



CITY OF YACHATS

CITY COUNCIL

July 7, 2022

Zoom Meeting Summary

I. Meeting Call to Order

Mayor Vaaler on this July 7, 2022 meeting of the City Council at 2:03 pm via Zoom.

Members present: Mary Ellen O’Shaughnessy, Greg Scott, Ann Stott, Council President

Absent: Anthony Muirhead

Staff: Heide Lambert, City Manager, Kimmie Jackson, Recorder, Katherine Guenther, Asst. CM & Planner, and Rick McClung, Water Lead

WORK SESSION

Improve timeliness, relevance, quality and effectiveness of city service delivery

1. Recruit, evaluate, and hire City Manager. - Vaaler stated task is completed and one evaluation has been done and the next evaluation will be in November
2. Track and measure resident satisfaction with City requested services. – Scott stated it’s a work in progress, and the complaint is working and needs to be published, working on other delivery of services. O’Shaughnessey asked about those without internet and there complaining, how are we addressing; Scott said this is an operational question and direct to the City Manager, maybe staff; City Manager stated calls come in everyday and can talk to the receptionist to assist. It can also be highlighted in the newsletter and post at the Commons bulletin board.
3. Work on priority items from Water and Wastewater Master Plans – Public Works has it in progress; West stated commission has began the process last month, Dave and Rick are reviewing for their own priorities; should be able to put something together in 2/3 months.

Prioritize and demonstrate environmental responsibility in all actions and decisions

1. Take action on priorities relative to water sustainability. – City Manager has a group in stead of forming a committee that wants to meet monthly and look at the conservation plan for the next 5/10/15 years; information is already in the newsletter under “Water Matters”, will hold public meetings.
2. Complete local wetland inventory and have it adopted by the state. – Guenther stated progress is being made; state rules have changed since 10 years ago, need new format, GIS map & overlay of the wetlands is how its being used for now. The housing needs assessment DCLD is assisting with; the state land map is what we have to use at this point, then will also do a site visit. Stott stated this inventory has not be adopted, but the wetlands are still protected from people building.



1 **Strengthen relationships with Community**

- 2 1. Conduct comprehensive community survey. – Vaaler stated the survey was very helpful;
3 the June newsletter solicited anyone who wanted to participate; City Manager stated she
4 has a meeting with other City Manager’s on this topic; will put together an RFP to bring
5 back to council. Scott acknowledged that we already have a survey, years’ worth of data
6 from back in the 2000’s and would look at that baseline, and how issues have changed.
7 Discussion continued regarding the type of questions and should have a work session
8 and public meetings. City Manager stated she will be holding monthly meetings for input
9 on visions, ideas, what they would like to see, something like coffee with the City
10 Manager; this will be information only; the first meeting August 10th at 10am. Stott said
11 she will attend. Stott stated having a works session might not be productive. Maybe
12 council can submit question ahead of time what they would like to see; should use the
13 2008 as a starting point; O’Shaughnessy asked to have that survey sent to the council.
14 Stott said the primary objective gives city specific areas of the city focus on different
15 service areas. There were over 300 responses last survey; possibly simple questions
16 with a 5 point scale.

17 **Provide a safe environment**

- 18 1. Continue work on walkway project.
19 2. Ensure that intersections and streets have appropriate signage and other modifications
20 to protect citizens and visitors.
21 3. Prioritize maintaining adequate water flows for fire safety and user needs.
22 Vaaler stated this is ongoing; West said no specific concerns other than Hwy 101;
23 discussing options to slow traffic down; Phase II & III north and south; need to control
24 speed at E 2nd & Ocean View and Hwy 101. City Manager has meeting with attorney on
25 7/14/22; should be able to get done by years end, will include the parking at Ocean View
26 near Hwy 101, and the need to take away for safety reasons. O’Shaughnessy stated the
27 sign at 2nd St has slowed down traffic.

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29 **Demonstrate Financial Responsibility**

- 30 1. Pass an ordinance regarding the Finance Committee that addresses the expertise
31 needed on the committee and the role of the committee. – City Manager proposed a new
32 process to Lauritzen, but he had some concerns and will look at it again and get back to
33 City Manager now that she is the chair.

34 **Housing**

- 35 1. Support avenues that address the lack of housing. – City Manager sent out dates, no
36 responses yet; Vaaler stated the lack of housing, the study is going on; council and
37 planning set joint meeting. Danos may have sent out an email; Scott stated that he
38 did hear from Danos, Rachel Cotton, from Cascadia. There is a meeting 7/13/22 at
39 4p, it was sent out on 7/1/22; Guenther said she will resend new emails, the housing
40 item will be on the 7/20/22 agenda discussing Bill 4123, and will need some
41 participation from council.

42 **Public Works Staffing**

- 43 1. Recognizing the importance of appropriately trained operators for City’s water and
44 wastewater plants, budget for public works hiring that addresses succession
45 planning. - Mayor Vaaler stated there is budgeting for two staff persons already.
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1 City Manager spoke about updating the commission rules; working on a commission
2 advisory group and how it can be effective and efficient.

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4 Close Work Session at 10:20am

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7 **REGULAR COUNCIL MEETING**

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9 Mayor Vaaler on this July 7, 2022 regular meeting of the City Council at 1020am via
10 Zoom. Members present: Mary Ellen O’Shaughnessy, Greg Scott, Ann Stott, Council
11 President

12 Absent: Anthony Muirhead

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14 Staff: Heide Lambert, City Manager, Kimmie Jackson, Recorder, Katherine Guenther,
15 Asst. CM & Planner, and Rick McClung, Water Lead

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18 I. **Announcements, Proclamations, and Correspondence** None
19 II. **Pubic Comment** - Item moved, and will be after the Judge interview.
20 III. New Business

- 21 a. Interview of Gretchen Havner, possible Municipal Judge Appointee

22 Ms. Havner spoke about her personal and business experiences; indicted
23 she does have some municipal experience; will observe Oregon’s court
24 rooms, there are 18 different judges, observe the way and what works and
25 doesn’t work; has read the city code, and can be available for questions;
26 she thinks outside the box; likes the transparency of the code; Will review
27 the City Charter; does understand that this is a “As needed position”.

28 **Motion** brought forward for the City Manager to draw up a contract to
29 have Ms. Havner be the City Municipal Judge.

30 Aye: Vaaler, Stott, Scott, O’Shaughnessy
31 Nay: None
32 Absent: Muirhead

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34 **(II) Pubic Comment** - None

- 35 b. Consideration of Donald Phipps for appointment to the Public Works and
36 Streets Commission – Mr. Phipps did not attend this meeting and will be
37 rescheduled for the 7/20/22 council meeting

- 38 IV. Old Business



1 a. Proposed Engineering Scope of Services for Little Log Church Museum

2 Vaaler said LLCM voted on 3/3/22 to get engineering services; it should be
3 brought back to council; it is a CIP, and could have budgetary concerns; Scott
4 stated it didn't need to come back to council, and the City Manager should
5 proceed as she feels appropriate. Vaaler stated she has concerns, the bids
6 on structural and the proposal has other elements; Finance created a CIP and
7 it was approved, Council approved the budget, and the City Manager to move
8 this forward at this point without having to bring it back to Council. City
9 Manager stated she sought a 2nd opinion with Civil West, and discussed
10 conders with McClung and Carl; It was educational and will take the results to
11 the Board and get their opinion and discuss with Civil West a better plan to
12 present to council. Vaaler stated council doesn't need to do anything at this
13 point and to move forward with LLCM, but to check with Lauritzen regarding
14 the budget.

15 b. Proposed Scope of work for design of the green Space

16 Vaaler stated the scope of work on the RFQ received from Land Current
17 and has concerns, one, involving Council soon enough; Berdie said there
18 needs to be some communication and discussion, and believes the city is
19 hiring the landscaper; the work is budgeted in phases. Berdie believes the
20 funding was there last year and now it hasn't been budgeted; would like to
21 do a hydrological study, flow of water, flow of landscape, and the pond is
22 filling up and becoming a marsh; Phase 6 needs to be discussed by staff.
23 West stated the survey is important, need quality control. Stott stated
24 seeing red flags regarding the wetlands, maybe dredge it, addressing the
25 existing maintenance, rehab, then the prelim designs would allow for the
26 planning. Scott stated the inflow of water is east of the pavilion & 4th St.
27 City Manager said this is one project, but this is only the green space
28 instead of the whole project; it does include the care; this is all planning
29 and that's the additional fee; will proceed with the proposal to get a
30 contract in front of council; \$55k was budgeted. Scott has concerns with
31 the scope of work and contracting with Dyer Group from past dealings on
32 another project, and that information was not disclosed in 2014; the City
33 Manager and Parks & Commons can see if there are any alternatives or
34 what changes Dyer has made since then. The boardwalk needs some
35 expertise, maybe look at them together and speak with Land Current. City
36 Manager and Berdie to work together regarding Dyer, and the council
37 priorities and come back with a contract; look at the funds in the CIP first,
38 stick with the budget and have priorities. Regarding the skate park, City
39 Manager met with the skater and wanted a Pump Park; there is a
40 Dreamland design of a skate park, and having a discussion between the



1 driveway between city hall and the existing skate park and if it can be
2 incorporated.

3 V. Reports

- 4 a. City Manager - June report not done; not much to report, but will include
5 June in July's report
- 6 b. November 8, 2022 election and candidate deadlines – Recorder Jackson
7 will get information on the dates and deadlines for the upcoming election.
- 8 c. Copy of budget resolution accepting the FY23 budget – Vaaler stated the
9 Budget Resolution FY23 budget is signed and approved.

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11 VI. Other Business

- 12 a. From Mayor
- 13 b. From Council
- 14 c. From Staff

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17 Mayor Valler adjourned the meeting at 12:05 pm.

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21 Prepared by Kimmie Jackson on July 11, 2022

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