

CITY OF YACHATS

CITY COUNCIL WORK SESSION & REGULAR MEETING

October 3, 2018

Approved Minutes

Mayor Gerald Stanley called the October 3, 2018 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: Gerald Stanley, Jim Tooke, Barbara Frye, Craig Berdie, and Max Glenn. Staff present: City Manager Shannon Beaucaire, Clerk Judy Richter, Clerk Kimmie Jackson, Waste Water Treatment Plant Lead Dave Buckwald, Water Treatment Plant Lead Rick McClung. Audience: 25.

Mayor Stanley announced there would be a cell phone alert 11:18 am.

I. Work Session Discussion Topics

A. Yachats Biosolids Process

Water Treatment Plant Lead Dave Buckwald explained the biosolids process:

1. At the plant, the first step is to remove biomass in ponds with digesting enzymes and bugs, air, and time.
2. The residual is treated and tested for pathogens, solids concentrations, and other potential hazards.
3. The material is pressed into dry product
4. The dry biosolids are sent to the landfill in garbage cans or taken to Heard Farms in Roseburg, OR during dry times.

Buckwald the cost to haul one load to Heard Farms was between \$900-\$1,000. Biosolids sent to the landfill are put into the large bins that Dahl picks up at curbside. He estimated that the volume of a dump truck was 33,000-46,000 gallons or about 18,000 pounds. He noted that Yachats produced 0.8 dry tons (1,600 pounds) per month. Buckwald reported the plant produced 27.57 dry tons last year, of which 21 tons went to Heard Farms and 7 tons went to Dahl. He added that Heard Farms reprocesses and recycles the biosolids.

Buckwald stated that Lincoln County recently requested that the City not land-apply any biosolids until October 1, 2018. He noted Public Works had not land-applied biosolids in three years.

Frye asked for clarification on land-applications. Buckwald explained "raw sewage" was what comes into the plant. After processing and removing most of the pathogens and pollutants, the material was called, "biosolids." He reported that during the summer the raw sewage is processed for 43 days in the tanks and for 106 days in the winter.

Glenn asked how the land-application compared to what Heard Farms does. Buckwald stated that Yachats only produced Class B biosolids, a product that was reduced by 38% through aeration and that was controlled for odors, attraction of insects, and other undesirable attributes. Glenn clarified that these biosolids were a form of fertilizer. Buckwald recalled Lester Hall wanted all the biosolids to come to his property as it saved him money on fertilizer. Buckwald added that people could call Public Works if they were interested in receiving biosolids on their land.

1
2 Buckwald reported he recently attended a biosolids summit in the Siletz area. He stated that
3 while there was concern over biosolids polluting the Siletz River, there was not significant
4 evidence presented that the biosolids were the source of the pollution. Councilor Tooke noted a
5 video of the summit was available on the Lincoln County website under biosolids.
6

7 Buckwald reported the treatment plant had just been upgraded by DEQ from a Class II Sewage
8 Plant to a Class III Sewage Plant, which was a more complicated permit.
9

10 Glenn asked if there could be a revenue generating system with the plant products. Buckwald
11 explained, if they raised their standards to Class A, they could bag the biosolids and sell it as
12 fertilizer. However, this step would likely be cost-prohibitive for the City, as it could require
13 hundreds of thousands of dollars to be invested to produce Class A biosolids.
14

15 Glenn expressed appreciation for Buckwald and his crew and their competence.
16

17 Buckwald stated he was happy to give people a tour of the plant.
18

19 Consuelo Kammerer (329 Eastline Road) asked Buckwald if the process was similar to
20 composting toilets. Buckwald indicated he was not familiar with composting toilets.
21

22 **B. Discussion of plastic bag laws and eliminating Styrofoam from restaurants**

23 Consuelo Kammerer explained the importance of recycling garbage and the importance of this
24 matter in her life. She had taught environmental recycling for thirty years and worked with
25 schools on recycling programs. Kammerer explained that plastic bags and Styrofoam have no
26 recycling capability. Kammerer argued that if a city implements laws before the growth takes
27 over, they would have a better chance of keeping the city clean. She noted many businesses in
28 Yachats already follow the rules of best practices. She also suggested businesses that do not
29 use plastic bags and Styrofoam could be successful.
30

31 Kammerer made a power point presentation developed by Far West Fibers about the problems
32 they encounter with clogging their machinery in their sorting processes. She reported while
33 plastic film makes up less than 1% of the recyclables, film consumes 20-30% of sorting
34 resources.
35

36 Kammerer noted many cities in Oregon already have plastic bag bans. Councilors noted they
37 have information she provided earlier.
38

39 Glenn thanked Kammerer for the information and noted the ordinances from other cities. He
40 noted specifically the references to prohibitions on "single-use plastic carryout bags." Frye
41 indicated they would need to talk to businesses before doing anything. Councilor Berdie agreed
42 they need to involve the businesses and that paper bags have their own costs. Berdie
43 speculated on how behaviors might change if the bag fees were fifty cents rather than five
44 cents. He also noted the sorting facilities in Portland are behind the curve. Frye
45

46 Tooke echoed that plastics pollution was a worldwide problem and Yachats should do what it
47 could to reduce pollution. Mayor Stanley noted the proposed prohibition was only about single
48 use plastic bags. Frye suggested that Council direct the City Manager to develop an ordinance,
49 and then have public discussion about the ordinance.
50

1 Manager Beaucaire wanted to ask her contacts at other cities if there was a model ordinance to
2 start with.

3
4 Glenn reminded Mayor Stanley that, based on their discussion at the facilitated session, Council
5 should take official action to direct the City Manager.
6

7 **C. Debriefing and Next Steps from facilitated meeting**

8 Mayor Stanley explained there was a seven-hour meeting on September 10, 2018. Frye wanted
9 to see the minutes from the meeting before engaging in discussion about the session. Glenn
10 handed out a page with his thoughts after the meeting. He referred to the discussion with the
11 Newport City Manager and Mayor. Glenn recalled that Newport had a firewall between the
12 Council and the City Manager. He noted they meet on the first and third weeks, with the first
13 week being work session and the second being a formal meeting. He added that the City
14 Manager had a recommendation for each item on the agenda, and the Council would then begin
15 their discussion around that recommendation.
16

17 Glenn suggested this Council has operated under the expectation that everyone agree on an
18 issue before they even discuss something or vote on a motion. He noted Newport has a "3-2
19 mentality" where they proceed with discussion without having everyone in agreement. Glenn
20 liked the idea that goals were set in February and were tied to the ensuing budget discussions.
21 Glenn also liked the formal and informal evaluations every other year.
22

23 Berdie indicated he has drafted some objectives from the goals from the work session. He
24 provided Council with a handout summarizing his thoughts. He noted the Council could work
25 with the Planning Commission and other Committees/Commissions on implementing the goals.
26 He suggested all of this information could be applied to financial planning and to help the
27 Planning Commission decide what to focus on.
28

29 Frye asserted she looked at what they have done and what they need to do. She echoed the
30 importance of establishing goals. She wanted to look more thoughtfully at their list and refine
31 them. She recalled the shepherding system and suggested that Council should make a
32 decision around having liaisons on the Commissions. She stated Council needed to take action
33 on establishing the City Manager form of government in the Charter.
34

35 Frye wanted to further address whether Council positions should be two or four years, the City
36 Manager evaluations, a timeline for City Manager evaluations, and strategic planning around the
37 goals.
38

39 Mayor Stanley noted that Newport was a larger city and had absolutes that need not apply to
40 Yachats. Mayor Stanley did not agree with the policy that the City Manager never talked to
41 Council members and that the City Manager provides reports every few weeks. He suggested
42 one City Manager report per month was sufficient. Mayor Stanley was also uncomfortable with
43 the Newport Mayor's approach of being satisfied with a 4-3 decision.
44

45 Mayor Stanley believed they made progress in how they communicate with each other. He also
46 noted the importance of incorporating the City Manager position into the Charter. He expressed
47 some uncertainty on how extensively they formalize the goals and how much they pass to the
48 new council in 2019. He agreed that Council should discuss additional goals. Mayor Stanley
49 disagreed with Newport's process of using informal evaluations, as he believed the evaluation
50 should be formal each year.
51

1 Glenn agreed that they not focus on counting votes prior to each discussion. Glenn most
2 important take-away from the session was that they could talk to each other and disagree
3 without being unpleasant. Frye asked Glenn for clarification. Glenn said if three people are
4 ready to take action and two were not, they could still take action. He stressed that it was "OK to
5 not agree." Frye noted they have such limited time to think about things, and they sometimes
6 need more time to think about the issue. Frye indicated she was still not clear about Glenn's
7 point.

8
9 Frye noted there has been huge change over the last two years, and she believed they had
10 done well on addressing these changes.

11
12 Berdie suggested they have a special session on addressing the goals and proposed actions
13 and policies. Frye suggested they could do strategic planning at this meeting. Glenn wanted to
14 address the City Manager's ideas around organizational structure. Mayor Stanley indicated he
15 wanted the special meeting to be the start of a discussion and not necessarily a time where they
16 vote on a document.

17
18 Manager Beaucaire clarified that Council wanted to have the meeting during the third or fourth
19 week of October.

20 21 **D. Approve agenda for 10/10/18 Council meeting**

22 Clerk Kimmie Jackson asked to add a proclamation for Domestic Violence month from My
23 Sister's Place.

24
25 Frye asked about the status One of Us Productions. Parks and Commons Commission Chair
26 John Moore reported at the last Commission meeting, Linda Hetzler offered to sponsor two
27 plays per year of nine productions each which the Drift Inn would pay for. He added that One of
28 Us withdrew their request for special consideration after that offer. Moore noted there was an
29 additional item on the Council agenda for October 10, 2018 about Commons policy. Mayor
30 Stanley noted the Council had not yet formally agreed to the arrangement with Big Band.

31
32 Council consented to the agenda with the above revisions.

33 34 **REGULAR MEETING**

35 36 **I. Announcements and Correspondence**

37 Frye reminded people to get their flu shots at the Presbyterian Church between 10:00 am and
38 2:00 pm.

39
40 Leslie Vaaler announced the League of Women Voters was hosting a Candidates Forum from
41 6:30 to 9:00 pm on October 17, 2018 in the multipurpose room. Mayor Stanley noted Jenny
42 Demaris would hold a forum on October 14, 2018 in Room 8 from 12:30 to 2:00 pm.

43
44 Drew Roslund (Overleaf Lodge) announced that local resident Heather Tincure-Overholser has
45 been promoted to Manager of the Overleaf Lodge.

46
47 Mayor Stanley announced that the annual blessing of the animals was at 3:00 pm at the Little
48 Log Church on Sunday, October 7, 2018 and that there was a Murals of Oregon presentation
49 sponsored by YAAS at 2:00 pm on October 7, 2018.

1 Berdie reported he went to the new Oregon State Parks native plant nursery in Beaver Creek
2 and was very impressed with the amount and quality of work by citizens, many of whom work
3 with Yachats' Trails group.
4

5 **II. Public Comment/Citizens Concerns**

6 Jacqueline Danos (116 Spring Hill Road) wanted to thank Manager Beaucaire and the team that
7 developed the website RFP and select a great company. She highlighted the selected company
8 has won many awards and seemed very successful in the municipal market.
9

10 Sue May (453 Horizon Hill) reported she was on the RFP selection committee and was
11 speaking today because she would be gone for the next meeting. She indicated the selection
12 committee spent significant time on the evaluations. She noted the committee included several
13 website developers and IT professionals. May reported they unanimously selected Civic Plus.
14

15 Glenn noted he has heard rumors that the committee did not have people on it who were
16 capable of making the decision and asked May to clarify the matter. May stated the chair of the
17 selection committee was Lincoln City's IT Director. She noted there was a tech specialist from
18 California, an active local web developer (James Kerti), and two retired project managers.
19

20 James Kerti (252 Highway 101 S) supported May's comments. Kerti believed the committee
21 was highly qualified and that Civic Plus' work was excellent. He was excited about the product
22 that Civic Plus could create.
23

24 Tooke encouraged people to go to Civic Plus's website where there is a huge amount of
25 information.
26

27 Frye asked if there was a reason why Manager Beaucaire did not share the names and
28 backgrounds of the selection committee. Manager Beaucaire noted she did share information
29 on several of the experts. Frye wanted to request that Manager Beaucaire include background
30 information on RFP selection committees.
31

32 Heather Hoen (123 Greenhill Drive) wanted to thank Greg Scott and Mark Clements for the
33 extensive work that they have done in website development for the City. She was very excited
34 about Civic Plus, especially because they understand the uniqueness of Yachats, they will not
35 make the website look like every other city, and they will work with what Yachats has.
36

37 Hoen added that Facebook blows up issues. She noted the rumors that doomsday for the
38 website was coming. She emphasized that goyachats would not go away. She sympathized
39 with Scott and Clements regarding the Facebook rumors. She hoped people would vet
40 information before posting on social media.
41

42 **III. Public Hearings**

43 **A. Ordinance 352: Amendments to Section 8.22 on Water Use Curtailment**

44 Mayor Stanley opened the public hearing on Ordinance 352 on water use restrictions.
45

46 Manager Beaucaire noted this issue was previously before Council and citizens expressed
47 concerns about it. Tooke and Berdie worked with the Attorney and City Manager to prepare a
48 revised version of the ordinance.
49

50 Public Testimony

1. Drew Roslund (Overleaf Lodge and Fireside Motel) wanted to provide some reality to one of the clauses in the ordinance. He noted a clause in Phase 3 was that hotels would be required to send linens and laundry out to commercial cleaners. He noted the reality was they would need to send their laundry to Portland, which would require their committing to a five-year agreement. He explored bringing in a water truck, but found the water trucks were occupied fighting fires. He reported that if Phase 3 were to take effect, he would need to temporarily furlough employees. He explained he and Hoen agreed to research the options for outside laundering during the off-season.

Roslund wanted to know:

- a. How close did we come to Level 2 this year?
- b. At what point do they connect to South Lincoln County Water District?
- c. Why are commercial laundromats exempted?

He noted there were additional fees on large users and asked that those revenues be earmarked for water storage and impoundment.

Water Treatment Plant Lead Rick McClung reported the City was 25 gallons per minute away from a Level 2 restriction, noting the supply flow went down to 225 gpm and Level 2 goes into effect at 200 gpm. McClung noted Public Works was redoing the Water Master Plan this year, which would address water resources. McClung indicated he did not see a need to go into a Level 3 restriction as long as they can get water from South Lincoln. However, if South Lincoln went into restrictions, the City of Yachats might need to move to Level 3. He stressed the need to develop relations with South Lincoln and Waldport and to build infrastructure for water delivery across the bridges. He noted this purchased water would be very expensive water and suggested the City seriously explore raw water storage. He indicated Public Works would be raising issues around water security as they develop a 20-year plan. He did not foresee drawing water from the Yachats River, noting that the Yachats River was currently at 11 cfs and 30 cfs was the trigger for restrictions. He added that he did not want to give up water rights on the Yachats River.

Tooke reported that the Mid-Cost Water Project, a State-funded resource agency, noted the Siletz River was at an historic low. The Siletz supplies water to Seal Rock, Newport, Toledo, and Georgia Pacific. The Siletz River was currently down to 60 cps and Newport alone draws 6 cfs now (1/10 of the total supply).

Berdie understood the severe impact of Phase 3, but he was not aware of any other options. He had concerns about worsening conditions due to climate change. He wanted water security to be the top goal for the City.

Berdie moved to approve Ordinance 352 amending the Yachats Municipal Code Chapter 8.22 related to water use curtailment: Aye – 5; No – 0.

B. Ordinance 354: Light Industrial Uses

Helen Anderson, Planning Commission Chair, noted the Commission had worked extremely hard and held additional meetings to develop these code changes. Anderson explained that the Code referenced “light industrial use” but there was no definition or regulations around industrial use. She noted Section 1 of Ordinance added a definition, Section 2 added a standard for required parking, and Section 3 added standards specific to light industrial use. She noted there were additional standards that apply to all commercial uses and conditional uses such as noise, pollution, lighting, and such.

1
2 Berdie asked whether a business wanted to do assembly without having a retail section.
3 Anderson indicated the Planning Commission would waive the 20% retail space restriction as
4 part of the conditional use application, but the Commission would be very unlikely to do so. She
5 explained the logic of this retail space requirement was to maintain the character of Yachats.
6

7 Frye asked if there were any light industrial uses currently in the City. Anderson indicated there
8 was not and explained the issue arose because the Farm Store had expressed interest in
9 manufacturing beer that they would distribute and sell outside of the City. Frye asked if the wind
10 generator assembly plant would be prohibited by this regulation. Anderson indicated it would if
11 they did not have a retail section.
12

13 Glenn stated that preclusion of the wind energy product would cause him to not support this
14 change. Anderson stated that they could have some retail office that could satisfy the retail
15 requirement. Glenn and Frye wanted to ensure that an assembly plant of a product like the
16 wind generators would be allowed to operate in Yachats.
17

18 Berdie asked for clarification on the conditional use process.
19

20 Leslie Vaaler (205 Radar Road) reported she previously raised a concern about odors that
21 might come from industrial uses. She recalled the Commission indicated they could ask
22 questions of an applicant about pollution such as odors and deny a permit on that basis.
23 Anderson noted Section 5.08.050 of the Code contains language about pollution that applies to
24 the entire City and 9.72.010 lists standards that apply to all conditional uses.
25

26 Frye moved to adopt Ordinance 354 amending the Yachats Municipal Code sections 9.04.030,
27 9.48.010, and 9.72.050 on Light Industrial Uses: Aye – 5; No – 0.
28

29 **C. Ordinance 355: Comprehensive Plan Update**

30 Anderson explained that the Code requires the Planning Commission to review the
31 Comprehensive Plan every two years. She noted the Commission had not reviewed the Comp
32 Plan since 2009. She explained the Comp Plan was the governing document from which Code
33 was developed. Anderson stated the Commission sought to remove language from the Comp
34 Plan that was really code and to keep the language more general. She reported there were no
35 substantial changes, except for adding language to support the development of affordable
36 housing as suggested by Layne Morrill.
37

38 Fran Morse (Marine Drive) asked Anderson to read the section on affordable housing.
39 Anderson reported Mr. Morrill had given the Commission details information on housing
40 statistics and arguments supporting the development of affordable housing. She stated the
41 Commission added a clause specifically addressing local workers to Goal J:
42

43 Goal J: The City encourages a variety of housing choices in appropriate locations to
44 accommodate a range of needs and incomes, including the housing needs of local
45 workers.
46

47 She also reported the Commission added a Policy 6 under Goal J:
48

49 6. The City strongly encourages developers to make government assisted housing units
50 available to income eligible persons who are employed in the local workforce on a
51 preferential basis to the extent allowed by law.

1
2 Tooke noted on page 13 on Policy 3 of Goal D there was a need to insert "of" to make the
3 clause read, "installation of energy efficient water heating systems."
4

5 Frye had questions about including several specific issues such as trails and dark skies.
6 Manager Beaucaire noted Goal F, Policy 9 on page 16 stated, "The City shall develop and
7 maintain hiking, walking and biking trails throughout the community to provide recreation and
8 exercise." Anderson did not recall if dark sky was specifically mentioned in the Comp Plan.
9 Anderson cautioned that it might too restrictive for this document, noting the Plan already
10 provides ample justification for dark sky regulations. Frye also asked about regulations on
11 abandoned buildings. Anderson suggested there was already language in the Code about trash
12 and upkeep of properties.
13

14 Mayor Stanley noted this might not be the appropriate time to address other issues to include in
15 this ordinance. Anderson stated the Commission welcomes at any time suggestions for items to
16 add to the Comp Plan.
17

18 Berdie appreciated the work that went into this review but was not ready to approve the
19 changes until other issues were considered. Berdie wanted to meet with the Commission to
20 discuss his concerns. Mayor Stanley again clarified that the intent of this review was to approve
21 recommended updates, not to review the entire document. Frye had concern that Council was
22 being asked to only address what the Planning Commission raised and not other concerns that
23 they had. Anderson asserted that Councilors could make recommendations for updating the
24 Plan at any time.
25

26 Berdie did not think that they could look at one change in a particular line without review the
27 entire section. He noted on page 8 in the section on protection of natural resources, there was
28 reference to the protection of view sheds and corridors, but there was no mention of ridgelines
29 and no instruction to develop an ordinance.
30

31 Mayor Stanley suggested they postpone this recommendation to another meeting. Ron Urban
32 and Christine Orchard noted the hearing would need to be continued to a specific date for a
33 regular meeting, not work session.
34

35 Mayor Stanley continued the Public Hearing on Ordinance 355 to the November Council
36 meeting.
37

38 **D. Ordinance 356: Business Licenses**

39 Anderson explained the City Attorney had much feedback on the Commissions proposed
40 language. She noted the issue was raised because there were businesses in town that have
41 operated in violation of building codes. She stated the Planning Commission was tasked with
42 ensuring the safety of the citizens. Anderson recalled she noted at the last Council meeting the
43 Council suggested the Commission move forward with using both avenues of managing
44 business licenses of stating a reason to revoke a license and a reason to not issue a license.
45 She reported the Attorney asked if the Commission had ensured that certificate of occupancies
46 were available to all the businesses this regulation would apply to. Anderson reported she
47 called the Lincoln County Planning Department and learned the building code was not
48 implemented until 1974; therefore, any building erected before 1974 would not have a certificate
49 of occupancy on file. Anderson indicated she compiled a list of approximately 31 relevant
50 businesses. She noted the Attorney has suggested the City might be opening itself to a liability
51 if they required certificate of occupancies for business licenses but did not actually get one from

1 the business. Anderson suggested this concern was more relevant when there were 500
2 businesses to manage rather than 30. She added that once the certificate was on file, it stayed
3 on file. Anderson reported there were only 7 or 8 buildings on the list that were built after 1974.

4
5 Anderson explained the County Building Inspector suggested they use language around having
6 building permits for construction after 1974 rather than having certificate of occupancies, which
7 is what is in the proposed ordinance.

8
9 Drew Roslund (Overleaf) was concerned about the practicality of this application, noting part of
10 his hotel was built in the 1970s and 1990s, before he was owner. He did not know if this
11 building had proper licensing. He also wondered if this ordinance would create additional
12 burdens on staff.

13
14 Anderson noted the County has records for most of the buildings on the list, so nothing would
15 be required of the business owners. She explained that when a license request comes in that
16 was not already approved, Clerk Jackson would have to call the Lincoln County Building
17 Inspector to ensure permits were current. Anderson noted that if a building met code at the time
18 it was built, it would remain compliant; however, if a section were remodeled, the remodeled
19 portion would have to meet current code standards.

20
21 Berdie noted that Section 4.04.100 already stated public health and safety were reasons to
22 revoke a license and asked what the addition of Item 5 would add. Anderson explained the City
23 could use the existing language to pursue a case and it was the Attorney who suggested adding
24 stronger language in that section.

25
26 Berdie asked how many businesses this regulation would impact. Anderson said they only
27 knew of one business at present that was in violation of getting proper building permits. Berdie
28 asked what options would be available to that business. Anderson explained the City Attorney
29 and the City Planner were working with the owner on how to retroactively obtain building
30 permits. She noted if the owner did not fulfill his responsibility, the business could lose its
31 license.

32
33 Berdie asked if the Commission was ok with a business losing its license. Anderson stated that
34 the Planning Commission was concerned with ensuring the health and safety of the citizens.
35 Frye wanted to know how a business could get into compliance if they were in violation.
36 Anderson stated she hoped the City would allow a business a period of time to come into
37 compliance. Frye asked if there was a process outlined for this situation. Manager Beaucaire
38 explained processes would not be part of the Code but would be outlined in an ordinance.
39 Roslund noted they were able to retroactively get a building permit for a sign.

40
41 Glenn asked if this ordinance would impact the negotiations that were ongoing with the business
42 that was out of compliance. Anderson stated the City Planner was absolutely in favor of this
43 ordinance and she did not know the Attorney's position. Anderson stated her understanding
44 was that this legislation would enable the City to introduce a real consequence of failure to show
45 substantial progress to coming into compliance. Frye did not think this legislation would impact
46 the current negotiations. Anderson explained that as the licenses are issued annually, it would
47 apply to 2019 licensing.

48
49 Glenn moved to approve Ordinance 356 amending Yachats Municipal Code 4.04 on Business
50 License: Aye – 5; No – 0.
51

1 Mayor Stanley closed the public hearings.
2

3 **E. Resolution 2018-34 authorizing loan from Safe Drinking Water revolving fund**

4 Clerk Judy Richter explained this resolution was to follow up on the paperwork to approve extra
5 funding for the South Tank Project. She noted the resolution authorizes the Mayor to sign
6 Amendment 2 authorizing extra lending. Berdie clarified the loan was at 1% and there was a
7 portion of the loan that would be forgiven once they prove the project was complete. Mayor
8 Stanley asked if they would be able to meet the 60-day requirement to completion. Richter was
9 confident.

10
11 Glenn moved to adopt Resolution 2018-24 authorizing the Mayor to sign documents for the
12 intergovernmental loan for \$300,000 for the South Tank Project: Aye – 5; No - 0.
13

14 **IV. Reports**

15 **A. Financial Report update**

16 Richter explained she has been working with their accounting program providers to generate
17 reports. She reported the programmers require more time and \$90.00 to develop code for
18 additional reports. Richter handed out a sample report from the program and a sample report
19 done in Excel, noting the Excel report was subject to human error in hand-inputting data.
20

21 Mayor Stanley wanted to postpone the discussion, as they need time to review the sample
22 reports provided. Berdie mentioned the usefulness of a report form ClerkBooks, municipal
23 accounting software. He was surprised the City had a software provider that could not provide
24 an executive summary.
25

26 Berdie asked about reports related to water and sewer accounts. Richter noted all fund
27 transfers were made at the beginning of the year. She also noted the Public Works does a lot of
28 buying at the beginning of the year to get bulk pricing discounts, which results in frontloading of
29 expenses.
30

31 Frye moved to continue discussions with Chaves to produce a report that contains the
32 information they request and to provide a report at the next meeting: discussion
33

34 Frye suggested Council have a meeting to further refine what the Council wants in a report.
35 Glenn was not in favor of the motion because he has requests for certain information, such as
36 wanting to see beginning balances.
37

38 Frye withdrew her motion.
39

40 Stanley noted Councilors should provide written reports with what they want to see in a financial
41 report by the October 10, 2018 meeting.
42

43 **B. Planning Commission: response to Newport Affordable Housing Initiatives**

44 Anderson summarized that the State passed a law requiring that ADUs be allowed in
45 jurisdictions of population greater than 2,500 and the County passed legislation requiring that
46 ADUs be allowed in all areas under County control. Anderson explained that as Yachats' urban
47 growth boundary was the same as the City limits, there was no property in the City under
48 County jurisdiction that would fall under the County law.
49

50 Anderson explained that ADUs are allowed in C1, R4, and R3 (with limitations). Regarding R1
51 and R2 zones, the Commission perceived that residents bought property in these zones

1 expecting single-family homes. She reported the Commission reviewed a model ADU
2 ordinance provided by Planner Lewis and saw there was significant research that needed to be
3 done to address the questions posed.

4
5 Anderson reported the Commission felt very strongly about not increasing density when the City
6 already faces significant water and parking limitations. She noted the Commission asked Rick
7 McClung to come discuss the water supply. McClung told the Commission he roughly
8 estimated the City could supply another 50-100 homes with the existing water resources. He
9 told the Commission that the Water Master Plan would have more detailed information on water
10 resources. Anderson estimated there were up to 400 unbuilt lots in the City. She stated the
11 Commissions recommendation was to not pursue ADUs at this time, but the Commission would
12 proceed with drafting code should the Council ask them to.

13
14 Glenn indicated he did not think the Commission should invest more time on ADU legislation.
15 He noted the Commission indicated there was only one of the items in the Newport report that
16 fell under their jurisdiction, and he thought it was now up to the Council to examine the other
17 suggestions for encouraging affordable housing.

18
19 Paul Thompson (1153 Driftwood Lane) indicated he and his wife were horrified at the thought of
20 building denser housing when parking and water issues are so problematic. Thompson noted
21 several properties in the Marine Drive/Driftwood area with second structures that are
22 problematic rentals. He asked Council to support the current situation of not allowing ADUs in
23 R-1 and R-2.

24 25 **V. New Business**

26 **A. Evans/Betz Property request to Council**

27 John Purcell (116 Spring Hill) explained View the Future has been pursuing the acquisition of 30
28 acres of land adjacent to the Yachats River. He was asking the City to renew the pledge to
29 enable them to pursue grants to purchase the property. Andrea Scharf noted one of their main
30 grants requires matching funds of 20%, or approximately \$200,000.

31
32 Manager Beaucaire noted the Finance Committee did not include this project into the current
33 fiscal year CIPs. Frye wanted clarification on why the commitment was tabled. Manager
34 Beaucaire noted the status of the Evans/Betz project was in limbo when decisions were made
35 about the CIP. She added that both the Budget Committee and the City Council approved the
36 CIP.

37
38 Purcell reported View the Future was about to contribute \$10,000 for an appraisal, and they did
39 not want to proceed without assurance that the City was still behind the project.

40
41 Frye stated the money would likely come from Visitors Amenities. Frye clarified they do not
42 need the funding in the current fiscal year. Manager Beaucaire noted Council could make a
43 pledge but could not bind a future Council.

44
45 Purcell explained View the Future needed to do the appraisal soon in order to meet a March
46 2019 grant deadline. He noted they needed an appraisal to approach the potential sellers to
47 determine if they were willing to sell, which would then allow them to pursue the grant. Manager
48 Beaucaire noted they could make a pledge with a caveat that funding in the next year was
49 available for the project. Purcell believed this approach could work.

1 Purcell noted this land would provide access to an area that could be used for raw water
2 storage, and were pursuing the purchase for use as a park to be eligible for Visitors Amenities
3 funds.

4
5 Glenn moved to pledge up to \$200,000 to the Evans/Betz Project contingent upon the
6 availability of funds in the 2019-2020 fiscal year: Aye – 5; No - 0.

7 8 **VI. Other Business**

9 **A. From Mayor**

10 **B. From Council**

11 Frye moved to direct the City Manager to search for a model ordinance and for existing
12 ordinances on prohibiting plastic bags and to suggest a process for engaging businesses in the
13 discussion: Aye – 5; No – 0.

14
15 Glenn moved to authorize the City Manager to enter into negotiations with Civic Plus to
16 demonstrate they can meet all the functionalities the City needs and to develop a plan with Mark
17 Clements for smooth transition from the functionality of the current databases to the new
18 system: discussion

19
20 Glenn believed this motion would enable the process of determining the functionality of the Civic
21 Plus product.

22
23 Berdie wanted to change “negotiations” to “discussions.” Glenn did not believe that “discussion”
24 was a strong enough word. He wanted the City Manager to be able to make firm criteria about
25 what the provider would need to provide. Manager Beaucaire noted they could say “discussion
26 and negotiation.”

27
28 Frye was still bothered that there were no bids from west coast companies, and she had
29 concerns about the provider being so far away. She also had concerns that the programmer
30 had limited time to devote to project.

31
32 Mayor Stanley asked Berdie if he provided questions to Manager Beaucaire after the
33 presentation at the last meeting as he indicated he would. Berdie indicated he provided his
34 questions yesterday. He also noted Greg Scott had concerns over the content migration. He
35 argued the Civic Plus product was primarily a website. Berdie argued that functionality needed
36 to be embedded in the new website or be provided by Civic Plus. Manager Beaucaire reported
37 she asked the programmer to map out the business logic systems that Scott was concerned
38 about losing and to preserve the work done by Scott and Clements. She also noted, for
39 purposes of emergency planning, they need to establish that they could recreate the systems
40 should they get hacked or somehow lose the site. Berdie expressed concerns about the road
41 map for moving forward and noted enterprise systems are notoriously difficult to use.

42
43 **Call for vote: Aye – 5; No – 0.**

44
45 Berdie wanted to know why the City received such a small portion of property taxes and
46 proposed they examine this issue in more detail at a future time.

47
48 Berdie moved to have the City Manager, at a time determined by her, present to Council the
49 details of the property tax system and options for the future: Aye – 5; No – 0.

1 Frye reported she met with the new director of Lincoln County Mental Health who indicated they
2 were still interested in pursuing healthcare in Yachats.
3

4 **C. From Staff - none**
5

6 Mayor Stanley adjourned the meeting at 1:34 pm.
7
8
9

10 _____
11 GERALD STANLEY, Mayor
12

13 ATTEST:
14
15

16 _____
17 Shannon Beaucaire, City Manager
18

Date