



CITY OF YACHATS  
CITY COUNCIL REGULAR MEETING

Date: February 8, 2021

Meeting Summary

**Meeting Call to Order**

**Members**

Mayor/Leslie Vaaler called the City Council meeting on February 8, 2021 at 1:00 PM to order:

**Council/Commission/Committee members present:**

- |                                    |          |
|------------------------------------|----------|
| 1. <u>Mayor Vaaler</u>             | 5. _____ |
| 2. <u>Councilor Stott</u>          | 6. _____ |
| 3. <u>Councilor O'Shaughnessey</u> | 7. _____ |
| 4. <u>Councilor Scott</u>          | 8. _____ |

**Absent:**

- |          |          |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

**Staff present:**

- |                                   |          |
|-----------------------------------|----------|
| 1. <u>City Manager Beaucaire</u>  | 5. _____ |
| 2. <u>Deputy Recorder Jackson</u> | 6. _____ |
| 3. <u>Admin Sites</u>             | 7. _____ |
| 4. <u>Comm. Coord. Hoen</u>       |          |

**Audience:**   22  

**WORK SESSION**

- City Manager gave notice Feb 6, 2021 and the last day of employment will be April 2<sup>nd</sup>; is requesting days off with using vacation time and accumulated time.

- 1 • Items needed from the City Manager – need to make list of items, passwords,  
2 info bank account info, projects; what if anything do, we want to have done on  
3 the budget before the exit date.  
4
- 5 • COG also gave notice letter indicating that would have some personnel changes  
6 and that would exp 1/31/21 and would go to month to month or another  
7 intergovernmental agreement, also expiring on 4/2/2021  
8
- 9 • Discussion on procedures going forward: Vaaler’s comments are that there are  
10 two interim persons that would consider stepping in, Kerry Kemp, Yachts  
11 residence and Bob Noble, who lives in Quiet Water; few volunteers said they  
12 could help with the hiring process
- 13 • O’Shaughnessey would like to use a search firm
- 14 • Scott – would like to see the recruiting materials that we used and freshen it up a  
15 little.
- 16 • Stott – using an interim is a good idea, hiring a manger booklet from LOC, and  
17 following some oof the guidelines; review the job descriptions of the City  
18 Manager (CM) before the recruit process.
- 19 • McClung thought Kemp would be a good fit, speaking for himself; using the  
20 outside firm doesn’t know our city.
- 21 • Coastal communities are looking for CM, Manzanita is looking, and using an  
22 interim CM, Garibaldi is also looking for a CM,
- 23 • Scott believed the council should have discussion on expectations and could  
24 have a bearing on whether to use the outside firm.
- 25 • Lauritzen suggested two people to interview staff and could possibly be a two-  
26 part position; Scott supports, O’Shaughnessey & Lauritzen would like to interview  
27 staff.
- 28 • Finance position: replacing the accounting the accounting person was doing;  
29 dismissing or hiring is done with the consent with council; accounts payable,  
30 payroll and budgeting reporting; timeline of 60 days to hire an accounting  
31 person; log term or short term by end of march; widen the scope of the existing  
32 staff weakness and strengths; the budget issues is more complicated; bring  
33 Lauritzen in and ask him to be the budget officer;
- 34 • Budget officer per the charter is the CM, the or the CM job would have to be split;  
35 on an interim basis; Stott is also in favor; Scott, understands the budget and the  
36 process, having the legal knowledge, CM is at the strategic level not necessarily  
37 the Finance; two staff lines and interim positions, how do we bridge that gap;  
38 accounting clerk just to do the bills and payroll; right now 4-5 people working in  
39 Springbrook on the accounting side; Janet/Sue is doing the bank reconciliation;

- 1 O'Shaughnessey & Lauritzen to get together and craft a position for CM and for  
2 Finance, prioritize and get a job description together;
- 3 • Council expectations: CM and the accounting positions; interviewing staff what  
4 would be the purpose, strength and weaknesses; council expectations can  
5 understand the community culture, basic accounting skills, policy and goals,  
6 internal controls, wanting to be more specific; interview Ellen and Janet @ COG;
  - 7 • CM position: expectations are from the council – dealing with document, exhibits  
8 at the end of the council rules, and at the end of CM contract; so specific that you  
9 need have examples and exhibits; community development, supervisory skills,  
10 city manager experience; satisfied with the size of our team; substantially  
11 changed to the contract and needs to be flexible; thinking about a Charter  
12 revision; simplify it;
  - 13 • Timeframe: O'Shaughnessey & Lauritzen to interview in the next week of staff;  
14 advertising on interim CM & Finance; two job description; interview could uncover  
15 some of the duties to be covered; finance position to be covered by Scott and  
16 Mayor and Lauritzen and Groth to review it; Stott to work with Mayor Vaaler  
17 regarding the CM description; deadline to be before the 17<sup>th</sup>, three tasks  
18 simultaneously
  - 19 • What do you want the CM to do before she leaves?
  - 20 • Planning position input and advertise with a job description, what is the initial  
21 focus, day to day, long term enforcement issues, what does the contract look like  
22 and what are the wages

23  
24 Leslie Vaaler, Mayor adjourned the meeting at 12:31m.

25  
26 Prepared by:

27 **Kimmmie Jackson** \_\_\_\_\_

28 Kimmmie Jackson, Deputy Recorder

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