



CITY OF YACHATS

CITY COUNCIL MEETING

June 19, 2019

Draft Minutes

I. Meeting Call to Order

Mayor W. John Moore called the June 19, 2019 regular meeting of the City Council to order at 6:00 pm in the Multipurpose Room of the Yachats Commons. Council members present: W. John Moore, Jim Tooke, Max Glenn, James Kerti, and Leslie Vaaler. Absent: none. Staff present: City Manager Shannon Beaucaire, Water Plant Lead Rick McClung, Facilities Manager Heather Hoen, and Clerk Kimmie Jackson. Audience: 32.

I. Public Hearing – 2019/20 City of Yachats Budget

Mayor Moore opened the Public Hearing on the FY2019/20 City of Yachats Budget at 6:01 pm.

1. Resolution 2019-74: Declare City’s Election to Receive State Revenues

Manager Beaucaire indicated this resolution allows the City to receive its portion of revenues from miscellaneous taxes such as those for liquor, marijuana, tobacco, and motor vehicle fees.

Councilor Vaaler moved to approve Resolution 2019-74 declaring the City’s election to receive state revenues: Aye – 5; No – 0.

2. Resolution 2019-75: Adopt 2019/20 Capital Improvement Plan

Councilor Glenn moved to approved Resolution 2019-75 adopting the FY2019/20Capital Improvement Plan: Aye – 5; No – 0.

3. Resolution 2019-73: Adopt 2019/20 Urban Renewal Agency Budget

Vaaler moved to approve Resolution 2019-73 adopting the City of Yachats FY2019/20 Urban Renewal Agency budget: Aye – 5; No – 0.

4. Resolution 2019-76: Adopt 2019/20 City Budget, Make Appropriations, Levy Taxes, Categorize Taxes

Sheila Norton (280 Overleaf Lane) read a letter from Drew Roslund into the record in which Roslund asked the City to not allocate Visitor Amenities Funds to the Library, noting the state statutory restrictions on Visitor Amenities Funds detail specific criteria for using those funds.

Glenn moved to approve Resolution 2019-76 adopting the FY2019-20 City of Yachats budget, making appropriations, levying taxes, and categorizing taxes: Aye – 5; No – 0.

1
2 Mayor Moore closed the Public Hearing at 6:11 pm

3
4 **II. Public Hearing – USDA Rural Development Grant Funding**

5 Mayor Moore opened the Public Hearing on the USDA Rural Development grant at 6:11 pm.

6
7 Mayor Moore explained the parameters of the USDA Rural Development grant to help cover the
8 costs of moving City Hall to the 501 Building.

9
10 Vaaler asked if there were grant possibilities from the USDA program that could be used for
11 other City projects. Manager Beaucaire indicated the grantor was open to multiple applications.

12
13 Vaaler asked what the 45% matching contribution would apply to. Manager Beaucaire indicated
14 the City qualifies for the maximum amount of \$50,000, and the City has to provide matching
15 funds. Manager Beaucaire indicated the City would pay its portion before the grantor provides
16 money, and the City would not start the project until the grant is approved. Facilities Manager
17 Hoen and Manager Beaucaire explained the proportion of City money to grant money would
18 remain the same regardless of the total cost, with a maximum of \$50,000 from the USDA.

19
20 Vaaler noted the Council just received conceptual plans but the Council has not approved the
21 plans. McClung explained the plans were a starting point for the design. Hoen added this design
22 shows the grantor that the City has thought through its needs. Hoen also added that this
23 conceptual design provides a basis for getting cost estimates.

24
25 Vaaler asked for clarification on the source of the cost estimates. Hoen explained she had
26 received multiple estimates for work on the 501 Building and the Commons which she used for
27 the estimates in the application.

28
29 **Glenn moved to approve the request to submit the USDA grant application to cover costs for**
30 **moving City Hall to the 501 Building: Aye – 5; No – 0.**

31
32 Mayor Moore closed the Public Hearing at 6:25 pm.

33
34 **III. Announcements, Correspondence, and Proclamations**

35 Glenn announced that the Secretary of Agriculture had announced the closure of several Jobs
36 Corps programs and the transfer of the operations of the Angell Jobs Corps from the Forest
37 Service to a private company. Glenn, Mayor Moore, and Vaaler met with Senator Merkley.
38 Senator Merkley's office reported this afternoon that the Secretary of Agriculture has withdrawn
39 his application to modify the Jobs Corps Program. Glenn reported the office believed public
40 pressure caused the Secretary to reverse his decision. Glenn thanked yachatsnews.com for
41 publishing eleven stories from Angell students and Vaaler for providing hard copies of those
42 stories to Senator Merkley.

43
44 Glenn asked that Council send a letter of thanks to Senator Merkley. Council concurred.

45
46 **IV. Public Comment**

1 Jerome Granger (37 Greenhill Drive) expressed his views on consumption, use of vehicles,
2 pollution, and public transportation. He opposed the traffic flow decision regarding E 2nd Street.
3

4 Mayor Moore clarified that Council has been receiving many emails that indicated some people
5 were just becoming aware of the Ocean View Drive transfer and traffic flow. Mayor Moore
6 provided the background on the complaints of traffic on Ocean View Drive, the erosion, and the
7 safety issues for pedestrians in that area that have influenced the current proposal. He noted a
8 public meeting on this topic a year ago in which two-thirds of attendees favored one-way traffic
9 on Ocean View Drive on the section from W 2nd to W 7th. He explained the problem of large
10 vehicles and RVs getting trapped in the Park not being able to turn around.
11

12 Gary Hoffer (905 Horizon Hill Road) wanted to thank the City Manager for looking into creating
13 an egress at the dead end at the top of Horizon Hill Road. Manager Beaucaire indicated she has
14 scheduled meetings with Planner and Engineer and plans to have a proposal to Council in July
15 2019.
16

17 Linda Johnson (21 Catkin Loop) expressed concern about vacation rentals and did not want to
18 see changes to the current policy. She found over 300 listings online within one mile of the
19 center of the City. She provided numerous suggested steps for moving forward and volunteered
20 to help do this work. She asked that the issue be put to a vote to the public.
21

22 Morgen Brodie (258 W 2nd Street) had concern that W 2nd Street would be the only access into
23 the Park noting the congestion at W 2nd Street and Highway 101. She asked that Council put
24 more thought into the decision.
25

26 Patricia Armstrong (396 W 2nd Street) handed out a map of traffic flow as she understood it. She
27 claimed the C&K Market manager stated large trucks cannot make the turns from Highway 101
28 onto W 2nd and W 3rd Streets. She suggested a weight limitation on trucks. She recalled two-
29 thirds of people at the meeting last year also favored two-way traffic on the south end of the
30 State Park.
31

32 Dominic Sharp (369 W 2nd Street) had concern that W 2nd Street traffic would substantially
33 increase with these proposed changes. He suggested making W 2nd Street one-way westbound
34 from Pontiac to the State Park.
35

36 Shannon McCarthy (289 W 2nd Street) noted the increase in large trucks and semi-trucks going
37 down their street.
38

39 Adam Olson (586 Ocean View Drive) supported the one-way northbound traffic from W 2nd to
40 W 7th Streets on Ocean View Drive. He argued that if that direction were southbound, residents
41 west of the highway would have to make two left turns onto and off of 101 to get home from the
42 downtown area.
43

44 Phil Schuster (290 W 2nd Street) suggested the increase of traffic on 2nd Street puts pedestrians
45 at risk, especially for people like himself who are hearing impaired. He asserted the gravel that
46 was recently added to the 804 Trail would not last.

1
2 **V. Consent Agenda**

3 **A. May 2019 Minutes**

4 Councilor Kerti moved to approve the consent agenda: Aye – 5; No – 0.
5

6 **VI. New Business**

7 **A. Resolution: USDA Grant**

8 Glenn moved to approve the USDA Resolution: Aye – 5; No – 0.
9

10 **B. Resolution 2019-80: Transfer Resolution**

11 Glenn moved to approve Resolution 2019-80 authorizing the transfer of monies between objects
12 of expenditure: Aye – 5; No – 0.
13

14 **C. Draft Purchasing Policy Update**

15 Manager Beaucaire indicated this information on public contracting rules was provided by the
16 City Attorney for Council’s review.
17

18 Glenn expressed favor that the City could chose a contractor based on their fit with the City’s
19 objectives rather than being forced to choose the lowest bid. Vaaler noted the Attorney’s
20 comment about determining the authorized levels of spending by different city officers and asked
21 that this issue be addressed in future discussions. Vaaler asked for a specification on the time
22 frame required for the City to review the policy should the Attorney General make changes to the
23 model rules. Vaaler asked for clarification on whether the amounts on page 3 of the attorney’s
24 memo were mandated by Oregon law or by the attorney.
25

26 **VII. Reports**

27 **A. Financial Report**

28 Manager Beaucaire explained the financial software had to be reprogrammed with the new IP
29 address due to the issue with the internet being down for three days last week. She indicated the
30 internet problem was with Peak and not the City’s IT system. As a report could not be generated
31 until late on Monday, she asked that the financial report be considered at the next meeting.
32

33 **B. Council Reports**

34 Mayor Moore reported he attended:

- 35 1. May 15, 2019 Small Cities meeting in Newport with Vaaler.
- 36 2. May 29, 2019 Regional Mayors Meeting in Corvallis, noting a discussion about shared
37 services and Millersburg’s contracting with Albany for services.
- 38 3. June 11, 2019 Monthly Marketing Meeting where representatives from the Overleaf and
39 Adobe attended.
- 40 4. Oregon Coast Trails Gap Meeting
- 41 5. June 14, 2019 Community Leader Session in Newport with Senator Merkley and with
42 Glenn and Vaaler.

43
44 Tooke reported he attended:

- 1 1. Mid-Coast Water Planning Partnership meeting in Condon where numerous state
2 agencies also attended. He noted the next meeting will be in Newport in September
3 2019.

4
5 Glenn reported a nurse from Florence informed him that comes to Yachats up to twice each week
6 for her kids to use the playground, noting the cleanliness of the area. He added that YYFAP has
7 received a grant from the Siletz Nation for new equipment and additional chips.

8
9 Vaaler reported she attended the meetings as noted in others' reports as well as a meeting on
10 sustainability and a site visit to the Riggs property.

11 **C. City Manager's Report**

12 Manager Beaucaire reported:

13 1. Ocean View Drive: The gravel that has been put down was chosen in conjunction with the
14 Trails Committee and it is not intended to be driven upon. Weight limitation signs can be placed
15 on Ocean View Drive. The paving has been delayed due to the need for formal bidding on the
16 project.

17
18 The City Engineer discussed options for traffic studies. One option is to use hose counts and
19 another is to have a person physically counting traffic at intersection. The Engineer did not
20 believe these approaches would be the best use of City funds. The Engineer stated that ODOT
21 provides substantial funding for transportation system plans that examine multi-modal forms of
22 transportation including vehicles, bicycles, and pedestrians. Manager Beaucaire highlighted the
23 additional concerns regarding traffic issues throughout the City. However, the next grant cycle
24 for ODOT would not happen until April 2020. She noted this approach would be for a plan only,
25 so additional funding would be needed to do any implementation.

26
27 The Council of Governments (COG) will be working with the City on signage plans for the
28 trails. COG also has the ability to do GIS mapping where infrastructure systems can be mapped
29 in layers, such as water lines, sewer lines, and drainage lines.

30
31 Glenn asked how a wholistic approach would impact the work on Ocean View by the County.
32 Manager Beaucaire noted the length of time spent working on the settlement agreement, going
33 back to 2001. She estimated the County was contributing \$200,000-250,000 in upgrades. She
34 suggested the County proceed with paving, and if Council opted for a larger transportation study,
35 they hold off on striping and installing pedestrian-vehicle dividers.

36
37 Jacqueline Danos suggested that a larger transportation plan be combine with other coastal
38 communities. Danos also clarified that such a plan could open up grant opportunities in other
39 areas.

40
41 Kerti clarified that Waldport's transportation plan was completed in 1999, and Waldport was
42 currently updating their plan, in part to develop their industrial area.

43
44 2. City Entrance Signs: The entrance signs are installed and came in under budget. Dahl
45 Disposal donated equipment and time for installation. The sign company has an additional they
46

1 would sell to the City for \$900, reduced from \$1,675. Vaaler and Kerti did not support that
2 purchase. Glenn suggested a sign could provide a cohesive image on the 501 building. Council
3 authorized the City Manager to negotiate a better deal.

4
5 3. Code Enforcement Services: She reported the Sheriff's Department will be ready to partner
6 with smaller communities in 2021 for Code Enforcement.

7
8 4. Auditors: Auditors will be on site at the end of July 2019.

9
10 5. Insurance: Insurance rates remained the same for this year but could increase by 10 to 12% for
11 next year. The insurance company has recommended several additional coverages which
12 Manager Beaucaire would break down for Council at a future meeting. Vaaler asked if the
13 earthquake insurance significantly increased the premium. Manager Beaucaire indicated she
14 would get more information on that component.

15
16 6. Vacation Time: Manager Beaucaire noted her contract indicates she must request that unused
17 vacation time be rolled into the next year. She asked to rollover 154 hours to be used in July and
18 August.

19
20 **Glenn moved to rollover 154 hours of the City Manager's vacation time into fiscal year 2019/20:**
21 **Aye – 5; No – 0.**

22
23 Council expressed appreciation for the time the City Manager gives to the City.

24
25 Vaaler asked what staff coverage the City would have in July and August when the City
26 Manager took her vacation. Manager Beaucaire explained what the new part-time clerk would
27 be responsible for and COG would be provide support. She added that Hoen and Anderson can
28 also cover the office. Manager Beaucaire indicated she was always available by text or email.

29
30 7. Lincoln County Housing Project: The draft of the Lincoln County Housing Project plan is
31 almost complete.

32
33 8. Website Redesign: Website redesign has been delayed. Manager Beaucaire explained she has
34 some issues she would like to be changed that would allow for greater searchability. Anderson
35 added her concern that users would not distinguish between what changes required of them were
36 due to the new website versus the new utility billing system. This confusion would mean that a
37 problem in one component would be attributed to both systems, so a more ideal approach is to
38 have a time gap between the launch of the billing system and website. Manager Beaucaire added
39 that a small group of citizens have been reviewing the beta site.

40
41 9. Franchise Agreements: The Public Works and Streets Commission reviewed the attorney's
42 comments on the City's franchise agreements. The attorney had suggested that the Pioneer
43 Telephone Cooperative contract be revised. The Commission recommended a rate increase from
44 4% to 5% with a 5-year term. Manager Beaucaire added she wanted to negotiate with
45 Pioneer/Peak to cover internet service and/or reimbursement for time down.

1 Glenn move to accept the recommendation form the Public Works and Streets Commission for
2 negotiating a 5-year, 5% agreement with free internet and compensation for down time: Aye –
3 5; No – 0.
4

5 **VIII. Other Business**

6 **A. From Mayor** - none

7 **B. From Council**

8 Glenn stated he heard from persons who buy and sell real estate that the market in Yachats was
9 currently very robust. He asked that Council get a report from the City Planner on building
10 activity within the City.

11
12 **C. From Staff** - none
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14 Mayor Moore adjourned the meeting at 8:06 pm.
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19

20 _____
W. JOHN MOORE, Mayor

21
22 ATTEST:
23

24
25 _____
Shannon Beaucaire, City Manager

26 _____
Date