



1 **CITY OF YACHATS**

2 **CITY COUNCIL**
3 January 14, 2022

4 **Zoom Meeting Summary**

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7 **I. Meeting Call to Order**

8 Mayor Vaaler on this January 14, 2022 meeting of the City Council at 9:30 am via
9 Zoom. Members present: Mary Ellen O’Shaughnessy, Greg Scott, Ann Stott, Anthony
10 Muirhead

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12 Staff: Katherine Guenther, Asst. CM & Planner, and Dayna Capron

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14 **CITY COUNCIL REGULAR MEETING**

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17 I. **Announcements, Proclamations, and Correspondence** None
18 II. **Pubic Comment** -
19 III. **New Business**

20 Council’s 2022 Goals

21 Vaaler stated they will cover goals that each member would like to
22 discuss, add, prioritize. Decide how to make the list.

23 O’Shaughnessy stated went over the 2021 goal setting, would like to see
24 fewer goals more specific and measurable goals. Hiring CM, office
25 staffing, water issues, housing.

26 Stott echo the same as O’Shaughnessy, format of our goals, be more
27 realistic, need a check list. Need to empower city manager to hire an
28 admin assistant, need accounting services firm, appoint federal funding
29 coordinator, check list completing projects and future projects, strengthen
30 community and would like to discuss night meetings.

31 Guenther, commented on statements made by Stott regarding being paid.
32 Stott stated that were missing the deposit deadlines and vendors were not
33 paid in a timely fashion.

34 Scott stated the city needs to appoint city manager, as it’s important.



1 Muirhead stated that goals should not be a check list, remember goals
2 from 2021 and take them in to consideration, does not want outside
3 finance and didn't vote for it. Guenther stated that the accounting, Janet
4 Kline process payroll and pay bills. Bill are now being paid on time and
5 have been fine tuning the process.

6 Vaaler agreed that previous goals have been wordy but good goals. In
7 addition to hiring a city manager and other staff, we have completed a lot
8 of plans, two master plans, and a list of projects that need to be prioritized;
9 safe environment and drinking water, dependable water services;
10 succession planning, and redundance.

11 A fair amount of input from the community has been added to the packet.

12 O'Shaughnessy state water, finance committee, drinking water, housing,
13 finding city manager, state inventory of 20yr buildable lots plan, review
14 2021 goals as well are all important.

15 Muirhead stated a goal should be to have a councilor go to other
16 commission meetings and report back to council.

17 Vaaler also took a look at other cities, and some were doing goals every
18 two years. Some had five goals, priorities that were general, and tasks
19 that referred back to goals.

20 Review the six goals: Improve timeliness, relevance, quality, and
21 effectiveness of city service delivery 1. Recruit, evaluate, and hire city
22 manager.

23 2. Survey residents to identify their experience with and expectations of
24 the city services, and Scott is working on this already, will be outing out a
25 survey and ask how satisfied they are. Will design a process that will
26 measure the satisfaction

27 3. Evaluate the responsibilities of the city manager, as well as those of
28 staff members, to ensure that they meet the needs of the Yachats
29 community. Vaaler stated city manager job description has been
30 evaluated. Eliminate number #3 from the list, all council members agree

31 4. Improve effectiveness of code enforcement. Scott stated that this is a
32 subset of item #2, remove from list.



1 5. Bring Accounting Services in-house. Scott said it's a process not as
2 goal and a city manager should handle, remove #5.

3 6. Finalize Water Master Plan and work on priority items, taking care to
4 keep water plant running smoothly. Number 6 needs to have a broader
5 description.

6 Discussion continued covering Prioritize and demonstrate environmental
7 responsibility in all actions and decisions. Need to take steps to do the 20
8 year master plan and take action. Scott stated the CIP process is already
9 taking care of these steps and should be addressed by the finance
10 committee. As for preserving and protecting the areas natural resources.
11 Finalize the local wetlands inventory project, the work has been done the
12 State just needs to approve this will be added as a goal. Partner will local
13 organizations committed to our community environment will be deleted.
14 Staff and commissions to act on opportunities that positively impact our
15 plant, all councilors are removing this item.

16 Strengthen relationships with community with citizens, website content,
17 newsletter, Scott is working on these items with his project and this item
18 can be removed.

19 Develop collaborative relationships with business owners/chamber, this
20 item can also be removed.

21 Public forum and surveys to gather citizen input on city projects and
22 initiatives, need new surveys done with the community. Planning did
23 consider the citizen involvement committee; this is part of the
24 comprehensive plan. The planning commission had done a survey with
25 over 300 responses.; to conduct another comprehensive community
26 survey.

27 Strengthen relationships with community, covid presented some
28 challenges, and this item can be removed, sometime soon a discussion of
29 an evening council meeting should be added to an agenda.

30 Provide a safe environment, Ocean View Drive has not been completed;
31 Belmont retired in July and will be contracted by the county and will
32 complete the transfer for the city; Joint meeting set for March 16th with the
33 county. This should be an item for the city manager; completing the
34 walkway/boardwalk and delineators are in process; Council will leave goal
35 of the boardwalk; the pandemic and guidelines and this should be an
36 administrative; need new goal, pandemic impact and recovery, need a



1 community and council identifying issues and procedural changes; list of
2 what has changed and how we are going to address, how do we get back
3 to 2019; list of impacts, outline how to get back; council has decided to
4 leave this to the city office and just add to council work session agendas
5 and remove from list; intersections and streets have signage to protect
6 citizens and visitors, continuing to work on these items; maintaining
7 adequate water flows for fire safety and user needs, this item can be
8 consulted with public works chair for input; leave this item on the list for
9 now.

10 Demonstrate financial responsibility, long term planning, build up reserves,
11 finance committee is already involved, eliminate number 1; item 2 covers
12 the finance committee and the role of the committee, complete an
13 ordinance; prioritize city projects can also be eliminated from the list;

14 Housing, lack of affordable housing for moderate to low-income citizens
15 the city has a grant for a housing analysis, the planning commission is
16 working on this item; housing in general is the problem and maybe change
17 the terminology; need to know how many buildable lots left in the city.

18 Vaaler stated water really has not been addressed, needs commitment for
19 more staffing at public works, need a succession planning; make sure this
20 is budgeted and training is instituted; add as a goal; need a job
21 description; Scott stated the certification is connected to the operator, not
22 the plant, but needs to look into.

23 Scott gave language for the survey, number 2, "Track and measure citizen
24 satisfaction with city requested services".

25 We don't need to keep the water as a goal; there are several chat
26 comments and suggestions; everything else is spelled out in the city
27 charter; fire works concern from a citizen, Stott responded to the citizen;
28 an ordinance was not appropriate at this time, most issues are on state
29 property and there is no police department; the city can put up signage,
30 and maybe talk about on as future agenda item.

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33 Mayor Vaaler adjourned the meeting at 11:43 am.

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37 Prepared by Kimmie Jackson on August 16, 2022



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