

CITY OF YACHATS

CITY COUNCIL MEETING

May 9, 2018

Approved 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 in the attic.

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
12 developed by the Newport City Council and see if the Yachats Code presents any impediments
13 to implementation. Scott asked the Planning Commission Chair, Helen Anderson, if the request
14 seemed reasonable. Anderson stated the Planning Commission would be happy to review the
15 proposal. She noted tiny houses can be built in Yachats, but only one can go on an R-1 lot. She
16 added that ADU's are not currently 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.
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14
15

16
17 _____
18 GREG SCOTT, City Council President

19 ATTEST:
20
21

22
23 _____
24 Shannon Beaucaire, City Manager

Date