

1. Agenda

Documents:

[CC_AGENDA_06-13-18.PDF](#)

2. Meeting Materials

Documents:

[2017-06-13 CM REPORT.PDF](#)

[2017-18 BUDGET RESOLUTIONS ACTION ITEM.PDF](#)

[ASK DAY PROCLAMATION.PDF](#)

[DRAFT 05-02-18 CITY COUNCIL MINUTES.PDF](#)

[DRAFT 05-09-18 CITY COUNCIL MINUTES.PDF](#)

Our village is a place where natural resources are valued and protected, where diversity is celebrated, and where a vibrant economy and sense of community pride create and recreate a living spirit. Yachats cares not just for its citizens' basic needs but also supports them in their efforts to excel mentally, physically, artistically, and spiritually. It is a community with an enduring sense of itself.



CITY OF YACHATS

CITY COUNCIL WORK SESSION, REGULAR COUNCIL MEETING

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

Wednesday, June 13, 2018 at 6:00pm

- I. Announcements, Correspondence and Proclamations, Public Comment**
 - a. Announcements
 - b. Ask Day Proclamation – Gerald Stanley
 - c. Public Comment (*topics not listed on the agenda: 5-minute limitation per person*)
- II. Minutes**
 - a. Approve May 2, 2018 Draft Minutes
 - b. Approve May 9, 2018 Draft Minutes
- III. Reports**
 - a. Council Reports
 - b. City Manager Report
- IV. Business**
 - a. Discussion/Vote: Lincoln County Materials Management Plan
 - b. Vote: Resolution: Receiving Unexpected Revenues 2017/18 Budget
 - c. Vote: Resolution: Transferring Funds 2017/18 Budget
 - d. Vote: Resolution to eliminate unnecessary fund
 - e. Receive Input on Dahl Proposal to add Yard Debris pick up as a service
- V. Other Business**
 - a. From Mayor
 - b. From Staff
 - c. From Council

The work session and regular council meeting are open to the public and interested citizens are invited to attend. These are open meetings under Oregon law, but a work session is not a community forum; audience participation is at the discretion of the Council. Meetings are audio-recorded. Public meeting minutes are available for review at City Hall. The meeting place is accessible to persons with disabilities. For accommodations, please call (541) 547-3565, or Oregon Relay 1-800-735-2900 (TDD) two days in advance. City of Yachats does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541-547-3565 or Oregon Relay 1-800-735-2900 (TDD) two days in advance. Posted

City Manager's Report

June 13, 2018

Dear Mayor Stanley and Councilors,

It is my pleasure to update you on some project highlights.

- **South Tank Project:**

- Completed Items:
 - Soil Nail Retaining Wall
 - Concrete Foundation
 - Drainage systems for both the wall and foundation
 - Tank Fabrication
- In Progress:
 - Water/ Storm Drain/Wastewater lines
 - **Waterline:** The week of June 11th, the valve box at the tank will be installed in order to allow the new water pipeline to be charged up to the tank. Pressure testing, disinfection, and testing of the new water line will follow. Testing is done by an independent 3rd party provider. Upon passing the testing, the new water line will be activated so the existing water line can be abandoned so that work on the wastewater line can continue.
 - **Storm drains:** A 24" storm drain line will be installed after the collection line work from the reservoir all the way to HWY 101. The storm drain line was spec'd to handle a 100 year storm event as specified by the City's conditional use permit
 - **Wastewater line:** It is anticipated that the wastewater line will be completed within the next 2-3 weeks. Upon completion of this line, the storm drain pipeline will be installed. It is anticipated that this work can be completed in 2 weeks.

- **Dahl Disposal Field Trip:**

- Dahl arranged for a field trip for several communities to see the landfill that takes items from Dahl, as well as, the recycling facilities that Dahl utilizes.
- The extensive amount of lining & piping that goes into the landfill to capture the water, methane, and protect the area around the landfill costs approximately \$700,000 per acre.

- **Intergovernmental Partnerships:**

- At our monthly Coastal Manager's meeting we discussed county wide strategies and opportunities to improve workforce housing.

City Manager's Report

- The monthly Council of Governments (COG) meeting this upcoming Friday involves discussion of Legislative issues; specifically, discussion around 404 Wetlands Permitting Assumption.
- COG noted recently that in Amazon's location search for their 2nd headquarters, one major factor had been the "smartness" of the applying city or region. "Smartness" is a growing economic development and community sustainability imperative to compete in a high-tech economy, as well as a way to provide better and more efficient services to residents. Smart communities embrace connectivity, data, innovation, integration, and design as the means to offer more and better service to residents at a lower cost. This attracts and grows business – especially those that do not need extensive physical infrastructure. Smart communities pursue the use of technology to manage data, predict needs, and streamline service delivery.

I have been working with both Greg and the Council of Governments to continue to improve our systems. As we enter our new fiscal year, the timing is good for us to take the input received at the public and staff meetings earlier this year and develop an IT RFP. This confirms our commitment to listening to the feedback we received, reviewing current options available, and cost structures to maximize the return on investment.

I. PUBLIC WORKS

Date: June 1, 2018

To: Shannon Beaucaire, City Manager

From: Public Works Department

Re: May 2018 Public Works Report

Rain fall at Yachats Public Works:

	<u>Inches</u>			
Year	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
May	0.45	3.49	0.70	1.08
Rain year to date:	34.59	49.64	27.98	23.07

Total water production:	3,668,000 gallons
Total wastewater treated:	4,023,600 gallons

The following is a list is what was done by Public Works outside of normal operations:

Streets:

City Manager's Report

- Trimmed tree limbs back on City right-of-way on Reeves Circle, Shell St. and King St.

Drainage:

- Cut pavement on Hanley Dr. for culvert replacement. Assisted contractor to install replacement culverts on Hanley Dr.
- Investigated culvert concerns and CCTV'd culvert on Shell St.
- Located storm drains at Fisterra.

Water:

- Plant maintenance.
- Cut pavement on E. 3rd for new water service.
- Repairing discharge pipe at the water plant lagoon.

Distribution Sys:

- Read meters.

Sewer:

- Plant maintenance.
- Decant arm failure on SBR #2. Determined gear box failure and repaired in house. WWTP is operating on one SBR until the rain season comes.

Collection Sys:

- Jetted 320 feet of sewer on W. 2nd Street.
- CCTV'd 100 feet of sewer main on Hwy 101 N. and 340 feet on Driftwood Lane.

Sewer & Water CIP:

- Driftwood Water Line:
Water line installation is complete. The new line has been flushed and sanitized. Will send water to the lab on June 6th.

Public Works:

- Shop organizing.
- Safety meeting. (Chain saw safety equipment).
- Budget process for both Leads.

Emergency Preparedness:

- Installed 8 partial blue line tsunami markers.

City Council Action Item Cover Sheet

DATE: June 13, 2018

Agenda Item:

2017-2018 Budget Resolutions

Question Before Council:

Resolution to Accept Unanticipated Revenues and make transfers for the 2017-2018 Budget

Resolution to Transfer Monies and act on Resolution to accept unanticipated Revenue

Resolution to Eliminate Unnecessary Fund

Person/Group Initiating Request:

Judy Richter, City Clerk III

Item Summary/Background:

Revenues of Transient Lodging Tax and Food and Beverage Tax are higher than anticipated in the 2017-2018 budget.

Unexpected expenses have occurred which require additional resources. The transfers made by Resolution 2018-06-05 and Resolution 2018-06-06 bring our 2017-2018 budget back into balance and cover expenses through the end of the fiscal year.

Resolution 2018-06-07 recognizes that the City no longer has a contract with the US Forest Service and doesn't anticipate having one in the future. There is a small cash balance in the fund that needs to be transferred to the General Fund and the fund closed/eliminated.

CITY OF YACHATS

RESOLUTION 2018-06-05

A RESOLUTION OF THE CITY OF YACHATS, OREGON, ACCEPTING CERTAIN IDENTIFIED UNANTICIPATED REVENUES TO BE ADDED TO THE GENERAL FUND (\$187,891) AND TO THE CAPITAL RESERVES FUND (\$54,949) AND TO BE EXPENDED THEREFROM

WHEREAS, the City of Yachats has been notified that unanticipated and unbudgeted funds in the amounts as listed are available: collected Transient Room Tax in an amount that far exceeded the budgeted revenue amount (by \$187,891) and an additional amount was collected for Food & Beverage Tax (\$54,949) that exceeded the budgeted revenue amount;

WHEREAS, the City of Yachats wishes to accept those revenues and create provisions for expenditures therefrom;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF YACHATS, OREGON, that effective immediately, those amounts are accepted into the following revenue lines for transfer to and expenditure from the designated expenditure lines, in the amounts indicated:

To:	100-100-3-30-4240	Transient Room Tax		\$187,891.00
	100-100-5-60-7125	Trans to Visitor Amenities	\$72,901.00	
	100-101-5-20-5259	IT Vendor Support	\$ 2,000.00	
	100-101-5-20-5160	Personnel Services	\$11,000.00	
	100-101-5-20-5260	Professional Services	\$30,490.00	
	100-101-5-20-5411	Street Lighting	\$ 6,000.00	
	100-100-5-60-7122	Trans to Library	\$ 4,000.00	
	100-100-5-60-7123	Trans to LLCM	\$ 1,200.00	
	100-100-5-60-7124	Trans to Commons	\$ 5,300.00	
	100-100-5-60-7127	Trans to Parks	\$10,000.00	
	100-100-5-60-7121	Trans to Streets	\$30,000.00	
	100-100-5-60-7174	Trans to Storm Drains	\$15,000.00	
To:	150-100-3-30-4245	Food & Beverage Tax		\$54,949.00
	150-100-5-60-7126	Trans to Debt Service Reserves	\$54,949.00	

APPROVED AND ADOPTED this 13th day of June, 2018.

GERALD F. STANLEY, Mayor

ATTEST:

SHANNON BEAUCAIRE, City Manager

CITY OF YACHATS

RESOLUTION NO. 2018-06-06

A RESOLUTION OF THE CITY OF YACHATS, OREGON, AUTHORIZING TRANSFERRING OF MONIES BETWEEN OBJECTS OF EXPENDITURE; AND ACTING UPON RESOLUTION NO. 2018-06-05, WHICH RECOGNIZED UNANTICIPATED REVENUES AND MADE TRANSFERS FROM THE GENERAL FUND AND FROM CAPITAL RESERVES FUND.

BE IT RESOLVED that the City Council of the City of Yachats, Oregon, hereby transfers the following monies between objects of expenditure for the 2017-18 budget, as follows:

\$72,901.00	From:	120-100-3-60-4861	General Fund to Visitor Amenities
	To:	120-100-5-50-8000	Reserves for Future Expenditures
\$4,000.00	From:	240-122-5-20-5330	General Fund to Library
	To:	240-122-5-20-5330	Bldg or Land Maintenance
\$1,200.00	From:	240-123-3-60-4860	General Fund to LLCM
	To:	240-123-5-10-5160	Allocated Labor
\$5,300.00	From:	240-124-3-60-4860	General Fund to Commons
-\$4,700.00	To:	240-124-5-10-5160	Allocated Labor
-\$ 600.00	To:	240-124-5-10-5330	Bldg/Land Maint
\$10,000.00	From:	240-125-3-60-4860	General Fund to Parks
	To:	240-125-5-20-5421	Grounds Maint
\$30,000.00	From:	600-121-3-60-4861	General Fund to Streets
-\$ 5,000.00	To:	600-121-5-10-5160	Allocated Labor
-\$ 2,700.00	To:	600-121-5-20-5222	Insurance
-\$ 1,500.00	To:	600-121-5-20-5341	Operations
-\$12,500.00	To:	600-121-5-20-5353	Mowing
-\$ 8,300.00	To:	600-121-5-20-5313	Equipment Repair
\$15,000.00	From:	600-130-3-60-4861	General Fund to Storm Drains
-\$10,000.00	To:	600-130-5-10-5160	Allocated Labor
-\$ 5,000.00	To:	600-130-5-20-5341	Operations
\$54,949.00	From:	155-176-3-60-4875	Capital Reserves to Debt Service
	To:	155-176-5-50-8000	Reserves for Future Expenditures
\$17,500.00	From:	600-160-5-50-5800	Contingencies -- Water Fund
-\$3,000.00	To:	600-160-5-20-5222	Insurance
-\$5,000.00	To:	600-160-5-20-5313	Equipment Repair
-\$5,000.00	To:	600-160-5-20-5342	Plant Utilities
-\$4,500.00	To:	600-160-5-20-5351	Main Plant Parts
\$10,000.00	From:	600-170-5-50-5800	Contingencies – Wastewater Fund
-\$3,000.00	To:	600-170-5-20-5222	Insurance

- \$7,000.00	To:	600-170-5-20-5312	Equip – Fuel/Tires/Parts
\$4,000.00	From:	240-124-5-50-5800	Contingencies -- Commons
- \$1,200.00	To:	240-124-5-20-5222	Insurance
- \$2,800.00	To:	240-124-5-20-5260	Professional Services
\$10,000.00	From:	100-101-5-50-5800	Contingencies – City Hall
- \$3,000.00	To:	100-101-5-20-5240	Office Supplies
- \$3,000.00	To:	100-101-5-20-5320	Yard Debris Dumpster
- \$4,000.00	To:	100-101-5-20-5259	IT Vendor Support
\$10,000.00	From:	100-101-5-20-5212	Code Enforcement
	To:	100-101-5-20-5259	IT Vendor Support

ADOPTED by the City Council of the City of Yachats, Oregon, this 13th day of June, 2018

CITY OF YACHATS

By: _____

GERALD F. STANLEY

ATTESTED TO BY:

Shannon Beaucaire, City Manager

CITY OF YACHATS

RESOLUTION 2018-06-07

A RESOLUTION FOR THE ELIMINATION OF THE UNNECESSARY US FOREST SERVICE CONTRACT FUND

Whereas, the City of Yachats no longer has a contract with the US Forest Service for services, and there is no expectation that there will be in the future,

BE IT RESOLVED BY the City of Yachats:

Pursuant to ORS 294.353, the City hereby elects to transfer the remaining cash balance of \$145.97 in the US Forest Service Contract Fund to the General Fund and eliminate the fund.

PASSED by the City Council this 13^h day of June, 2018.

APPROVED by the Mayor this 13th day of June, 2018.

CITY OF YACHATS

By: _____

Gerald F. Stanley, Mayor

Attested to by:

Shannon Beaucaire, City Manager

City Council Action Item Cover Sheet

DATE: June 13, 2018

Agenda Item:

Proclamation - ASK Day

Question Before Council:

Support and join the ASK Day movement

Person/Group Initiating Request:

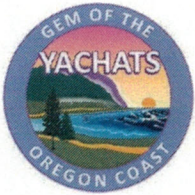
Gerald Stanly on behalf of Ginger Gouveia, Member of Cease Fire Oregon

Item Summary/Background:

A proclamation to join others in cities and states accross the country to promote the importance of asking about unlocked guns in homes where children play.

City of Yachats ASK Day

Proclamation



To designate June 21st, 2018, as ASK Day

WHEREAS, a 2014 Pew Survey found that over a third of American households have guns in the homes; and

WHEREAS, most parents don't think their kids know where they keep their guns, research shows about 75 percent knew just where they were stored, according to the Center for Injury Research and Policy.; and

WHEREAS, The American Academy of Pediatrics urges parents who possess guns to prevent access to those guns by children; and

WHEREAS, in 2014 alone, sixteen children and teens under the age of 18 were shot to death in Oregon; and

WHEREAS, the ASK (Asking Saves Kids) national public health campaign urges parents to ASK their neighbors, friends, and relatives if there is a gun in their home before sending a child to play; and

WHEREAS, the power of the ASK Campaign is that it brings together all Americans concerned with the welfare of children, including gun owners, and makes the solution to gun violence a discussion about public safety and good parenting; and

WHEREAS, the first day of summer, the season in which kids typically spend more time at the homes of friends and family, is designated as National ASK Day.

BE IT RESOLVED, that the City of Yachats, Oregon therefore does hereby proclaim June 21, 2018 to be "ASK Day" and calls upon the people of Yachats to recognize this special observance encouraging all residents to observe this day by asking their children's and grandchildren's friends' parents if there is gun where their child plays, and , if the answer is yes, if it is unloaded and stored safely.

By: _____

Gerald Stanley, Mayor

Affirmed:

Shannon Beaucaire, City Manager

CITY OF YACHATS

CITY COUNCIL WORK SESSION & REGULAR MEETING

May 2, 2018

Draft Minutes

Mayor Gerald Stanley called the May 2, 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, Barbara Frye, Jim Tooke, Greg Scott, and Max Glenn. Absent: Jim Tooke. Staff present: City Manager Shannon Beaucaire, Clerk Judy Richter. Audience: 13.

Mayor Stanley thanked the community for supporting him during his recent medical situation.

I. Work Session Discussion Topics

A. Dahl Disposal Rate Increase & Green Waste Proposal

Joe Cook explained Dahl Disposal annually submits a rate review report and noted the change in costs due primarily to changes in the recycling market. Cook indicated they are seeking a \$3.07 increase in monthly garbage fees (11% increase). Cook reported they have a plan to accept green waste by alternating the weeks for recycling and green waste pickups. This service would add another \$1.75 to the monthly fee. Councilor Frye asked if residents would still have a way to have green waste picked up if the City chose to not opt for the green waste proposal. Chuck Lerwick indicated the green waste service would be cost prohibited if they start the bi-monthly pickups. Councilor Glenn clarified the increase would be \$4.75 for both programs.

Lerwick explained Dahl has upgraded their website and improved their communications. Councilor Scott requested that an article on the reasons for the rate increase be included in the Newsletter.

Frye suggested the rate increase amounts to \$57.84 per year, which would be in addition to the other levies that are on the ballot. Lerwick noted with the every other week option, they would only have two trucks, rather than three, going through the neighborhoods each week, saving on the wear and tear to the roads from the trucks.

Mayor Stanley wanted to know how many residents would want the green recycling program. Scott reported Quiet Water has its own green waste program. Cook explained there would not be much savings if recycling was picked up every other week without green waste pickup on the other weeks. Glenn clarified that if the City chose not to use the green waste service, residents could continue to use the subscription service for green waste. Cook explained the garbage increase is set; the variability is whether the City wants city-wide coverage for green waste pickup.

Leslie Vaaler asserted the green waste program seemed like a bargain and was a wonderful idea. She noted the time staff uses to monitor the green waste dumpster at the wastewater plant. Vaaler identified many benefits.

Bette Perman expressed support for the green waste program. Perman explained the green waste pilot program requires an annual contract at eight dollars per month, and Dahl's proposal sounds much better.

1 Tom Lauritzen asked how many customers Dahl has. Lauritzen suggested the City could
2 subsidize the green waste service by using the funds currently applied to the green waste bin.

3
4 Quentin Smith (501 Lemwick Lane) reported most of the homes on his street have yard service
5 that gets hauled away. Smith was concerned that the vote on the topic was happening so soon
6 after the information was presented.

7
8 Rhonda Moran (214 Coolidge Lane) reported they are using the pilot green waste service and
9 would welcome the city-wide green waste service.

10
11 Lerwick noted residents could tell landscapers to put brush in the resident's bins and not charge
12 the resident for the haul away service.

13
14 Don Groth (208 reeves Circle) wanted more information on invasive species component with
15 green waste. Lerwick noted there is no longer a need to separate out invasive species.

16
17 **B. Clarification on March 7, 2018 Minutes**

18 Mayor Stanley indicated the statement as written was correct. Mayor Stanley suggested an
19 addition at the end of the sentence of, "by anybody."

20
21 **C. Update to Council Rules**

22 Manager Beaucaire noted the redlines in the draft copy are the same as from the last meeting.
23 She stated her colleagues reported their jurisdictions consider persons participating by phone,
24 Skype, or other electronic means at meetings are considered "present" and allowed to vote.

25
26 Mayor Stanley wanted the option to have a motion to "Table" removed from the Rules. Manager
27 Beaucaire examined Keesey's new edition and noted "tabling" was not included as a type of
28 motion.

29
30 Mayor Stanley indicated he could agree with the term, "Public Comment" for the time when
31 people can have five minutes to express their views.

32
33 Mayor Stanley reminded people that the Appendices still need review but are now part of the
34 Council Rules document.

35
36 **D. Highway 101 & FY17/18 and Budget Wrap Up**

37 Clerk Richter explained the highway project was part of four fiscal years and the final payment
38 from ODOT was received in February 2018. She noted the total project costs was around \$3.4
39 million, ODOT covered just over \$2 million, the Urban Renewal District contributed \$72,000,
40 leaving an unfunded balance of around \$650,000. Richter explained this fund needs to be
41 closed out in the current fiscal year (FY17-18) and the Finance Committee has recommended
42 moving \$650,000 from reserves to cover this shortfall.

43
44 Richter learned the terminology used in the last resolution on funding this project was incorrect.
45 The language of "unappropriated ending fund balance" meant they could not make transfers of
46 that money. The language for those monies should be, "not allocated capital outlay reserves."

47
48 Richter explained the City will need to hold supplemental budget hearing before next Council
49 meeting for accommodating the \$650,000 transfer and a few other small items.

1 Frye clarified this discussion was about the FY17/18 budget, not the future. Frye asked if the
2 \$650,000 amount was unexpected. Richter reported Lauritzen had presented numbers to
3 Council in June 2016 that were close to this amount.
4

5 Frye asked for a general discussion on budget issues. Mayor Stanley agreed to add an agenda
6 item for discussion of the budget.
7

8 **E. Budget Discussion**

9 Frye did not recall having a discussion about strategic plans and how the City spends money in
10 several years. Frye did not believe the Council was getting useful reports. Frye asked how the
11 Council could stay informed of financial planning matters.
12

13 Frye recalled they appointed a representative to be on the Finance Committee who would keep
14 the Council apprised of financial issues. Frye suggested they meet to establish financial goals
15 and to get clarification on the role of the Council in financial planning. Glenn suggested they
16 have this discussion after they complete the FY18-19 budgeting process.
17

18 Scott suggested there are two budgetary metrics that are relevant to the Council: how they are
19 they managing the budget and what is happening with fund balances. Scott suggested the
20 Council get monthly reports on a few years of records of major fund balances.
21

22 Mayor Stanley concerned with other Councilors on the need to be more informed on financial
23 matters, especially the role of the Council representative on the Finance Committee.
24

25 **E. Approve agenda for 5/9/18 City Council meeting at 6:00 pm in Room 1**

26 Glenn wanted to add an item for housing to cover a recent report from Newport and other
27 housing discussions that have been happening.
28

29 Councilors consented to the agenda with the above addition on housing.
30

31 Frye asserted once-per-month reports on the status of projects was not adequate to stay
32 informed. Stanley indicated he would work on how to make more frequent reports happen.
33

34 Mayor Stanley asked that the audit report be moved to earlier in the meeting. Glenn asked that
35 they address the Dahl issue before moving to the accounting report.
36

37 Mayor Stanley adjourned the work session and called for a break at 10:48 am.
38

39 **REGULAR MEETING**

40 Mayor Stanley opened the regular meeting at 10:55 am.
41

42 **II. Announcements**

43 Scott announced he had planned to launch the new landing site on Monday, and it will be
44 launched this weekend.
45

46 Bette Perman (410 E 2nd St) announced the second annual Yachats Pride will be June 1-3,
47 2018. She noted yachatspride.org is the website.
48

49 **III. Public Comment/Citizens Concerns**

50 Alison Albrecht (610 Lemwick Lane) reported they have a family beach house for which they
51 want to preserve for the younger generations in their family. She believed the current code was

1 unfair to her family by not allowing them to continue their vacation rental. Ron Spiso reviewed
2 their investment in the property. Spiso stressed he built the house within the code rules at that
3 time. Spiso was very disappointed with the City.

4
5 Scott noted the only change in code was for the cap on vacation rentals. Scott suggested they
6 talk after the meeting. Mayor Stanley acknowledged the vacation rental change has had some
7 negative consequences for a few people.

8 9 **IV. Resolution: Dahl Disposal Rate Increase**

10 Manager Beaucaire clarified the two resolution before Council are for the rate increase only and
11 for the rate increase plus adding the green waste collection service.

12
13 Frye asked how long the pilot program would continue. Cook was not certain. Scott wanted
14 more time to get input from the public.

15
16 Glenn moved to accept Resolution 2018-05-10 including the green waste program: discussion.

17
18 Mayor Stanley believed Lauritzen's suggestion about using the current waste bin funding to
19 cover the increase for the green waste program was worthy of discussion. Frye was not ready
20 to vote on either option and had concerns about the City getting involved in the waste billing
21 system.

22
23 Glenn withdrew his first motion on Resolution 2018-05-10. Frye asked to wait to vote on either
24 motion.

25
26 Glenn moved to accept Resolution 2018-05-10 on Dahl Disposal's base rate increase only: Aye
27 – 3; No - 1 (Frye).

28 29 **V. Discussion: FY16/17 Audit, presented by Hanford & Associates, LLC**

30 Sarah Marshall and Theresa Hanford from Hanford & Associates, LLC summarized their audit
31 report. Mayor Stanley noted this audit pertains to FY16-17.

32
33 Marshall concluded there were two findings on internal controls. The first is common for smaller
34 cities, and Hanford & Associates are required to report this because of auditing standards. The
35 second finding regarded the structure of the funds system. When city changed accounting
36 software, they restructured the funds. The State has very specific requirements about funds
37 being reported in accordance with standards. Hanford & Associates had to report the problems
38 even though the City is correcting the matter.

39
40 Frye asked for clarification on the cause of fund problem. Marshall asserted the fund accounts
41 were likely set up to be functional, but they did not meet GASB reporting standards.

42
43 Richter noted the City was already four months into the fiscal year when Hanford noted the fund
44 structure problem. The software company would not allow the City to change the fund structure
45 mid-year. Richter noted the changes would need to be implemented for FY18-19. Marshall
46 explained Richter has set up the correct funding structure outside of the accounting software
47 and will incorporate this information into the accounting software system at the end of the
48 current fiscal year.

1 Richter clarified the new system has funds and then departments under those funds. The old
2 method did not separate the cash and the ending fund balance. Richter noted while items had
3 been properly classified, the way they were totaled did not meet the standards.

4
5 Marshall noted the audit was very positive overall. She explained their concerns were more of a
6 format/presentation issue than a tracking problem. Frye clarified there is no negative impact for
7 the City on the reported concerns.

8
9 Scott moved to accept Resolution 2018-05-11 adopting a plan of action and response to the
10 audit findings of the auditors report for fiscal 2016-2017 financial statements:

11
12 Hanford clarified that within 30 days of receiving the report, the City must submit plan of action.
13 Manager Beaucaire read the resolution into the record.

14
15 Call for vote: Aye – 4; No – 0.

16
17 Frye recognized the hard work of the staff in addressing the financial concerns of the auditors.

18
19 **VI. Approve March 7, 2018 Minutes**

20 Frye moved to approve the March 7, 2018 minutes with no further corrections: Aye – 4; No – 0.

21
22 **VII. Resolution Budget Committee Appointment**

23 Manager Beaucaire explained there are two applicants when there is one vacancy as Lauritzen
24 is planning to resign from the Committee and advise the budget team that presents to the
25 Budget Committee. Manager Beaucaire indicated Don Groth was present and James Kerti
26 could not attend this meeting.

27
28 Glenn asked Don Groth (208 Reeves Circle) to provide a summary of his background. Groth
29 reported he is a retired CPA and has worked in both corporate and public arenas.

30
31 Scott moved to appoint Don Groth to the Budget Committee: Aye – 4; No – 0.

32
33 Lauritzen noted the other applicant, James Kerti, is on the Planning Commission. Lauritzen
34 explained the Committee is looking for younger persons to participate, and Kerti is younger, as
35 well as being logical and capable. Manager Beaucaire emphasized Kerti was very thoughtful.

36
37 Mayor Stanley was cautious about appointing someone to the Budget Committee without
38 knowing their political views about budgeting.

39
40 Scott moved to appoint James Kerti to the Budget Committee: Aye – 4; No – 0.

41
42 Scott noted the appointments were codified in a Resolution 2018-05-07.

43
44 **VIII. Update to Council Rules**

45 Leslie Vaaler noted John Moore had suggested several synonyms that could be used to indicate
46 a motion to postpone. Manager Beaucaire identified changes to remove the motion to Table
47 and to add eligibility to vote via telephone or other electronic participation.

48
49 Scott moved to approve Resolution 2018-05-01 amending the Council Rules: Aye – 4; No – 0.

50
51 **VI. Resolution: FY17/18 Budget Wrap Up**

1 Glenn Moved to adopt Resolution 2018-05-09 updating “Unappropriated Ending Fund Balance”
2 to “Not Allocated Capital Outlay Reserves” in Fund 150: Aye – 4; No – 0.
3
4

5 With no further business before the Council, Mayor Stanley adjourned the meeting at 12:05 pm.
6 .
7
8
9

10 _____
11 GERALD STANLEY, Mayor

12 ATTEST:
13
14

15 _____
16 Shannon Beaucaire, City Manager

17 _____
Date

CITY OF YACHATS
CITY COUNCIL MEETING
May 9, 2018

Draft Minutes

Mayor Gerald Stanley called the May 9, 2018 meeting the City Council to order at 6:08 pm in Room 1 of the Yachats Commons. Council members present: Gerald Stanley, Barbara Frye, Jim Tooke, Greg Scott, and Max Glenn. Absent: none. Staff present: City Manager Shannon Beaucaire. Audience: 18.

I. Announcements, Correspondence, Proclamations, and Public Comment

A. Announcements

Mayor Stanley announced:

- May 15, 2018 at 5:30 pm is the City Budget Hearing
- May 21, 2018 at 6:00 is the County Budget Hearing in Waldport
- May 22, 2018 is the Friends of the Commons second coffee break
- May 22, 2018 is the Lincoln County Farm and Forrest Tour from 7:45 am to 3:00 pm
- June 1-3, 2018 is the Yachats Pride Festival

Councilor Scott announced the City website has a landing zone to more readily access documents and a current vacation rental list. Councilor Glenn added that the vacation rental page has phone and email contact information.

B. Proclamations

1. Older Americans Month for May 2018
2. Emergency Medical Services Week for May 20-26, 2018
3. Mental Health Month for May 2018

Mayor Stanley called attention to the news of laying off of mental health workers in Lincoln County. He asserted that the consequences on the populations served were not extensive. Councilor Frye added that Lincoln County has the highest suicide rate in Oregon, especially among white males over 70 years of age.

Scott moved to adopt the proclamations to designate May 2018 as Older Americans Month; May 20-26, 2018 as Emergency Medical Services Week; and May 2018 as Mental Health Month in Yachats, Oregon: Aye – 5; No – 0.

C. Public Comment

1. Craig Berdie (319 E 3rd St) read his letter requesting the Oregon Department of Forestry to replant the area logged east of the City.

Councilor Tooke concurred the area remains a mess from the logging activity. Scott stressed this area is part of the City's watershed; and if the area is not replanted, the capacity of the area to hold water will be significantly affected. Councilor Frye wanted to see efforts beyond a letter and suggested this be a first step in addressing the problem. Bette Perman (410 E 2nd St) suggested carbon-copying (i.e., cc) the letter to the State Representatives.

1 2. Wally Orchard (300 Jennifer Dr) noted Quiet Water has 72 lots and have their own
2 composting system. He believed 90% of the Quiet Water residents would be against the
3 proposed green waste pickup program proposed by Dahl. He believed the bins would add
4 clutter to the neighborhood.

5
6 Mayor Stanley announced there would be a public portion about the proposed green waste
7 program at the June 13, 2018 City Council meeting.

8
9 3. Leslie Vaaler (205 Radar Rd) clarified what she believed the Dahl proposed service entailed.

10 11 12 **II. Minutes**

13 **A. April 4, 2018 Work Session and Regular Meeting**

14 Scott moved to approve the April 4, 2018 minutes: Aye – 5; No – 0.

15 16 **B. April 11, 2018 Meeting**

17 Page 4, Line 32: Scott wanted to note the statement, "Lauritzen asserted all of the data in the
18 City's system was corrupted," is factually inaccurate.

19
20 Councilor Glenn moved to approve the April 11, 2018 minutes: Aye – 5; No – 0.

21 22 **IV. Reports**

23 **A. Council Reports**

24 Tooke reported the Mid-Coast Water Partnership is planning a meeting in Yachats on August
25 28, 2018.

26
27 Frye announced she would not be at the Council meetings in June 2018.

28
29 Mayor Stanley reported he attended the following meetings:

30 1. May 5, 2018 monthly meeting of Pollinator Project: Mayor Stanley noted this project
31 started because ODOT ended a ten-year program, and ODOT has now announced they will
32 extend the no-spray project for three more years.

33 2. May 6, 2018 Public meeting of the Public Works and Streets Commission

34
35 Mayor Stanley noted Dahl would be increasing their fee by 11%, and, beginning on July 1, 2018
36 the \$27.80 fee will be \$30.85. He noted Dahl previously earned \$25 per ton on recyclables and
37 will now pay \$108 per ton. Mayor Stanley reported there would be an article in the June
38 Newsletter about the program changes and proposals. Scott noted he would not be at the June
39 13, 2018 meeting.

40 41 **B. City Manager Report**

42 Manager Beaucaire noted Chuck Lerwick from Dahl would be hosting a tour of the transfer
43 facility in Waldport on June 1, 2018.

44
45 Manager Beaucaire covered the following areas with some highlights noted:

46
47 South Tank Project: Tank fabrication has started. The contractor asserted since it was
48 not specifically stated that the roof was to be green, the sides of the tank are green
49 but the roof is silver in color (aluminum). Shelly Shrock (Greenhill Rd) commented
50 she did not think many people would see the roof because of its height. Don Groth

(Reeves Cir) noted Water Plant Lead Rick McClung had noted the aluminum must be etched in order to paint it, and that etching poses contamination threats.

Manager Beaucaire explained the reasons for Amendment #4. She highlighted the following savings:

- Amendment #4 negotiated from \$49,500 to \$44,009 (-11%)
- Water Line under Highway 101 negotiated from \$19,259 to \$8,399
- Wastewater line negotiated from \$169,000 to \$162,000

Mayor Stanley thanked Manager Beaucaire for her excellent negotiation work. Frye asked if the changes could have been anticipated. Manager Beaucaire noted the wastewater line was an addition from the original plan.

Scott recalled the City previously paid Dyer for project management tasks, and asked if the City was paying someone to do the project management. He noted Manager Beaucaire appears to be functioning as the Project Manager and suggested they address this duplication in future projects.

Ocean View Drive: The City might need to establish some utility easements and get clarification on some conservation easements.

Code Enforcement: On May 3, 2018, the Code Enforcer parted ways with the City. Manager Beaucaire was exploring staffing options.

Lodging Taxes: HB4120 provides a definition of intermediaries and clarifies taxes as related to online platforms.

Commission Round Tables

- Planning: signs, consequences of code violations, trespass lighting
- Public Works & Streets: June 15-17 is Clean Sweep, updating Emergency Operations Plan
- Parks & Commons: south entrance sign; LED lighting for the stage coordinated with Friends of the Commons, Polly Plumb Productions, and One of Us Productions

Library Move: waiting on cost estimates

Commons Flooring: sample of potential flooring for the Commons multipurpose room.

Councilors were shocked to learn that the entire floor needed replacement. Scott and Frye believed the floor was replaced the previous year, while Manager Beaucaire had a receipt from five years prior. It was not clear if grant money covered any of the costs.

Commons Basement Beam: work has begun

Picnic Shelter: doors are complete, investigating locking options.

501 Building: cracks appear to be due to normal shrinkage, Public Works is assessing whether they can do the repairs in-house, structure is sufficient for Library but not for storing books.

Current Library: structure is sound but support posts need shimming.

Commons Roof: evaluating bids

RFP for Engineer: received three proposal, evaluation on May 16, 2016

Elections: Two Council seats and the Mayor's seat are open. Packets are available at City Hall

V. Business

A. Affordable Housing Initiative Updates

Glenn reported the State is serious about exploring affordable housing options. He was encouraged that the new 21-unit Fistera Development will be able to give priority to the Yachats work force. Glenn met with representatives from all municipalities in Lincoln County on April 12,

1 2018 to discuss ways to fund affordable housing. The Economic Development Alliance, led by
2 Caroline Bauman, provided a report on funding options based on interviews with business
3 leaders, employers, developers, accountants, legal experts, and tax experts. He noted tiny
4 houses could be built Lincoln County. He also noted Accessory Dwelling Units (ADU) were
5 discussed, and reports from Portland suggest that owners live in the ADU and rent out the
6 larger house as a vacation rental.

7
8 The report identified tax incentives, updated systems development charges (SDCs),
9 construction excise taxes, a Lincoln Community Land Trust Partnership, Habitat for Humanity
10 land donations, SB1051 implementation, and residential construction activity as sources to fund
11 affordable housing. Glenn asked the Planning Commission to look at these initiatives and see if
12 the Yachats Code presents any impediments to implementation. Scott asked the Planning
13 Commission Chair, Helen Anderson, if the request seemed reasonable. Anderson stated the
14 Planning Commission would be happy to review the proposal. She noted tiny houses can be
15 built in Yachats, but only one can go on an R-1 lot. She added that ADU's are not currently
16 allowed in the Yachats Municipal Code.

17
18 Layne Morrill, developer of Fistera Gardens Townhomes, noted there is opportunity to have the
19 properties be tax exempt with local action, although the Yachats portion of the local tax bill is so
20 small that other jurisdictions in the County would need to sign on. He noted converting SDC
21 fees from a flat rate system to an amount based on square footage would be huge incentive for
22 affordable housing.

23 24 **B. Strategic Financial Policies and Roles**

25 Frye indicated she raised this issue at the last Council meeting as the Council has not recently
26 engaged in strategic planning. She argued it is the Council's job to give priorities to the Budget
27 Committee. She asked for dedicated time to define strategies. Frye hoped Manager Beaucaire
28 would help with the process. Glenn supported the idea of their setting a time to have a planning
29 retreat with a facilitator. Scott did not think the issue was a complicated matter and suggested
30 they could have the discussion without a facilitator. Mayor Stanley indicated he heard
31 consensus that the Council wants to have a discussion on financial strategies.

32
33 Stanley wanted to add an agenda item to discuss staffing issues. Scott wanted to have a
34 conversation about staffing before they go to the Budget Hearing next Tuesday. He recalled a
35 position could be for contracted services, an official City employee, or some combination of the
36 two. Frye clarified it is the role of the City Manager to make personnel decisions.

37
38 Manager Beaucaire noted the difference between a contractor versus a City employee has pro's
39 and con's in terms of supervisory abilities and budgeting. She did not see much benefit in
40 having a part-time rather than full-time City employee. She asserted the employee versus
41 independent contractor decision was a policy matter to be made by Council. Glenn was in favor
42 of having a full-time employee rather than an independent contractor. Glenn believed liability
43 issues around Code Enforcement are better addressed via an employee position. Frye
44 concurred and wanted a position where they have more supervisory influence over the worker.
45 Frye indicated she believed in fulfilling a social responsibility to give people benefits. Frye
46 wanted to get a recommendation from Manager Beaucaire on the position status. Tooke
47 asserted having a Municipal Code makes no sense if there is no Code Enforcement. He saw
48 this position as fitting with a City employee status and clarified this position would involve more
49 than code enforcing. Scott concurred with most statements and wanted the Council to reach
50 some consensus on the budgetary impact.

1 Scott suggested allocating \$80,000 in the FY18-19 budget for a new employee position to cover
2 salary, benefits, hiring, and start up costs.

3
4 Frye emphasized the importance of additional staffing assistance for Manager Beaucaire to
5 alleviate her excessive workload.

6
7 Mayor Stanley indicated he was in favor of an employee rather than a contractor. Mayor Stanley
8 did not think the office staffing and Code Enforcer work could be done by the same person.

9
10 Manager Beaucaire clarified there was already a position in the budget for a part-time staff
11 position, which they could make full-time. Beaucaire explained she was asking Council to
12 authorize Code Enforcement to be a City employee position rather than an independent
13 contracted service. Mayor Stanley clarified that there are two positions under consideration.

14
15 Scott reasserted that the Council should authorize a new position and let the City Manager
16 decide upon the duties. Frye and Scott discussed the status of the existing position versus what
17 is being created. Frye asked Manager Beaucaire for her interpretation of the discussion.
18 Manager Beaucaire indicated she heard from Council support for two positions, one of which
19 was already in the FY17-18 budget at half-time and to be funded for full-time in the FY18-19
20 budget and an additional full-time position to be created with the FY18-19 budget for \$80,000 to
21 include salary, benefits, and startup costs. Scott clarified again that the Council only need focus
22 on the new position to be included in the FY18-19 budget.

23
24 Glenn moved to authorize the City Manager to add one new full-time position to the budget with
25 up to \$80,000 for funding: Aye – 5; No – 0.

26
27 Glenn moved, insofar as the City Council is positively appreciative of the work of the City
28 Manager during her first six months of employment, to increase the salary of the City Manager
29 by \$5,000 over the amount approved in the 2017-2018 budget: discussion

30
31 Mayor Stanley asked whether the increase was relative to the 2017-18 or 2018-19 budget.
32 Glenn asserted the \$5,000 is to be added to the amount allocated in the 2017-18 budget.
33 Mayor Stanley asked what the current budgeted salary amount was. Glenn clarified the position
34 was established at \$90,000 in FY17-18. Frye asked what the effective raise would be. Mayor
35 Stanley suggested the effective raise would be \$20,000, \$15,000 of which is already in the
36 budget.

37
38 Scott recalled at their last discussion about a performance review, Council agreed they would
39 do a more comprehensive evaluation at the end of the first year. Scott understood they would
40 look at compensation at that time. Scott took issue with authorizing another \$5,000 toward
41 salaries when they just authorized a new position for \$80,000 and they did not yet know what
42 the budget looked like. Scott asserted he valued the work of the City Manager and wanted to
43 support her by authorizing a new position, but he believed the approval of a raise should come
44 at the end of her first year. Glenn stated it was very appropriate to make the raise
45 recommendation to the Budget Committee. Scott thought such approval at this time was fiscally
46 irresponsible. Tooke was supportive of the raise. Frye was in favor of authorizing a raise but
47 did not approve of the evaluation process that was done at the six-month review. Frye
48 suggested they need to develop a better performance review process and do a salary study
49 from time to time.

50
51 Call for vote: Aye – 4; No – 1 (Scott).

1
2 **VI. Other Business**
3 **A. From Mayor – none**

4
5 **B. From Council**

6 Tooke asked Manager Beaucaire about the flooring in the Commons. Manager Beaucaire
7 explained a sales representative dropped off a sample of the flooring when he delivered the
8 quote.
9

10 **C. From Staff - none**

11
12 Mayor Stanley adjourned the meeting at 8:05 pm.
13
14
15

16
17 _____
18 GREG SCOTT, City Council President

19 ATTEST:
20
21

22
23 _____
24 Shannon Beaucaire, City Manager

Date