

1. 2:00 P.M. Meeting Materials

Documents:

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

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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 5<sup>th</sup> 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 5<sup>th</sup> 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.

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

26  
27 Transcribed by Contractor, L.F. Barrett 04/27/2022

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