CITY OF YACHATS

CITY COUNCIL WORK SESSION & REGULAR MEETING

January 2, 2019

Approved Minutes

SWEARING IN OF NEW COUNCIL

City Manager Beaucaire swore in W. John Moore as Mayor of the City of Yachats.

Mayor Moore swore in Leslie Vaaler and James Kerti as City Councilors.

WORK SESSION

I. Meeting Call to Order

Mayor W. John Moore called the January 2, 2019 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: W. John Moore, Max Glenn, James Kerti, Jim Tooke, and Leslie Vaaler. Absent: none. Staff present: City Manager Shannon Beaucaire and Clerk Kimmie Jackson. Audience: 16.

II. Work Session Discussion Topics

A. 2019 Goal Setting

Councilor Glenn stated that goals have their authority in the Vision and Mission of the City. Glenn read the Vision and Mission statements. Council agreed to incorporate the Vision and Mission as part of the Goals Document. Glenn noted from Mayor Moore’s memo that goals be realistic, achievable, and measurable. Glenn handed out the Goals Document with the Vision and Mission statements included.

Goal 1: New staff and organization and office location

Councilor Vaaler noted that some of the bulleted items are more organizational matters under the purview of the City Manager. Councilors agreed to remove the bulleted item, “Search for full time Planner / Code Enforcement Officer.” Glenn suggested keeping the third item, with the understanding the City Manager would carry out the work. Glenn asked to confirm that the office layout include a private and secure office for the City Manager.

Goal 2: Complete transition for City website and accounting functions

Council agreed to the bulleted items presented. Manager Beaucaire suggested changing the first bullet to, “Contract with provider for implementation of new website.” Council concurred with this suggestion.

Goal 3: Infrastructure/maintenance schedule for City buildings

Vaaler suggested including the statements, “Have an energy audit on all city buildings” and “Explore energy-saving measures, available grants, and partnerships” to this goal. She suggested adding, “as needed” to the end of the statement energy audit statement.

Goal 4: Revise City Charter

Vaaler suggested rewording the third bullet to "Put Charter revision on the May 2019 ballot."

Goal 5: Revise Administrative Policies and Municipal Code

Kerti suggested the third bullet on modifying code was vague. Mayor Moore wanted to ensure there was room to address other code issues.

Goal 6: Emergency Preparedness

Mayor Moore explained the Emergency Preparedness Committee has been discussing a third container for emergency supplies. Mayor Moore explained he learned from the hotel operators that they retire old blankets and towels, and the City could provide some means of storage for these items. Councilor Tooke suggested they consider ingress/egress in the event of an emergency, noting there was currently only the north-south Highway 101 and east on Yachats River Road. The Council agreed to add, "Pursue additional options for ingress and egress in emergency situations." Vaaler asked to change "3d" to "third"

Goal 7: Complete transfer of Ocean View Drive from the County

Glenn suggested adding the two new platforms that were being proposed by the Trails Committee. Vaaler suggested changing the goal to, "Complete transfer of Ocean View Drive from the County with public input." Tooke noted the time of the transfer was imminent. Vaaler suggested getting public input around the platforms, and Mayor Moore noted this item could be addressed at a later date. Council agreed to add, "and any other publicly-supported structures" to the third bullet point.

Goal 8: Fiscal Responsibility

Kerti suggested modifying the first bullet to, "Establish a plan to increase our reserves based on input from the Finance Committee." Vaaler suggested adding, "Consider new sources of revenue as well as increased revenue from existing sources, including transient rental fees, water rates, taxes, fees, grant opportunities and how the City might encourage bequests." Council agreed to the main clause but not the detail on sources. Vaaler suggested adding, "Note any revenue that has not been paid and consider best options." Council agreed to this point. Glenn asked to get information on the status of the current liens.

Goal 9: Review Vacation Rental Ordinance as proscribed in the current temporary ordinance

Kerti suggested generalizing the goal, and Glenn stated he only wanted to consider reviewing the temporary ordinance that was in place.

Goal 10: Protect Natural Resources

Kerti asked why Dark Sky was specifically mentioned in the third bullet. Council agreed to delete third bullet point on Dark Sky. Council agreed to move the statement on exploring alternative energy and partnerships to this section. Vaaler suggested adding, "Consider ordinance governing the removal of trees" and Council agreed. Vaaler suggested adding, "Identify properties important for view shed and ridge line protection as well as for our watershed. Consider what legislative actions might be helpful and what other strategies should be considered." Council agreed to this addition. Vaaler suggested combining the two statements on plastics and Council agreed.

Manager Beaucaire suggested adding, "Review options for minimizing light pollution within the City." Council agreed to this addition. Glenn suggested adding, "Explore a process for considering the impact of climate change." Council agreed to this addition.

Goal 11: Smart City

Moore noted they had taken out the bullet points for this goal which had been placed under other goals. Glenn suggested keeping the goal with a bullet point of, "Create a small group to familiarize themselves with what is happing in small communities in the area of smart cities and suggest how this concept might enhance the spirit of Yachats." Council agreed to this suggestion.

Goal 12: Grow/smooth tourism revenue

Vaaler suggested adding, “Consider the desired level of tourism” as a bullet. Council decided not to add this bullet. Councilors discussed where the bullet for exploring art should ideally be located and decided to keep it where it is, adding “and other enhancements” to the clause.

Glenn clarified these goals would replace the goals established by the previous Council.

Vaaler suggested adding, “Consider sign and lighting ordinances” as a new short-term goal. Moore asked Planning Commission Chair Helen Anderson if Planning would object to this item. Anderson stated the goal would help the Planning Commission set their priorities. The Council decided to add, “Consider sign and lighting ordinances” to Goal 5 on Administrative Policies and code.

Vaaler suggested adding a new goal of “Public input” with the following items:

- Seek residents’ input as to their vision for Yachats.
- Seek information regarding the needs of those who work in Yachats
- Hold public meetings and gatherings and consider a survey
- Encourage citizen involvement

Mayor Moore suggested that the Council revisit the Vision 2020 idea to develop a Vision 2030 or 2040 plan at some time in the future.

Glenn suggested the new website might provide means of gathering information from residents. Tooke stated he had concerns over the quality of data from surveys. Tooke believed getting public input should be an ongoing process. Mayor Moore noted there is a time for Public Input at each meeting. Kerti favored the idea of conducting a survey. Vaaler noted the citizenry was diverse and including multiple ways to reach them was warranted.

Council agreed to add a goal for public involvement as follows:

Goal 13: Explore options for community involvement

Kerti asked to add a goal for “Community Health” with two items: 1. Explore opportunities and continued partnerships to support the health of the community and 2. Consider accessibility when exploring new policies.

Council agreed to add a goal for community health as follows:

Goal 14: Community Health

Explore opportunities and continued partnerships to support the health of the community

Consider accessibility when exploring new policies

Goal 15: Water security

Council agreed to add “in our systems” after “water retention” in bullet 3 to clarify the statement.

Kerti asked if they should consider an item for efficient water distribution. Council agreed to change the third bullet point to, “Examine our water retention and strive to keep retention at a minimum of 95% in evaluating our distribution efficiencies though the updated water master plan.”

Goal 16: Work force housing

Mayor Moore noted he was hearing that the City was not clear on what employees really desire for workforce housing. Glenn asked if they should make mention of continuing partnerships. Council agreed to revise the third bullet to, "Investigate grant funding and continued regional partnerships with the county and other municipalities for work force housing."

Council agreed to eliminate the distinction between long-term and short-term goals.

Glenn clarified these goals would be published on the website.

B. Set Work Session for review of Administrative Policies

Mayor Moore suggested several ways to address the review of the Administrative Policies. The Council decided to proceed with allowing 45 minutes at future work sessions to review Admin Policies. He asked Councilors to email him their priorities for which policies to discuss at the February 2019 work session.

C. Proposed change to Fire Ban policies

Mayor Moore recalled that Fire Chief Petrick proposed a change in the Yachats Municipal Code regarding barbecue grills. He noted former Councilor Berdie had asked if there was a safety difference between wood and charcoal grills and the answer was not a clear answer. Vaaler noted Petrick suggested they ask for public input. Council agreed to get more public input before putting the item on the agenda.

D. Finance Committee Composition

Mayor Moore noted the previous Council had recommended a change to go back to the membership composition described in 2002 with one representative from each Commission on the Finance Committee. Kerti asked if the Finance and Budget Committees could be combined, as mentioned by the attorney. Vaaler recalled there were justifications for keeping the Committees separate. Mayor Moore noted the focus of work and frequency of meetings differs between the two committees. Mayor Moore also noted it was recommended that Committee members be appointed by the Council. Glenn and Vaaler believed appointments should be approved by the Council.

Vaaler raised the issue of qualifications for Finance Committee members and whether Commission representatives would have appropriate qualifications. The Council agreed that citizen appointees needed to have a financial background and recommended that the Commission representatives ideally have financial background but not require that qualification.

Manager Beaucaire stated she needed feedback on the questions the attorney raised to determine what should be incorporated into the ordinance.

Question 1: The Council agreed the two committees should be separate.

Question 2: The attorney suggested that having staff be a voting member on the Finance Committee was legal but awkward. Vaaler noted the City Manager attended Council meetings where she could provide input from the staff/office and therefore does not necessarily need to be a voting member on Finance. The Council agreed to have staff members serve as ex officio members (not voting) on Finance.

Question 3. Mayor Moore indicated the Finance Committee did not have a set number of members. Vaaler suggested allowing Commission representatives to not vote if they did not feel qualified. Others suggested they stick with policy that members are required to vote unless there was a conflict of interest. Manager Beaucaire recommended having Commission representatives be voting members for reasons of having a quorum. Mayor Moore summarized that for Finance, terms were not needed, quorum would be 50 percent plus one, staff (City Manager) would not be a voting member, and Commission representatives would be voting members. He noted the Council could remove any member for cause. Councilors agreed to these policies. Former Finance member Tom Lauritzen added the Finance Committee generally only votes on CIP items.

Question 4: Manager Beaucaire indicated she would clarify wording of the last sentence that could imply the Finance Committee needed to approve matter before money could be spent.

Question 5: Council agreed to take the attorney's suggestion to change the wording to read, "The first year amounts shall be included in the proposed budgets for next year for consideration by the Budget Committee."

Question 6: Council agreed that the adoption of the CIP authorizes expenses of SDCs on a particular project, and it is the adoption of the budget that authorizes the expenditure of City money and appropriates the funds.

REGULAR MEETING

I. Announcements, Correspondence and Proclamations - none

II. Public Comment - none

III. New Business

A. Election of Council President

Kerti moved to elect Max Glenn as Council President: Aye – 5; No – 0.

B. Planning Commission Appointment

Mayor Moore reported the Planning Commission had recommended Doug Connor to the Commission. Mr. Connor reviewed his background in engineering, budgeting, and planning.

Tooke moved to approved Resolution 2018-48 to appoint Doug Connor to Seat B on the Planning Commission for the term ending December 31, 2020: Aye – 5; No - 0.

C. Dates and times of Council Meetings

Mayor Moore reviewed the history of Council meeting scheduling. Kerti, Vaaler, and Glenn favored the first and third weeks and Tooke wanted to keep them as is on the first and second weeks. Vaaler suggested the first and third week schedule with the option for an additional work session on the second week.

Regarding meeting time, Glenn stated he observed there was no significant difference in audiences between the morning and evening meetings and suggested 2:00 pm for the second meeting. Kerti leaned toward 6:00 pm to allow for greater availability. Resident Ann Stott suggested one meeting in the morning and one in the evening best served the Community. Other members from the audience were split between the two times.

Glenn moved to have Council meet on the first and third Wednesday of each month: Aye – 4; No – 1 (Tooke). Vaaler clarified the Admin Policy would be changed through a Resolution.

Glenn moved to have the second monthly meeting of Council start at 2:00 pm: Aye – 2; No – 3 (Vaaler, Kerti, Tooke). Motion failed.

Kerti moved to have the second monthly meeting of Council start at 6:00 pm: Aye – 5; No – 0.

D. Proposed City Charter Revision

Councilors agreed to hold a special work session on January 9, 2019 at 2:00 pm to discuss Charter changes.

E. Schedule Public Meeting for Plastic Bag Ordinance

Kerti reported he has learned that many people rely on plastic drinking straws for health reasons. Councilors agreed to include the plastic bag ordinance topic at the special work session on January 9, 2019.

F. Schedule Public Meeting for Transient Occupancy Tax Rate Change

Mayor Moore reported he received feedback from hotel operators who indicated they would be more likely agree to the change if they knew how the additional income would be spent. Kerti suggested delegating this task to the Finance Committee.

Vaaler moved to request the Finance Committee provide an explanation for how revenues from the increase in the transient rental task would be used: Aye – 5; No – 0.

G. Approve 2019 Council Goals

Glenn moved to approve the Council Goals including the Vision and Mission included as amended in the January 2, 2019 work session: Aye -5; No - 0.

H. Receive 2017-18 Audit, Adopt corrective measures

Glenn moved to receive the audit as of January 2, 2019 and to review it at the January 16, 2019 meeting: Aye – 5; No – 0.

I. Finance Committee Composition

Vaaler moved to have the City Manager include the policy changes as discussed in the January 2, 2019 work session in the draft ordinance and to present it for a vote at the January 16, 2019 Council meeting: Aye – 5; No - 0.

J. Approve agenda for 01/16/19 Council meeting

Mayor Moore noted one change and two additions to the draft agenda:

Change January 9, 2019 to January 16, 2019
F. Review the audit
G. Finance Committee Composition

Tooke moved to approve agenda for January 16, 2019 with the two additional items: Aye – 5; No – 0.

Mayor Moore suggested the Council could reinstate the Consent Agenda for minutes and previously approved or discussed that require a vote. He noted any member of Council could ask to pull an item from the Consent Agenda.

Glenn clarified that items omitted from the minutes, such as identification of a document, could be reported as a correction to the minutes and included in the approved minutes.

IV. Other Business

A. From Mayor

Mayor Moore scheduled a tour of the Water and Wastewater Treatment Plants and facilities on January 25, 2019 at 2:00 pm. Mayor Moore reminded Councilors to submit their list of the most important Admin Policies before the January 9, 2019 special work session.

B. From Council - none

C. From Staff - none

Mayor Moore adjourned the meeting at 12:22 pm.

W. JOHN MOORE, Mayor

ATTEST:

Shannon Beaucaire, City Manager Date