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City of Yachats
CITY COUNCIL MEETING SUMMARY
April 7, 2022

WORK SESSION

Present: Anthony Muirhead, MaryEllen O’Shaughnessey, Greg Scott, Ann Stott, Council president, Leslie Vaaler, Mayor, Heide Lambert, City Manager, Tom Lauritzen, Dayna Capron

Session called to order by Mayor Vaaler at 9:32 am.

I. PROCEDURES AND EXPECTATIONS FOR COMMITTEES

(2:09) Lambert discussed her process of getting to know how Yachats Commissions and Committees operate and how to determine when a committee is needed or when a committee’s work is completed. She talked about the history of commissions and the Council liaison to each commission. She wants to create a standard on how to form committees.

(5:55) Stott questioned the requirements of minutes for a committee.

(6:09) Lambert replied that pre-Covid each Commission had a secretary and each Committee had a secretary responsible for taking their minutes and those would be submitted to the City Manager to include them in the Council packet. She explained to process of minute taking and approval and how during Covid the Zoom recordings became the official minutes. She talked about having summaries done and getting them to the commissions for approval.

(8:15) Stott voiced the concern that minute taking could become a full-time job. She would like committees to go out and “do stuff” without having to be bogged down with minute taking.

(8:23) Lambert responded that minutes are required for committees and also advised they fall under quorum laws as well.

(9:59) Vaaler gave a “shout out” to Lorraine Barrett for transcribing the meetings.

(11:35) O’Shaughnessey talked about the Water Sustainability Committee and the goals of such a committee. What additional demands would be made on staff? She felt the group was important and didn’t want to miss the opportunity to take advantage of their knowledge and desire to do things, but at this point in time further demands couldn’t be put on the staff

(14:33) Scott said to avoid the work a committee would entail, just change the name; perhaps a “work group”. He gave the example of the Trails indicating they do not meet, they don’t make policy, they just go out and keep up the trails.

(15:57) Lambert appreciated the consideration of staff’s time and agreed with Scott’s idea and advised she does want the Water Sustainability group to work with the City She wants to do it well and not create unnecessary burdens on the volunteers.

1 (18:02) Vaaler indicated care needed to be taken that a committee is not
 2 being created under a de facto name to skirt the law. Need to determine a
 3 way to serve the City without playing semantics with a name.

4 (19:22) O'Shaughnessey suggested that she and another councilor meet with
 5 the water sustainability group and ask what they see themselves as; get more
 6 information and try to make this happen within the constraints imposed.

7 (21:01) Muirhead agreed that more information on the group is needed but
 8 also agreed that more work on the City right now is not the best thing.

9 (21:37) Discussion held on setting a standard on what a committee is, what is
 10 needed and how to proceed.

11 (30:42) Scott suggested that enough time was spent on this topic. It is
 12 apparent that the City Manager would like to work with the group but at the
 13 time external time constraints don't allow her to.

14 (31:30) Stott asked Lambert if she wanted an actual policy for committees
 15 determined by the Council.

16 (32:01) Lambert said yes, indicating she felt there needed to be a standard so
 17 that in the future any group coming forward can be treated equitably. She is
 18 not sure of the City's procedure and wants to fully understand it.

19 (32:45) Stott asked if such a policy should be worked on now by a couple
 20 members of the Council; what would be most helpful to her (Lambert).

21 (33:05) Lambert indicated she would like help with that.

22 (33:45) Scott said he would work with O'Shaughnessey and that he would
 23 concentrate on the structure that the City needs to make decisions. More
 24 discussion was held.

25 II. PROCEDURES FOR POSSIBLE CITY LAND/REAL ESTATE PURCHASES

26 (36:45) Lambert discussed possible purchase of property for the City but
 27 there are no policies or procedure in place on to do that. She would like to
 28 establish those procedures as well as the full intent of the purchase of
 29 property. She shared a story about a parking study done in Waldport and
 30 indicated that she felt the parking study and housing study results were going
 31 to be "shocking" at what needs to be done. She stressed the importance of
 32 knowing the impact projects might have on the City.

33 (40:49) Stott asked if policies from other small communities have been looked
 34 at. She volunteered to check other communities.

35 (42:14) Scott felt that Council needed to look internally at the values of the
 36 community and what it wants and feels it needs. He referred to a previous
 37 charter restriction that City could not buy property without a vote of the
 38 people. He was dismayed that after a Council that he was part of, got the vote
 39 to change the charter the City purchased a building for \$600k with no public
 40 input. He strongly felt that the environmental values of the community needed
 41 to be taken into consideration and that nothing be done without public input.

42 (44:50) Vaaler applauded Councilors for being willing to take on these
 43 projects, while taking into consideration the values input of the community.

44 (46:11) Lambert advised she with Lance Bloch of the Planning Commission
 45 and she felt that the Planning Commission would like to work with Stott in
 46 working on a policy and a master plan.

1 (47:09) Stott asked for clarification on community input on the purchase of
 2 property. Vaaler indicated she was thinking of more long term planning
 3 thinking about values and being ready when opportunities arise. Discussion
 4 continued on getting input via a ballot vote, straw poll, etc.

5 (51:11) Muirhead advised that the City needed to be smart and cautious when
 6 purchasing property

7 (52:16) Vaaler summarized the plan that Stott would check other communities
 8 and then get back to council with her information.

9 III. **CONSIDERATION OF 2022-2023 CIP PLAN**

10 (53:50) Lambert advised she has enjoyed the CIP process and seeing the
 11 values and plans the Commissions have for the City. She reviewed what she
 12 saw as the current process; coming up with line items on the CIP and then
 13 determining how to fund those line items. She advised that the CIP she
 14 presents to the Council will have all the big ideas on it and then she needs to
 15 look at the budget to determine what can be accomplished. She continued to
 16 discuss funding of projects - that while there are big numbers showing on the
 17 CIP, Commissions might already have funding but that does not show on the
 18 CIP. She just wants to make sure that when projects are on the CIP they are
 19 clearly defined and it is known where the funding is coming from.

20 (58:56) Vaaler discussed not giving the City Manager an “ugly budget” that
 21 perhaps some of the projects be removed from the CIP.

22 (1:02:13) Scott advised he has been a part of this process for quite some time
 23 and he sees two problems...(1) missing any kind of discussion or evaluation
 24 that looks at projects critically.; (2) it was the policy of the City that the CIP
 25 projects were off limits to the budget committee. Discussion ensued as to
 26 funding, research on projects, consideration of short term versus long term
 27 ramifications.

28 **REGULAR MEETING**

29 Session called to order by Mayor Vaaler at 10:41 am.

30 I. **ANNOUNCEMENTS, CORRESPONDENCE PROCLAMATIONS**

31 A. **Proclamation – Child Abuse and Awareness Month**

32 (1:09:58) Vaaler referred Council to the Proclamation in the packet and
 33 then read it out loud.

34 (1:12:34) Vaaler read a message from Mary Deriberprey of behalf of Jill McClain,
 35 Nan Scott, Pastor Bob thanking the Council for allowing the unhoused to shelter
 36 in the pavilion during inclement weather. She advised that there is severe
 37 weather or low temperatures coming and asked if the Council would consider
 38 extending the use of the pavilion for one more month.

39 (1:15:30) Stott made the motion **to extend the agreement to extend the**
 40 **pavilion hours being opened for the unhoused for the remainder of the**
 41 **spring season.**

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

44 II. **PUBLIC COMMENT**

45 (1:17:10) Joann Kittel commented on the seriousness of child abuse and
 46 neglect in our community. She went on to say that reports can be made to the

1 police, the sheriff's department, and child protective services. She stressed
 2 that if a person has a feeling abuse might be occurring to please report it.
 3 She went on to discuss the water sustainability group and how important it is.
 4 She is urging Council to approve the entity so it can do the implementation
 5 work it can do. She again implored the Council not to get bogged down in the
 6 name and let it get on with its work.

7 (1:20:22) Jacqueline Danos agreed with Kittel about the water sustainability
 8 group indicating there is money out there to be had that is "going out the
 9 window". She then went on to discuss long range planning and collection of
 10 data and the interconnectedness of the commissions and knowing what each
 11 one is doing. She also discussed the lack of a Citizens' Involvement
 12 Committee and lack of community input. She advised that "we cannot
 13 function the way we did 30 years ago: we are a different place at a different
 14 time."

15 (1:25:02) Quinton Smith he advised he has been a property owner since 1976
 16 and a resident since 2017. He agreed with Kittel about the water sustainability
 17 group. He also mentioned that there seems to be a trust issue involved. He
 18 also disagreed with some of the requirements that were indicated today on
 19 the formation of a committee. He advised he has been covering local
 20 governments as a journalist for over 50 years. He spoke to the comments of
 21 having citizen involvement and said that there were many people involved in
 22 the Commissions and each one of those people bring the thoughts and ideas
 23 of their friends and neighbors. He encouraged the Council to "do stuff" and
 24 felt in his 50 years of covering local governments there is more community
 25 involvement here than he has seen anywhere.

26 (1:30:22) O'Shaughnessey said she thought people in the Water
 27 Sustainability group were knowledgeable and would do good work.

28 (1:31:13) Scott felt the community didn't fully understand the pressures the
 29 City Manager is under. He wanted to state for the record "that I believe her
 30 motivations in seeking a clearer understanding of process and the ground
 31 rules before making a decision is entirely appropriate". He went on to say she
 32 is doing what she was hired to do and that should be acknowledged.

33 **III. NEW BUSINESS**

34 **A. Supplemental Budget**

35 (1:32:43) Vaaler indicated she received a request to put off approval of a
 36 supplemental budget as there are going to be changes needed in the near
 37 future.

38 (1:33:23) Scott indicated he just thought a little more information needed
 39 to be given to explain why the changes were necessary.

40 **B. Consideration of 2022-2023 CIP Plan**

41 (1:36:34) Lambert advised this was her first time with a CIP process like
 42 this and then discussed how she had the commissions "ask big" and the
 43 asks are greater than the funds.

44 (1:39:17) Stott questioned if the format of the CIP. Lambert explained the
 45 layout and indicated that some of the projects might be premature, but a
 46 project cannot be considered unless it is on the CIP. She also reiterated

1 what she said before about the document not showing what part of the
2 funding was already obtained either by grant, donations, etc.

3 (1:42:24) Scott suggested that the Commissions prioritize their projects by
4 urgency or importance to help with the decision making process. He
5 further explained that if a commission knows they have 80% of the funding
6 already they could put a higher priority on the project. Lambert expounded
7 on that indicating that the Library had a \$600K expansion project that is
8 mostly paid for already and they are fund raising for the rest.

9 Discussion was held regarding CIP, the budget and a Master Plan.

10 (1:48:27) Stott wanted to clarify that the CIP was not ready to be voted on
11 at this point. She asked what needed to be decided right now to get things
12 done.

13 (1:50:48) Vaaler advised that in order to have a budget prepared a CIP
14 process is needed. It was hoped that discussion at this meeting would the
15 process close enough to have a budget ready for the next Council
16 meeting.

17 (1:52:58) Lauritzen explained how the CIP was derived and talked about
18 Ordinance 355 Section 3.1.0 covers how the projects come together. He
19 read it out loud and then gave the history on how the Finance Committee
20 operated in regard to the ordinance. He feels that all projects are
21 legitimate and that he trusts the Commissions to ask for things they
22 believe they need. He recommended looking at the cash flow sheet.
23 Discussion was held regarding the timeline of the CIP and budget.

24 (2:00:12) Lauritzen clarified the budget does not authorize a specific
25 project it appropriates dollars to support the CIP list.

26 (2:01:39) Scott indicated he thought there was too much information to
27 digest in this forum and others agreed. Discussion held about having a
28 special meeting to discuss the CIP in detail. There was agreement that the
29 Public Works and Streets is fed by Master Plans but items from the
30 Commissions could be prioritized.

31 (2:08:19) Vaaler asked if Commissions needed to meet to determine their
32 priorities or if the chairs could give input,

33 (2:08:30) Further discussion was had regarding the CIP and the budget
34 and what further information is needed.

35 (2:17:52) Lambert indicated that the process can lead to misunder-
36 standings. When a commission has something on the CIP it becomes a
37 green light and believe the money is owed to them. She continued to
38 describe funding and line items and the need for educated and well-put
39 together data to help make well informed decisions. She feels each
40 Commission needs to have a master plan and show that the projects they
41 are putting on the CIP. She also feels that the Commissions need to
42 supply what items they have funded so the Council can determine what is
43 needed from the General Fund.

44 (2:20:50) Lauritzen referred to the list supplied and the timing of the
45 expenditures represents their priority. He explained that gross dollars are
46 appropriated not net dollars for the cost of a project. He stressed that the

1 Commissions have been heard and they have prioritized their projects
2 lists.

3 Discussion was held regarding how project priority was being viewed as
4 well as money coming from one fund to several different departments.
5 Lambert felt that these decisions needed to be made together and as this
6 is her first she would feel more comfortable approaching it through a
7 special session. Discussion held on scheduling a special session and
8 inviting the commission chairs to join. Lambert said Wednesday, April 13th
9 after 1 pm works for her.

10 **Decided on a special meeting on Wednesday, April 13th at 2 pm to**
11 **consider the CIP process.**

12 (2:26:25) Vaaler indicated there had been a Surplus Property resolution in
13 the packet but it didn't make it onto the agenda. She advised that she
14 hoped the Council looked at it and noted that an ID number was listed
15 differently. She moved that: **The resolution be approved double**
16 **checking and correcting any property identification numbers.**

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

19 IV. OLD BUSINESS

20 A. Resolution Regarding 2022 Budget Committee Appointments

21 (2:37:43) The Resolution number is 2022-04-02

22 (2:38:17) Stott made the motion: **to approve Resolution 2022-04-02.**

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

25 B. Transition Period for former City Manager Pro Tem, Katherine 26 Guenther

27 (2:39:27) Vaaler referred to previous conversations about Guenther
28 staying on in a transitional period also indicating that through her contract
29 Guenther was still being supervised by Council. Through discussions
30 between Guenther, Lambert and herself it was decided that having a
31 motion allowing the Mayor to terminate her (Guenther) current
32 employment at the time when the new contract is ready to go into effect.
33 Lambert advised it is being worked on but it is an Agreement, not a
34 contract.

35 (2:42:31) Vaaler moved: **to authorize the mayor to sign a revision of**
36 **Katherine Guenther's current employment agreement so it**
37 **terminates when the City Manager has a new contract ready to go**
38 **into effect.**

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

41 V. REPORTS

42 A. City Manager

43 (2:27:37) Lambert was unable to prepare a written report but will at the
44 next meeting. She advised it is her goal to have a monthly report for the
45 first meeting of every month.
46

1 **VI. OTHER BUSINESS**

2 **A. From Mayor**

3 (2:44:00) Vaaler advised she attended the meeting for local officials with
4 Jeff Merkley this week and she was encouraged by some of his comments
5 about getting infrastructure money for small cities.

6 **B. From Council**

7 (2:44:42) Scott wanted to confirm that he and Councilor O'Shaughnessey
8 had Council approval to meet and discuss the committee process.

9 (2:45:21) O'Shaughnessey advised she has had many positive reviews
10 about putting the porta potty at the Little Log Church.

11 (2:45:40) Stott brought up an email received regarding the Shell Street
12 vacation property. Vaaler advised Guenther is working on it and hopes to
13 have it resolved shortly.

14 (2:27:22) Stott said she would like to see the Water Sustainability group
15 but under the purview of Public Works and have them work like the Trails
16 group does. It needs to be discussed and she would like to see it on the
17 next agenda.

18 (2:48:22) Muirhead advised that for the next month he is going to be
19 distracted so if he doesn't respond to someone it isn't personal.

20 (2:48:58) O'Shaughnessey thanked Muirhead for his dedication to
21 meetings when he is so busy and indicated he offers a voice of people
22 that haven't been heard in a long time.

23 **C. From Staff**

24
25 Meeting adjourned at 12:21 pm.

26 Transcribed by Contractor, L.F. Barrett, April 11, 2022