

1. 2:00 P.M. Agenda

Documents:

[Agenda City Council May 18 2022.Pdf](#)

2. 2:00 P.M. Meeting Materials

Documents:

[Meeting Summary 4.20.22 City Council.pdf](#)



**CITY OF YACHATS
CITY COUNCIL WORK SESSION AND REGULAR MEETING
Yachats OR
Wednesday May 18, 2022 at 2:00 pm
To Be Held Via Zoom**

AGENDA

Join Zoom Meeting

Regular Council Meeting

- I. Announcements, Correspondence, Proclamation
- II. Public Comment: Topics not listed on the agenda (5-minute limitation per person)
- III. New Business
 - A. Discussion in regard to the Planning Commission recommendations for the Citizens Involvement Committee (CIC)
 - B. Discussion regarding push for Legislative changes in Transient Rental Tax use.
 - C. Councilor Scott's schedule
- IV. Old Business
 - A. Council goal: "Conduct Comprehensive community survey"

The Yachats City Council meetings 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. The meeting are 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. 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.



B. Report by Councilor Stott on procedures used by other cities relative to possible land purchases

V. Report

A. City Manager reports on Progress with Project Process

VI. Other Business

- A. From Mayor
- B. From Council
- C. From Staff

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City of Yachats
CITY COUNCIL MEETING
April 20, 2022

Meeting called to order at 2:07 pm

Present: Mary Ellen O’Shaughnessey, Greg Scott, Ann Stott, Council President, Leslie Vaaler, Mayor, Heide Lambert, City Manager, Anthony Muirhead (joined at 2:19 pm), Tom Lauritzen, Don Groth

I. ANNOUNCEMENTS, CORRESPONDENCE, PROCLAMATIONS

(1:58) Vaaler presented and read a mayoral proclamation regarding sexual assault.

II. PUBLIC COMMENT

(4:34) Amber Wishoff of “My Sisters’ Place” thanked Mayor Vaaler. She went on to say that the stats for 2021 indicate that every 68 seconds an American citizen is sexually assaulted and every nine (9) minutes that victim is a child. Talked about initiatives available. She indicated a new fund raiser, “Safety By The Square Foot” which allows individuals to symbolically purchase a square foot of the shelter. Also discussed the Bottle Drop program which takes bottle/can returns.

III. NEW BUSINESS

A. Consideration of Appointment of Julie Bailey for Possible Appointment to the Planning Commission

(9:12) Vaaler advised that Lance Bloch, Chair of the Planning Commission emailed her that the Commission reviewed Bailey’s application and voted to have her join and at the same time accepted the resignation of Ariana Carlson from the Commission.

Stott made the motion to **appoint Julie Bailey to the Yachats Planning Commission.**

Vaaler asked to amend the motion to read: **Appoint Julie Bailey to the Yachats Planning Commission for whichever seat has the longest term.** Stott agreed.

Vote: Muirhead, yes; O’Shaughnessey, yes; Scott, yes; Stott, yes; Vaaler, yes. **Motion carried unanimously.**

B. Scheduling a Time for Initial City Manager Evaluation Promised in Her contract and discussion of Evaluation Process

(14:33) Vaaler reminded council that in Lambert’s contract it indicated there would be an initial evaluation in May and then another in November. She asked Lambert to express what type of evaluation would be helpful to her.

Lambert indicated she had reached out to other City Managers for information

1 of their evaluation process and sent that information to O'Shaughnessey and
2 Stott. Lambert said she thought short and to the point is the best and went on
3 to highlight some areas. She continued to say she welcomed evaluations as a
4 way to keep on track but also didn't want it to become a chore for Council.

5 (17:33) Vaaler asked how the Council Lambert referred to used the evaluation
6 form, whether they wrote a sentence for each item, everything was done
7 verbally, checked off the item...

8 (17:59) Lambert read off the different topics from the form and then indicated
9 the council members rated each item 1 to 5 and there was a space for
10 comments. She referred to it as a survey monkey so that the councilors could
11 respond anonymously. The responses were sent to the mayor, the mayor
12 would compile the responses and then sit down with the city manager.

13 (19:33) Stott responded that she and O'Shaughnessey had done some work
14 on an evaluation and then it got put on the "back burner". She advised that
15 she and O'Shaughnessey can review the information from Lambert along with
16 what they have already come up with and make a formal presentation at the
17 May 5th Council meeting. O'Shaughnessey agreed.

18 (21:10) Discussion held on what should be included in the evaluation form
19 and the timing for the evaluation. Lambert suggested after the budget
20 process, sometime in June and Vaaler reminded her that the contract said
21 May. Discussion was held and Vaaler suggested making the May 5th work
22 session topic the evaluation form.

23 **IV. OLD BUSINESS**

24 **A. Approval of CIP**

25 (29:47) Vaaler advised that a lengthy meeting had been held the week before
26 to discuss the CIP. Changes were suggested and the latest draft is in the
27 meeting packet. Vaaler asked for questions or concerns.

28 (31:08) Stott referred to the conversation at the last meeting about having
29 more requests than funds to cover them. Asked what the \$250K was for
30 acquisition, survey and Geotech was for under the Water Master Plan.

31 Lambert responded that this would be for raw water storage and that
32 McClung advised her that there were a couple of possible sites and they
33 would both have to be surveyed and have Geotech done. The \$250K is an
34 estimate.

35 (33:40) Stott stated that she noticed the commons items that were discussed
36 last week had been shifted to future years and felt that was appropriate. She
37 then questioned the Gender Drive Storm Drain being converted to a study for
38 \$50K. Lambert responded saying a drain was started, but as they progressed
39 thought that further study needed to be done.

40 (35:24) Scott explained that the Storm Drain Master Plan needs to be
41 updated to provide the information to revise the SDC rates on storm water.

1 Vaaler made the motion **to approve the CIP Plan as provided in the**
2 **council packet, understanding that the Finance Committee will be**
3 **working on later years, but that the City Manager will be using the 22-23**
4 **figures.**

5 **Vote:** Muirhead, yes; O'Shaughnessey, yes; Scott, yes; Stott, yes; Vaaler,
6 yes. **Motion carried unanimously.**

7 (39:35) Stott addressed the Parks and Commons Commission indicating that
8 a lot of work has been done on the Commons north entrance project and she
9 wanted to assure them that Council knows it needs to be done but Council
10 wants to make sure there is a solid plan for the entire Commons structure
11 before money is invested on a remodel. She suggested a community
12 meeting as soon as possible to seek input specifically for the Commons
13 building itself.

14 **B. Terminate the Contract with Community Lending**

15 (42:45) Lambert gave some background as to what the contract entailed and
16 that a "local church" supplied grants to businesses so no one used the loan
17 and this money is sitting there. The company indicated that if the contract
18 was terminated the funds would be returned. She asked council to make a
19 motion to terminate the contract.

20 (44:26) Lauritzen addressed the issue of the one or two businesses that did
21 take a loan indicating Community Lending Works would continue to
22 administer the funds for the two outstanding loans for \$10K each. \$80K has
23 been sitting in Community Lending's account since July, 2020 and the
24 amortization of those two loans has begun. He went on to discuss the
25 different parts of the agreement. He also stated the written contract is not
26 what was presented or approved by Council.

27 (51:45) Stott made the motion **to instruct the City Manager to terminate**
28 **the contract with Community Lending Works.**

29 **Vote:** Muirhead, yes; O'Shaughnessey, yes; Scott, yes; Stott, yes; Vaaler,
30 yes. **Motion carried unanimously.**

31 (53:42) Vaaler asked if this figure would need to be reflected in the
32 supplemental budget. Groth advised no, it would go in as miscellaneous
33 income.

34 **V. REPORTS**

35 **A. Financial**

36 (54:31) Lambert advised March financials have been posted on the website. She
37 continued saying funds will continue to look "wonky" while City Hall continues to
38 catch up. She applauded the new staff learning how to do utility billing and
39 working with the new system. She advised SpringBook is used by cities
40 throughout the nation and it is handy, but it is cumbersome to learn.

41 **B. Council**

1 (56:15) Scott indicated the work on the complaint system has been stopped
2 as the developer has been pulled away. He expects it will restart in early May.

3 **C. City Manager**

4 (57:04) Lambert referred to the report in the meeting packet. She is hopeful to
5 include it at the beginning of the month but a look at the report shows how
6 much is going on in Yachats. She addressed the concerns about the
7 houseless population. She wants the community to know that all concerns are
8 taken seriously and further advised there is no warming shelter in town so by
9 law people cannot be removed from public land. The City is doing what it can
10 to provide a safe environment, porta potties have been placed in various
11 areas, the grounds are being cleared of garbage. She stressed that this is a
12 nationwide problem and asking citizens for compassion and understanding.
13 She further indicated that she is open to any and all suggestions on how to
14 solve this issue.

15 **VI. OTHER BUSINESS**

16 **A. From Mayor**

17 **B. From Council**

18 **C. From Staff**

19 (1:03:18) Lambert thanked the Council, the Mayor and the residents. The past
20 two months have been challenging and she feels she is growing as a person and
21 as a manager and appreciates the work the Council has put in to support her and
22 the confidence they have had in her. She has enjoyed the work and looks
23 forward to the future.

24
25 Meeting adjourned at 3:11 pm by Mayor Vaaler.

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27 Transcribed by Contractor, L.F. Barrett 04/27/2022

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