds with facilities for pets. TJ also indicated there was a "Wants and Needs" list in the packet they distributed.

Councilor Glenn asked if My Sisters Place had seen an increase in service requests in light of the recent national discussions of sexual assault. TJ indicated they typically get one call per night on their crisis line and they were now getting 4 to 6 calls each night.

Mayor Stanley read the Proclamation into the record.

Glenn moved to proclaim the month of October 2018 as Domestic Violence Awareness Month in Yachats and to urge all citizens to work with these invaluable community agencies to help alleviate this problem in our community: Aye – 5; No – 0.

## II. Public Comment

1. Fran Morse (636 Marine Drive) indicated no one has heard her statement prior to tonight and Carl Miller did not ask that she make this statement. Morse explained she has spent her career trying to get warring entities to make peace. Morse believed while One of Us has a financial arrangement, they are still "homeless." She wanted to reframe the discussion as a cultural one and not a financial one. She likened the Council to a parent of One of Us. She believed fees got comingled with cultural values in the recent policy changes.

Morse believed grandfathering could be a means to give One of Us a home.

Councilor Frye stated she believed Morse clearly identified the issue at hand. Glenn asked if there were other groups she thought should be included. Morse stated she was also asking for YAAS and Big Band as she believed the City needed to "co-own" these groups.

John Moore, Chair of Parks and Commons, indicated Morse was on the agenda for the Parks and Commons Commission's October meeting. He reported One of Us has a sponsor for two plays. Frye asked where the Commission was regarding the policy manual. Moore explained he would have a revised policy document for the next Council meeting.

Dave Cowden (3501 Hwy 101 N), Board Member of One of Us, wanted to clarify the meeting with the sponsor did not happen, so as far as the Board was concerned, they have no agreement. Cowden read an email from Christine Hennessey.

## III. Minutes

### A. September 5, 2018 Work Session

Page 5, Line 11: Collie should be Colley
Page 6, Line 51: add "if" before "the websites…"

Glenn moved to approve the September 5, 2018 meeting minutes of the City Council as amended: Aye – 5; No – 0.

### B. September 10, 2018 Facilitated Work Session

Page 2, Line 30: "disturbed" should be "distributed"
Page 2, Lines 30-31: separate the raising of an issue and the distribution of a document into two sentences. The document was on Council Rules.
Page 6, Line 9: "five" should be "four"
Page 6, Line 3: "proposed" should be "suggested"
Page 6, Line 13: change "explained she was is proposing" to "shared her thoughts about using"
Page 9, Line 31: "flush" should be "flesh"
Page 10, Line 2: "Sodaville" not "Soderville"

Councilor Berdie moved to approve the September 10, 2018 special work session minutes of the City Council as amended: Aye – 5; No – 0.

### C. September 12, 2018 Regular Meeting

Page 1, Line 28: add straws to the items prohibited
Page 6, Line 25-28: Stanley believed the added sentence should go into a different section. [Anderson later noted the statement was correct as presented in the draft minutes.]
Page 2, Line 42: last sentence beginning with, "He also noted…" should be changed to read, "He also noted that a modified document would automatically update throughout the site."

Frye moved to approve the September 12, 2018 meeting minutes of the City Council as amended: Aye – 5; No – 0.

## IV. Reports

### A. Council Reports

Tooke reported:

1. He attended a meeting in Seal Rock of the Mid-Coast Water Partnership. Manager Beaucaire indicated she would put the RSVP information on the City's website for the event to be hosted in Yachats.
2. He attended the Finance Committee meeting where the following issues were discussed:
   a. How to replace the refund to Mr. Scott and the Committee decided to postpone the replacement of any funds once they know more clearly the costs with Civic Plus
   b. The need to move money to pay for the south entrance sign from Visitors Amenities
   c. A need for another $20,000 to pay prevailing wages for the cost of installing a new roof
   d. A need for $32,000 for the flooring in the Multi-Purpose room, income of $8,500 from the original floor contractor, leaving $23,500 to be taken from the Commons Reserves fund
   e. A need for an additional $2,000 for the repairs of the Hanley culvert.
   f. A need for $12,000 to pave the Driftwood Water Line, to be taken from Water Reserves
   g. The completion of Crestview Sewer Line, which took advantage of the open trenches for South Tank Project, will require an additional $20,000 from SDC Reserves
   h. Funding of $20,000 for a pole building at the Water Treatment Plant to cover biosolids and to store equipment, noting Buckwald was trying to keep the project under $50,000 to avoid prevailing wage requirements
   i. Potential funding of up to $25,000 for the Mid-Coast Water Project
3. The Finance Committee approved the application from Glen Aukstikalnis to join the Committee and moved to recommend to Council a raise of the transient rental lodging tax by 1% to make it equal to what is assessed in the County. The Committee also noted Public Works was working to catch up on deferred maintenance, such as refurbishing the 55 fire hydrants in the City. He added utility rates were also discussed.

Frye asked if Council could have an agenda item to discuss role of the Finance Committee and whether they could appoint a member without approval of the City Council.

Frye noted View the Future talked at the last meeting about the City's commitment of $200,000. Frye noted the item was removed from the budget without having a discussion with Council. Tooke explained OWEB pulled out of the deal, the process came to a halt, and so they put the money back into the Visitors Amenities Fund. Frye did not believe the Finance Committee had the authority to make that decision. Tooke noted the Budget Committee reviewed and approved the budget and CIP plan. Tooke noted the Council might need to reexamine the pledge of $200,000 at the last meeting in terms of the how the State regulates how Visitors Amenities funds can be spent. Mayor Stanley noted that funding was subject to availability.

Mayor Stanley noted the Council currently only approves membership to Commissions, not Committees. Mayor Stanley indicated he would like to re-examine this policy.

Councilor Berdie asked if the Committee discussed the appraisal cost for the Riggs property. Tooke indicated it was discussed.

Glenn reported Angell Jobs Corps was nearing the appointment of a new Director.

Mayor Stanley reported he:

1. Attended the Council of Governments tri-counties awards dinner, and area resident Carole Dorning received an award for Best Volunteer for her work with Meals on Wheels.
2. Attended the Marketing Committee meeting where it was noted that the Honey Lovers Festival has obtained outside financial support, there is movement toward approving Yachats as a Bee City, and the Chamber of Commerce was wanting to develop an app to offer history tours.
3. Attended the Pollinator Project monthly meeting where they resolved the issue of getting insurance for the highway flowerbeds through Lincoln County.

Councilor Input on Financial Reports

Clerk Richter noted she sent Councilors two sample reports by email. She noted the one done in Excel (black line down center) has been setup and would require manual input, which would be subject to human error. The second report was generated by the software, which could output up to 30 pages. She noted Glenn asked for beginning fund balances. The software programmer indicated that would cost additional money. Richter asked the Council to pick one format and she would prepare reports for the next few months by that method to see if it satisfied Council's needs.

Berdie indicated he like the visual presentation of the CheckBooks format. He was concerned about hand entry with Excel version. He did not like the software-generated reports. Berdie wanted to see every other month reports, a flow chart showing fund transfers, and information on debt service. Richter noted the debt service report would not be part of fund accounting.

Frye liked Richter's Excel report, but thought five hours to input data was too much. Frye wanted staff to tell Council what items they should be looking at. She did not think they needed a 30-page document. Frye recalled Council used to get budget reports. Richter explained that those reports were not accurate. Richter had indicated the next Excel report would not take the full five hours as that included setting up the spreadsheet. Frye was concerned that they had a system that could not produce reports.

Mayor Stanley noted Newport gets their financial report every three months.

Glenn was disturbed that the accounting company was not able to generate an executive report. He was willing to use Richter's Excel version. He asked that she add a column for beginning balances.

Richter explained the percentages on the report.

Mayor Stanley asked Councilors if they had specific questions about the budget.

Frye asked about personnel costs, particularly related to overtime and temporary help. Richter stated there was just one total for personnel expenditures. Richter asked Frye if she wanted personnel data per fund. Berdie thought that information was included, which Richter indicated it was.

Tom Lauritzen explained two years ago when they changed to the City Manager system, the general ledger was not in good shape. Lauritzen noted the ledger program they adopted was used in Hines, which meant the City Manager was familiar with it. The City was also trying to incorporate into the leger the output of the City's database systems. Lauritzen noted the program was cheap and they could transition to it quickly.

**B. City Manager Report**

Manager Beaucaire reported the South Tank Project was complete with the following exceptions: final approval from the Oregon Health Authority, ensuring the contractor follows up on items related to prevailing wages, getting the closeout folder from the contractors, and final payments and disbursal requests form IFA. She stated the current cost was $1,697,680

Manager Beaucaire asked to be excused from the November 7, 2018 meeting to go to required Emergency Planning courses.

She noted she included information about City Charter in the meeting packet.

Manager Beaucaire reported she met with Lincoln County about the Ocean View Drive, and that meeting well. She indicated the County was much more responsive to the City's concerns and were amenable to some changes. The County would help draft language for the easements with property owners, which means they do not have to be written by the City Attorney. She reported they would meet again next month and Public Works would have a list of outflows that need to be addressed by that meeting. She noted the next paving season begins around May 2019.

Berdie asked about the barriers along the bluff. Manager Beaucaire reported the County had previously been reluctant to do anything to upgrade those barriers, but they were now willing to work with the City over the next few months about possible options for barriers.

Glenn asked about the availability of the 804 Mitigation Funds. Manager Beaucaire noted the money was still there, but it has very specific restrictions on how it could be used per the 804 Settlement Agreement. She indicated the County was willing to spend those funds.

**C. IT RFP Report**

Manager Beaucaire indicated there was a memo summarizing the IT RFP process in the meeting packet. She specifically noted the background of the selection committee. She noted the packet was in the document library. She indicated she tried to upload the RFP bids to the document library, but they were too large to be posted on the City's website.

## V. New Business

**A. Dahl Disposal: New Service Option Rate Proposal**

Joe Cook and Chuck Lerwick presented a proposal on plan options based on customer requests. Dahl currently had monthly and weekly rates, and was proposing a once every two-week rate. Cook indicated the Council needed to approve the addition of this service.

Berdie moved to add the every-other-week plan to the Dahl rate structure: Aye – 5; No – 0.

Lerwick reported they have had 28 collection days since the advent of curbside yard debris collection, and they have collected 357,000 pounds of yard debris throughout the county. He was pleased that the can contents have been very clean. Lerwick indicated Dahl takes the yard debris to Rexius in Eugene where it gets processed for compost.

**B. EPA Presentation: Sustainability Application**

Manager Beaucaire welcomed David Olszyk from the EPA. Olszyk noted he was from the research arm of the EPA, not regulatory arm. Olszyk introduced Alan Brooks, IT specialist, and Christy Swisher, a student who is interested in how EPA interacts with communities. Olszyk stated their goal was to develop ways to work better with smaller communities, noting many of their tools were more appropriate for larger cities. He reported they have developed a tool to direct cities to website links and other sources of useful information. He explained their process was to meet with a community, take ideas back to IT, and then have IT develop programs to help.

Olszyk emphasized the importance of community engagement. Swisher, a biologist, indicated they were developing numerous metrics to develop a holistic view of the community. Olszyk explained the model behind the approach where they have tried to condense large data into a form that was more easily digested. The program creates an index that would generate a relative sustainability score that could be used to compare to other communities. The system also outputs a tear sheet that directs communities to other resources. He noted users could customize weights to better reflect the values and emphasis of a community. Swisher noted some communities have used this model to help in strategic planning, such as assessing the impacts of a certain action.

Brooks explained the usefulness of tear sheet. Swisher stated the resources were broken into categories of contacts, offices, toolkits, funding sources, and technical assistance.

Olszyk added that while EPA was known for its focus on air, water and solid waste, they are also interested in community.

Glenn asked about current research on climate change. Olszyk replied that resiliency implicitly addressed some variables related to climate changes, such as $C0_2$ levels. Olszyk reported the services would be free.

Berdie discussed some of the differences between large and small communities, suggesting the smaller communities find it hard to influence the environments outside of their area.

Tooke noted this would allow Yachats to resources that they are not aware of. Swisher emphasized that the City's feedback was invaluable, even if the only feedback was why this system would not be useful.

Mayor Stanley imagined this program could be a great City event. Brooks reported they have a group in their lab that finds and researches the metrics and they do quality assurance.

**C. Commons Policy Manual: Amendment to Alcohol Policy**

John Moore reported that Linda Hetzler was planning to present tonight and he would try to cover her part in his presentation. He noted the issue was brought to the Commission because there was a vendor who wanted to have an Irish Whisky Tasting at the Celtic Festival. He reported the recommendation of the Commission was to allow for service of hard liquor in the Commons. He noted that Hetzler pointed out that there were OLCC standards for comparing alcohol content in spirits versus beer and wine.

Frye clarified that the holder of liquor license would carry the liability. Berdie did not believe the language was specific enough. Tooke clarified that the "two cups" applied to each trip to the bar. Berdie clarified that the City Manager approved the liquor application before it went to OLCC.

Berdie moved to revise the Yachats Commons Policy Manual on alcohol as presented: Aye – 5; No – 0.

**D. Approve Special Session Agenda**

Mayor Stanley stated they needed to decide on a date for the special session. Frye wanted to know how long the meeting would last. Stanley indicated they would not know the time know until they set agenda. The Council discussed possible meeting dates.

Stanley asked about three items on the agenda. Berdie suggested that, if they were limiting meeting to four hours, they should only address the first two items.

Stanley heard consensus that item C was removed from the agenda. Stanley clarified that the following would not be addressed at this special meeting:

1. Review of the whole Comprehensive Plan
2. Which documents they regularly review
3. Revisions to Charter
4. Work on how Commissions relate and report to the Council

Council set a meeting date of October 23, 2018 from 9:30 am to 12:00 pm.

Glenn asked Manager Beaucaire to follow up with Larry Dillenbeck on the program that could help set priorities.

## VI. Other Business

**A. From Mayor**

Mayor Stanley reported he and Manager Beaucaire were halfway through creating an evaluation form for the City Manager. He stated the evaluation would occur in mid-November.

Frye asked Manager Beaucaire to send three dates in early November to set up a meeting on the City Charter.

**B. From Council** – none

**C. From Staff**

Manager Beaucaire reported she has been reviewing the Administrative Policies. She indicated Policy 22 clarified what documents could be notarized at no cost by City Staff at City Hall during business hours. She clarified that the City's notary could notarize documents for a fee as long as that transaction was not at City Hall. She added that the Policy specifically listed the documents that could be notarized during business hours.

Frye expressed concern about an employee conducting a business on work time. Frye asserted she believed if the City were paying for the training and certification of an employee, that employee should only do work for the City. Glenn asked about advertising an employee's personal business at City Hall. Manager Beaucaire indicated that there was no statement about advertising a business at work in Policy 22. She added that the employee could conduct private notary work outside of City Hall and City business hours.

Frye moved to accept the recommended changes on Administrative Policy 22: Aye 5; No – 0.

Manager Beaucaire indicated she would have a resolution at the next meeting to memorialize this action. Frye asked why memorializing the action was necessary. Manager Beaucaire stated the process was outlined in the policies and ensures documentation of major decisions.

Mayor Stanley adjourned the meeting at 8:58 pm.

________________________________
GERALD STANLEY, Mayor

ATTEST:

________________________________ _____________
Shannon Beaucaire, City Manager Date