CITY OF YACHATS

CITY COUNCIL MEETING
July 17, 2019

Approved Minutes

I. Meeting Call to Order

Mayor W. John Moore called the July 17, 2019 regular meeting of the City Council to order at 6:00 pm in Room 1 of the Yachats Commons. Council members present: W. John Moore, Jim Tooke, Max Glenn, James Kerti, and Leslie Vaaler. Absent: none. Staff present: City Manager Shannon Beaucaire, Water Plant Lead Rick McClung, Facilities Manager Heather Hoen, and Clerk Kimmie Jackson. Audience: 17.

II. Announcements, Correspondence, and Proclamations

Mayor Moore read a proclamation recognizing Joanne Kittel, Wake and Kinlen Wheeler, John Purcell and Jacqueline Danos, and Michael and Debbie Hempen for their generous contribution of purchasing a sign for the Yachats community.

III. Public Comment

Joni Bixler (664 Yachats River Road) expressed concerns over the vacation rental issues. She also expressed concern that someone tries to spread information and influence others from the Green Salmon.

Joanne Kittel (1356 Highway 101 S) reported View the Future wants to do a site visit to the Hancock property with the City Manager and Council in August. She asked for Council to find a date that could best work for everyone.

IV. Consent Agenda

A. June 2019 Minutes

Page 2, Line 37 – Angell Job Corps proposed transfer was from the Forest Service to the Department of Labor with the potential turning over operations to private company.

Councilor Vaaler moved to approve the consent agenda: Aye – 5; No – 0.

VI. New Business

A. Library Remodel Materials

Library Commission Chair Marv Wigle explained the information in the meeting packet. Wigle indicated they would like to issue the intent to bid on August 2, 2019 with a deadline to submit of August 20, 2019 with the following:

1. Establish review committee consisting of five members – one from the City, two from the Library Commission, and two citizens at large.
2. Develop a series of evaluation questions and numerical rating system.
3. Issue award letter around November 1, 2019.
4. Allow one week for protest.
5. Establish final contract for approval around November 15.
6. Have contract before Council at the November 20, 2019 meeting.
7. Anticipated occupation date of May 1, 2020.

Wigle noted Item 10 in the document should be November 15 and not November 1. The next pages should be November 15 and not November 8. December 2 should be November 20.

Councilor Kerti clarified that the Library would need only be closed for minimal periods during the construction process. Mayor Moore clarified that it would take six to eight weeks to hear from the Ford Family Foundation about an award. Facilities Manager Heather Hoen indicated the Ford Family Foundation grant fell under Community Building Spaces Capital Grants. Mayor Moore noted $60,000 from the City, $100,000 from the Hall Bequest, and $190,000 from grants and the Friends of the Library.

Vaaler asked if the May 1, 2020 anticipated occupancy was realistic. Hoen explained they set a project date of six months and want the contractors to be aware of that expectation. Hoen was aware of several contractors who were interested in the job and noted the smaller scale of the job opens it up to residential contractors.

Councilor Glenn thanked Hoen and Wigle for their thoroughness and efforts put into the proposal document.

Glenn moved to authorize the Library Commission to proceed with the issuance of the invitation to bid for the library renovation project: Aye – 5; No – 0.

Vaaler added that the City has the option to reject all bids if they were not satisfied.

B. Review and Update to Section 4.04.020

Mayor Moore explained he recently learned that the City had a requirement to get a one-day permit to conduct a garage sale. He noted that he was proposing a change to drop that requirement but the attorney suggested limiting sales to 4 events per year. He added that this change impacted the municipal code and thus required two votes.

There was no public testimony.

Vaaler moved to approve Ordinance 359 amending section 4.04.02 of the Yachats Municipal Code: Aye – 5; No – 0.

C. Council Goals

1. New staff, organization, office location: Glenn asked for a status update on the development of job descriptions. Manager Beaucaire stated the job descriptions were coming along.

2. Complete new website and new accounting system: Website Project Coordinator Helen Anderson gave an update on the website. She stated the site goes live on Monday, July 22, 2019. She expected users would really like the Request Tracker as a way to get information or file complaints. She also noted the backend of the system tracks these requests and has features to notify staff if action was not taken in a timely manner. She also reviewed the Document Center and the Agenda Center. The Notify Me feature allows users to sign up for the information they want to be notified about when posted to the website.

Glenn asked how people will be aware that the new site is being launched. Anderson stated the site is keeping the current address so users will just see the new site when they go to yachatsoregon.org. Glenn asked that something be posted on Facebook. Anderson indicated she could made videos instructing people on using various features should a need arise.

Mayor Moore reported the account and utility billing system is now live. She thanked Mayor Moore, Councilor Glenn, Councilor Tooke, Lance Bloch, Peggy Speer, Marion Godfrey, Jacqueline Danos, and Morgen Brodie who helped staff the office during the time regular staff were in training for the new system so that the office did not have to be closed. She also thanked Councilor Vaaler for staffing the office during the workplace violence training on Tuesday, July 16, 2019.

3. Infrastructure and maintenance for City buildings: Manager Beaucaire reported Hoen was developing maintenance schedules and she was gathering information on best practices. Expected to have

4. Revise City Charter: complete

5. Revise Admin Policy and municipal code: Mayor Moore indicated the Council will get back to this topic when the work on vacation rentals work completed.

6. Emergency Preparedness: Glenn asked if the Emergency Planning Committee had addressed the bulleted items in the goal. Manager Beaucaire indicated she would talk to the Emergency Planning Committee Chair. She noted all Commissions and Committees have been sent the Council Goals.

7. Complete the transfer of Ocean View Drive: Mayor Moore indicated this work was in process.

8. Fiscal responsibilities and CIP funding priorities: Mayor Moore indicated this work was complete. Vaaler asked if there was a plan for increasing reserves in general. Manager Beaucaire reported she reviewed many of these issues at the Finance Committee earlier in the day. Vaaler clarified that Manager Beaucaire was not aware of other sources of unpaid funds.

9. Review Vacation Rental Ordinance: in process

10. Protect natural resources: Mayor Moore recalled they were waiting to see what State was doing in this area. Kerti clarified the State had passed bills on plastic straws and plastic bags but

not polystyrene. Manager Beaucaire noted they were awaiting the completion of energy audit and the building audit. She noted they were exploring options for energy savings. Mayor Moore noted the removal of trees had not yet been addressed and agreed they would come back to this issue at a later date. Tooke noted View the Future addressed view sheds and protection of water resources. Vaaler added they could discuss this issue when they take their tour of the Hancock property.

Manager Beaucaire reported Dollar General was supposed to be turning off their parking lot lights but was not certain if they actually were.

11. Smart City: no action to date.

12: Smooth tourism revenues: Mayor Moore reported he met with Anthony Muirhead and Drew Roslund to encourage revitalization of the Chamber. He noted Muirhead and Roslund have been working with Bev Wilson and the Marketing Committee.

Vaaler asked how exploring public art got included in the goal for smoothing tourism revenues. Mayor Moore indicated they could come back to this issue at a later date.

13. Explore options for community involvement: Glenn asserted that the new website should help citizens get more involved with city business. Vaaler noted more people were coming to Council meetings.

14. Community health: Vaaler asked if they could get a report from Gerald Stanley or other person who was involved with the County health programs.

15. Water security: Glenn stated this was a significant concern of his, especially around vacation rentals. Tooke reported on a group that met in Newport about replacing the Big Creek Dam and learned that they received a $4 million lottery grant, they needed to raise $75 million, and the goal is to get dam built and to quit taking water from the Siletz River. The Mid-Coast Water Partnership received the state provided funding to continue to move forward with their planning and work.

Tooke noted the slow speed of progress in this area. He explained every area of the state is having water issues and, consequently, plans were taking longer to work through state processes and the legislature. Vaaler reported Public Works had reported that the top 10 water users use about 40% of the city's water.

16. Workforce housing: Mayor Moore indicated businesses are starting to develop plans to help their workers with housing.

Maeona Urban (E 8th Street) reported she talked to three restaurant owners this past week who are having to adjust their menus because they cannot find people to work as line cooks.

D. Insurance Coverages

Manager Beaucaire explained her memo of the insurance company's recommendation for three types of additional insurance. She clarified that there was no additional cost for their earthquake insurance. Manager Beaucaire reviewed scenarios where people impersonate others to get money from cities, which would be covered under the crime policy. She explained cyber disruption of service attacks. Manager Beaucaire explained the expensive processes that are required when notifications have to be made if private information is hacked. She reviewed general liability claims.

Glenn moved to approve the three recommendations from the insurance agents: Aye – 5; No - 0.

E. Lincoln County Housing Memorandum

Manager Beaucaire explained this was the final report of the grant-funded Lincoln County Housing study. She indicated she was asking county attorney Wayne Belmont to come to an August 2019 meeting to discuss the report. Glenn noted the report does include several suggested code changes and asked that the City Planner give an opinion on the pros and cons of the suggested code amendments.

Glenn also noted that one suggestion was to raise the height restrictions from 30 to 35 feet and asked if the Planning Commission had received any requests to build higher. Councilors discussed what was a reasonable task for the City Planner complete regarding the suggestions. Kerti asked Planning Commission Chair Anderson if the Planning Commission could review these suggestions. Anderson explained the Commission had met the day before and would not be meeting for another month.

F. USDA Grant

Mayor Moore explained Council previously approved applying for a $50,000 USDA grant to be met by $75,000 from the City. He reported the USDA had found additional funds and provided three options for changing the arrangement with the City. Kerti, Glenn, and Tooke concurred with the City Manager's recommendation to go with Option 2 making the City's contribution $75,000 and adding an additional $41,000 for the USDA.

Glenn moved to proceed with Option 2 making the City contribution $75,000 and increasing the USDA contribution to $91,000: Aye – 5; No - 0.

VII. Reports

A. Visitors Center

Bev Wilson explained there was an advertising budget separate from the Visitor Center budget. She noted they had $3,000 budgeted for radio advertising, which does not buy much. She indicated there was an opportunity to get a 40% reduction in rates but requires a minimum expenditure of $4,000. She asked if they could keep the $3,000 from the past budget to add to this year's budget to reach this limit. She anticipated to use this money for advertising in September 2019.

Manager Beaucaire reviewed the budget for the Visitors Center and marketing. She added that municipal budgeting does not have rollovers and starts anew each fiscal year. Vaaler stated she

was not in favor of adding funds to the Visitors Center budget but would be agreeable to transferring monies from another line item within their budget.

Mayor Moore clarified that the Visitors Center has not done radio funding in the past.

Kerti asked if there was a specific message they were trying to deliver. Wilson said it would be a message indicating Yachats was an all-season destination and directing listeners to the website to get more information from the website.

Manager Beaucaire was not certain of the dollar amount that would require a supplemental budget. Tooke asked if Manager Beaucaire could find out information on the supplemental budget issue.

Glenn noted there was confusion in the community about the relationship between the Visitors Center and the Chamber of Commerce. Wilson explained the Chamber's budget comes from dues and revenues from events. The budget for the Visitors Center comes from the City. Wilson noted the Chamber and the Visitors Center have separate checking accounts.

B. Financial Report

Manager Beaucaire reported she needed to update this information as an error was found at the Finance Committee meeting earlier that day.

C. Council Reports

Mayor Moore reported he attended on June 27, 2019 the Oregon Coastal Zone Managers Association with Dave Mattison in Newport. The legal representative from the Association of Oregon Counties was working on legislation regarding limiting building in the first 3-mile zone from the shore of the ocean. He reported oil companies have significant interests in building windfarms offshore.

Kerti reported he will be meeting with the Parks and Commons chair about his new role as Council Liaison.

Glenn reported the Emergency Preparedness Committee is planning a table top exercise on September 13, 2019 to test the communications between the fire department, the city, and other emergency entities. He was pleased that the Fire Department and city were working closely together.

Glenn reported he chaired the quarterly meeting of Community Relations Council of Angell Job Corps. The Corps was pleased with the response from the City in support of keeping the facility open and under Forest Service management. He reported the new director, Bryan Wilson, has succeeded in lowering vacancies from 24 vacancies to 5. Glenn added he will attend a COG board meeting on July 18, 2019.

Vaaler reported the Public Works Commission had a lively discussion about Clean Sweep and expected there would be changes in the future. She anticipated it would take several meetings to resolve what they were going to do.

C. City Manager's Report

Manager Beaucaire indicated most of her report covered in earlier discussions.

VIII. Other Business

A. From Mayor - none

B. From Council - none

C. From Staff - none

Mayor Moore adjourned the meeting at 7:36 pm.

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W. JOHN MOORE, Mayor

ATTEST:

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Shannon Beaucaire, City Manager Date