

CITY OF YACHATS

CITY COUNCIL WORK SESSION & REGULAR MEETING

January 2, 2019

Draft Minutes

SWEARING IN OF NEW COUNCIL

City Manager Beaucaire swore in W. John Moore as Mayor of the City of Yachats.

Mayor Moore swore in Leslie Vaaler and James Kerti as City Councilors.

WORK SESSION

I. Meeting Call to Order

Mayor W. John Moore called the January 2, 2019 work session and regular meeting of the City Council to order at 9:30 am in Room 1 of the Yachats Commons. Council members present: W. John Moore, Max Glenn, James Kerti, Jim Tooke, and Leslie Vaaler. Absent: none. Staff present: City Manager Shannon Beaucaire and Clerk Kimmie Jackson. Audience: 16.

II. Work Session Discussion Topics

A. 2019 Goal Setting

Councilor Glenn stated that goals have their authority in the Vision and Mission of the City. Glenn read the Vision and Mission statements. Council agreed to incorporate the Vision and Mission as part of the Goals Document. Glenn noted from Mayor Moore's memo that goals be realistic, achievable, and measurable.

Goal 1: New staff and organization and office location

Councilor Vaaler noted that some of the bulleted items are more organizational matters under the purview of the City Manager. Councilors agreed to remove the bulleted item, "Search for full time Planner / Code Enforcement Officer." Glenn suggested keeping the third item, with the understanding the City Manager would carry out the work. Glenn asked to confirm that the office layout include a private and secure office for the City Manager.

Goal 2: Complete transition for City website and accounting functions

Council agreed to the bulleted items presented. Manager Beaucaire suggested changing the first bullet to, "Contract with provider for implementation of new website." Council concurred with this suggestion.

Goal 3: Infrastructure/maintenance schedule for City buildings

Vaaler suggested including the statements, "Have an energy audit on all city buildings" and "Explore energy-saving measures, available grants, and partnerships" to this goal. She suggested adding, "as appropriate" to the end of the statement energy audit statement.

Goal 4: Revise City Charter

Vaaler suggested rewording the third bullet to "Put Charter revision on the May 2019 ballot."

Goal 5: Revise Administrative Policies and Municipal Code

Kerti suggested the third bullet on modifying code was vague. Mayor Moore wanted to ensure there was room to address other code issues.

Goal 6: Emergency Preparedness

1 Mayor Moore explained the Emergency Preparedness Committee has been discussing a third
2 container for emergency supplies. Mayor Moore explained he learned from the hotel operators
3 that they retire old blankets and towels, and the City could provide some means of storage for
4 these items. Councilor Tooke suggested they consider ingress/egress in the event of an
5 emergency, noting there was currently only the north-south Highway 101 and east on Yachats
6 River Road. The Council agreed to add, "Pursue additional options for ingress and egress in
7 emergency situations." Vaaler asked to change "3d" to "third"

8 9 Goal 7: Complete transfer of Ocean View Drive from the County

10 Glenn suggested adding the two new platforms that were being proposed by the Trails
11 Committee. Vaaler suggested changing the goal to, "Complete transfer of Ocean View Drive
12 from the County with public input." Tooke noted the time of the transfer was immanent. Vaaler
13 suggested getting public input around the platforms, and Mayor Moore noted this item could be
14 addressed at a later date. Council agreed to add, "and any other publicly supported structures"
15 to the third bullet point.

16 17 Goal 8: Fiscal Responsibility

18 Kerti suggested modifying the first bullet to, "Establish a plan to increase our reserves based on
19 input from the Finance Committee." Vaaler suggested adding, "Consider new sources of
20 revenue as well as increased revenue from existing sources, including transient rental fees,
21 water rates, taxes, fees, grant opportunities, and how the City might encourage bequests."
22 Council agreed to the main clause but not the detail on sources. Vaaler suggested adding,
23 "Note any revenue that has not been paid and consider best options." Council agreed to this
24 point. Glenn asked to get information on the status of the current liens.

25 26 Goal 9: Review Vacation Rental Ordinance as proscribed in the current temporary ordinance

27 Kerti suggested generalizing the goal, and Glenn stated he only wanted to consider reviewing
28 the temporary ordinance that was in place.

29 30 Goal 10: Protect Natural Resources

31 Kerti asked why Dark Sky was specifically mentioned in the third bullet. Council agreed to
32 delete third bullet point on Dark Sky. Council agreed to move the statement on exploring
33 alternative energy and partnerships to this section. Vaaler suggested adding, "Consider
34 ordinance governing the removal of trees" and Council agreed. Vaaler suggested adding,
35 "Identify properties important for view shed and ridge line protection as well as for our
36 watershed. Consider what legislative actions might be helpful and what other strategies should
37 be considered." Council agreed to this addition. Vaaler suggested combining the two
38 statements on plastics and Council agreed.

39
40 Manager Beaucaire suggested adding, "Review options for minimizing light pollution within the
41 City." Council agreed to this addition. Glenn suggested adding, "Explore a process for
42 considering the impact of climate change." Council agreed to this addition.

43 44 Goal 11: Smart City

45 Moore noted they had taken out the bullet points for this goal had been placed under other
46 goals. Glenn suggested keeping the goal with a bullet point of, "Create a small group to
47 familiarize themselves with what is happening in small communities in the area of smart cities and
48 suggest how this concept might enhance the spirit of Yachats." Council agreed to this
49 suggestion.

50 51 Goal 12: Grow/smooth tourism revenue

1 Vaaler suggested adding, "Consider the desired level of tourism" as a bullet. Council decided
2 not to add this bullet. Councilors discussed where the bullet for exploring art should ideally be
3 located and decided to keep it where it is, adding "and other enhancements" to the clause.
4

5 Glenn clarified these goals would replace the goals established by the previous Council.
6

7 Vaaler suggested adding, "Consider sign and lighting ordinances" as a new short-term goal.

8 Moore asked Planning Commission Chair Helen Anderson if Planning would object to this item.

9 Anderson stated the goal would help the Planning Commission set their priorities. The Council
10 decided to add, "Consider sign and lighting ordinances" to Goal 5 on Administrative Policies and
11 code.
12

13 Vaaler suggested adding a new goal of "Public input" with the following items:

- 14 - Seek residents' input as to their vision for Yachats.
 - 15 - Seek information regarding the needs of those who work in Yachats
 - 16 - Hold public meetings and gatherings and consider a survey
 - 17 - Encourage citizen involvement
- 18

19 Mayor Moore suggested that the Council revisit the Vision 2020 idea to develop a Vision 2030
20 or 2040 plan at some time in the future.
21

22 Glenn suggested the new website might provide means of gathering information from residents.
23 Tooke stated he had concerns over the quality of data from surveys. Tooke believed getting
24 public input should be an ongoing process. Mayor Moore noted there is a time for Public Input
25 at each meeting. Kerti favored the idea of conducting a survey. Vaaler noted the citizenry was
26 diverse and including multiple ways to reach them was warranted.
27

28 Council agreed to add a goal for public involvement as follows:

29 Goal 13: Explore options for community involvement
30

31 Kerti asked to add a goal for "Community Health" with two items: 1. Explore opportunities and
32 continued partnerships to support the health of the community and 2. Consider accessibility
33 when exploring new policies.
34

35 Council agreed to add a goal for community health as follows:

36 Goal 14: Community Health

- 37 Explore opportunities and continued partnerships to support the health of the community
 - 38 Consider accessibility when exploring new policies
- 39

40 Goal 15: Water security

41 Council agreed to add "in our systems" after "water retention" in bullet 3 to clarify the statement.
42

43 Kerti asked if they should consider someone for efficient water distribution. Council agreed to
44 change the third bullet point to, "Examine our water retention and strive to keep retention at a
45 minimum of 95% in evaluating our distribution efficiencies though the updated water master
46 plan."
47

48 Goal 16: Work force housing

49 Mayor Moore noted he was hearing that the City was not clear on what employees really desire
50 for workforce housing. Glenn asked if they should make mention of continuing partnerships.

1 Council agreed to revise the third bullet to, "Investigate grant funding and continued regional
2 partnerships with the county and other municipalities for work force housing."
3

4 Council agreed to eliminate the distinction between long- and short-term goals.
5

6 Glenn clarified these goals would be published on the website.
7

8 **B. Set Work Session for review of Administrative Policies**

9 Mayor Moore suggested several ways to address the review of the Administrative Policies. The
10 Council decided to proceed with allowing 45 minutes at future work sessions to review Admin
11 Policies. He asked Councilors to email him their priorities for which policies to discuss at the
12 February 2019 work session.
13

14 **C. Proposed change to Fire Ban policies**

15 Mayor Moore recalled that Fire Chief Petrick proposed a change in the Yachats Municipal Code
16 regarding barbecue grills. He noted former Councilor Berdié had asked if there was a safety
17 difference between wood and charcoal grills and the answer was not a clear answer. Vaaler
18 noted Petrick suggested they ask for public input. Council agreed to get more public input
19 before putting the item on the agenda.
20

21 **D. Finance Committee Composition**

22 Mayor Moore noted the previous Council had recommended a change to go back to the
23 membership composition described in 2002 with one representative from each Commission on
24 the Finance Committee. Kerti asked if the Finance and Budget Committees could be combined.
25 Vaaler recalled there were justifications for keeping the Committees separate. Mayor Moore
26 noted the focus of work and frequency of meetings differs between the two committees. Mayor
27 Moore also noted it was recommended that Committee members be appointed by the Council.
28 Glenn and Vaaler believed appointments should be approved by the Council.
29

30 Vaaler raised the issue of qualifications for Finance Committee members and whether
31 Commission representatives would have appropriate qualifications. The Council agreed that
32 citizen appointees needed to have a financial background and recommended that the
33 Commission representatives ideally have financial background but not require that qualification.
34

35 Manager Beaucaire stated she needed feedback on the questions the attorney raised to
36 determine what should be incorporated into the ordinance.

37 Question 1: The Council agreed the two committees should be separate.

38 Question 2: The attorney suggested that having staff be a voting member on the Finance
39 Committee was legal but awkward. Vaaler noted the City Manager attended Council
40 meetings where she could provide input from the staff/office and therefore does not
41 necessarily need to be a voting member on Finance. The Council agreed to have staff
42 members serve as ex officio members (not voting) on Finance.

43 Question 3. Mayor Moore indicated the Finance Committee did not have a set number of
44 members. Vaaler suggested allowing Commission representatives to not vote if they
45 did not feel qualified. Others suggested they stick with policy that members are
46 required to vote unless there was a conflict of interest. Manager Beaucaire
47 recommended having Commission representatives be voting members for reasons of
48 having a quorum. Mayor Moore summarized that for Finance, terms were not needed,
49 quorum would be 50 percent plus one, staff (City Manager) would not be a voting
50 member, and Commission representatives would be voting members. He noted the
51 Council could remove any member for cause. Councilors agreed to these policies.

1 Former Finance member Tom Lauritzen added the Finance Committee generally only
2 votes on CIP items.

3 Question 4: Manager Beaucaire indicated she would clarify wording of the last sentence
4 that could imply the Finance Committee needed to approve matter before money could
5 be spent.

6 Question 5: Council agreed to take the attorney's suggestion to change the wording to
7 read, "The first year amounts shall be included in the proposed budgets for next year
8 for consideration by the Budget Committee."

9 Question 6: Council agreed that the adoption of the CIP authorizes expenses of SDCs on
10 a particular project, and it is the adoption of the budget that authorizes the expenditure
11 of City money and appropriates the funds.

12 **REGULAR MEETING**

13 **I. Announcements, Correspondence and Proclamations - none**

14 **II. Public Comment - none**

15 **III. New Business**

16 **A. Election of Council President**

17 **Kerti moved to elect Max Glenn as Council President: Aye – 5; No – 0.**

18 **B. Planning Commission Appointment**

19 Mayor Moore reported the Planning Commission had recommended Doug Connor to the
20 Commission. Mr. Connor reviewed his background in engineering, budgeting, and planning.

21 **Tooke moved to approved Resolution 2018-48 to appoint Doug Connor to Seat B on the
22 Planning Commission for the term ending December 31, 2020: Aye – 5; No - 0.**

23 **C. Dates and times of Council Meetings**

24 Mayor Moore reviewed the history of Council meeting scheduling. Kerti, Vaaler, and Glenn
25 favored the first and third weeks and Tooke wanted to keep them as is on the first and second
26 weeks. Vaaler suggested the first and third week schedule with the option for an additional
27 work session on the second week.

28 Regarding meeting time, Glenn stated he observed there was no significant difference in
29 audiences between the morning and evening meetings and suggested 2:00 pm for the second
30 meeting. Kerti leaned toward 6:00 pm to allow for greater availability. Resident Ann Stott
31 suggested one meeting in the morning and one in the evening best served the Community.
32 Other members from the audience were split between the two times.

33 **Glenn moved to have Council meet on the first and third Wednesday of each month: Aye – 4;
34 No – 1 (Tooke).** Vaaler clarified the Admin Policy would be changed through a Resolution.

35 **Glenn moved to have the second monthly meeting of Council start at 2:00 pm: Aye – 2; No – 3
36 (Vaaler, Kerti, Tooke).** Motion failed.

37 **Kerti moved to have the second monthly meeting of Council start at 6:00 pm: Aye – 5; No – 0.**

38 **D. Proposed City Charter Revision**

39 Councilors agreed to hold a special work session on January 9, 2019 at 2:00 pm to discuss
40 Charter changes.

1
2 **E. Schedule Public Meeting for Plastic Bag Ordinance**

3 Kerti reported he has learned that many people rely on plastic drinking straws for health
4 reasons. Councilors agreed to include the plastic bag ordinance topic at the special work
5 session on January 9, 2019.
6

7 **F. Schedule Public Meeting for Transient Occupancy Tax Rate Change**

8 Mayor Moore reported he received feedback from hotel operators who indicated they would be
9 more likely agree to the change if they knew how the additional income would be spent. Kerti
10 suggested delegating this task to the Finance Committee.
11

12 Vaaler moved to request the Finance Committee provide an explanation for how revenues from
13 the increase in the transient rental task would be used: Aye – 5; No – 0.
14

15 **G. Approve 2019 Council Goals**

16 Glenn moved to approve the Council Goals including the Vision and Mission included as
17 amended in the January 2, 2019 work session: Aye -5; No - 0.
18

19 **H. Receive 2017-18 Audit, Adopt corrective measures**

20 Glenn moved to receive the audit as of January 2, 2019 and to review it at the January 16, 2019
21 meeting: Aye – 5; No – 0.
22

23 **I. Finance Committee Composition**

24 Vaaler moved to have the City Manager include the policy changes as discussed in the January
25 2, 2019 work session in the draft ordinance and to present it for a vote at the January 16, 2019
26 Council meeting: Aye – 5; No - 0.
27

28 **J. Approve agenda for 01/16/19 Council meeting**

29 Mayor Moore noted one change and two additions to the draft agenda:

30 Change January 9, 2019 to January 16, 2019

31 F. Review the audit

32 G. Finance Committee Composition
33

34 Tooke moved to approve agenda for January 16, 2019 with the two additional items: Aye – 5;
35 No – 0.
36

37 Mayor Moore suggested the Council could reinstate the Consent Agenda for minutes and
38 previously approved or discussed that require a vote. He noted any member of Council could
39 ask to pull an item from the Consent Agenda.
40

41 Glenn clarified that items omitted from the minutes, such as identification of a document, could
42 be reported as a correction to the minutes and included in the approved minutes.
43

44 **IV. Other Business**

45 **A. From Mayor**

46 Mayor Moore scheduled a tour of the Water and Waste Water Treatment Plants and facilities on
47 January 25, 2019 at 2:00 pm. Mayor Moore reminded Councilors to submit their list of the most
48 important Admin Policies before the January 9, 2019 special work session.
49

50 **B. From Council - none**
51

1 **C. From Staff - none**

2
3 Mayor Moore adjourned the meeting at 12:22 pm.
4

5
6
7 _____
8 W. JOHN MOORE, Mayor
9

10 ATTEST:

11
12
13 _____
14 Shannon Beaucaire, City Manager

_____ Date

DRAFT