

CITY OF YACHATS
CITY COUNCIL WORK SESSION AND REGULAR MEETING

May 3, 2017
Minutes

Mayor Gerald Stanley called the May 3, 2017 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: Mayor Gerald Stanley, Barbara Frye, Jim Tooke, Greg Scott and Max Glenn. Staff present: City Manager Joan Davies, Wastewater Department Lead David Buckwald, Water Treatment Lead Rick McClung, User Support Leon Sterner. Audience: 12.

I. Work Session Discussion Topics

A. Parliamentary procedures – Keesey’s vs Robert’s Rules of Order

Councilor Frye stated she raised this issue because people in general are more familiar with Robert’s Rules of Order and because she saw advantage in requiring motions have a second. Frye asserted if the Council retains Keesey’s Rules of Order, they need education on the procedures. Councilor Scott perceived Robert’s to be more complicated and believed a councilor who makes a motion deserves to have a vote. Scott asked for a compelling reason to change. Councilor Glenn recalled Robert’s could get into challenging processes that require a parliamentarian to negotiate. Glenn believed Keesey’s is sufficient. Councilor Tooke stated he has no preference. Frye noted other Commissions use Robert’s and emphasized whatever they use, people need to understand the system. Mayor Stanley noted the option of “general consent” in Keesey’s for regular and common procedural matters, such as adjourning. Mayor Stanley did not believe the Council would get tied up in legal wrangling with Robert’s, and he likes Robert’s use of a second.

B. Waldport joint application for Travel Oregon grant (\$5,000 match)

Manager Davies reported she had met with the Waldport Mayor Sue Woodruff, Waldport City Manager Kerry Kemp, grant writer Meredith Howell, and Parks & Commons Commission member Ruth Bass, to discuss grant opportunities for both cities. This grant would involve the City matching funds of 10%. Manager Davies cited advantages of collaboration between Waldport and Yachats, and creating the option to apply for higher funding. Examples discussed were renewal of the Kayak Shack outings, a boat launch on the Yachats River or improved stair access to beaches in both cities. Glenn wanted the City to be able to approve what project was ultimately chosen. Tooke, Scott, and Frye were in agreement to proceed, with the same stipulation. Frye noted this grant could be an avenue to generate art projects in conjunction with the new highway improvements. Mayor Stanley stated he was not in favor of the medium improvement grant category that would necessitate the city matching up to \$20,000. Scott clarified the Council was simply being asked to authorize Manager Davies to proceed.

C. Requests for City Council declarations of support

Four proposals were presented to Council: “People Power – Freedom Cities Resolution,” “Emergency Medical Services Week,” “Mental Health Awareness Month,” and “Older Americans Month.” Mayor Stanley and Glenn suggested “People Power” is a different issue from the other three and should be addressed separately. Mayor Stanley wanted clarification whether the Council would be acknowledging, versus recommending, these proclamations. Tooke asked for clarification on whether the Council would be approving the documents written by Lincoln County and the Council of Government, or whether Yachats would author its own statement. Mayor Stanley suggested the Council simply approve the documents as proclaimed by others,

1 rather than having the City issue their own. Frye wanted the City have their own version, as it is
2 important to the recipient organizations to get support from each city or organization. Glenn
3 believed the Council should go on record with these proclamations. Frye asked about actually
4 reading the proclamation into the record, and Manager Davies stated Yachats has traditionally
5 read the orders in meetings.

6
7 Regarding the "People Power" proclamation, Mayor Stanley noted Burgundy Featherkile had
8 presented the concept to the Council, and Glenn wanted to recognize that the original request
9 by Featherkile was part of a broader coalition of support in the community. Mayor Stanley
10 created a version of Featherkile's document that removed issues that would be addressed by a
11 police force. Manager Davies prepared a declaration of support that was more consistent with
12 Yachats' Vision Statement. Glenn raised concern for the additional work required of City staff to
13 address conflicts that other communities would have a police force to manage. Tooke, Scott,
14 and Frye supported the approach of having additional language added to the City Vision to
15 acknowledge the issues. Mayor Stanley expressed a strong opinion that citizens be recognized
16 from their point of view.

17
18 Glenn read the declaration of support items one through three for the benefit of the audience.
19

20 **D. Council Participation in July 4 Festivities (LaDeDa Parade)**

21 Stanley reported he talked with Larry Nixon about a vehicle for Council to ride on in the Parade.
22 Mayor Stanley asked Council if former Mayor Brean could join the Council as he was never in
23 town on July 4th, in past years. Glenn was pleased to resume the tradition of having the Council
24 ride on a manure spreader and noted Lester Hall's daughter had found the forgotten spreader
25 and offered it for use by Council.
26

27 **E. Evening Meeting Survey Results**

28 Scott presented Council with tabulated results of the meeting survey, noting that there was
29 nothing preventing a person from voting multiple times, and his belief that the results may be
30 skewed because of that. On the "likely to attend" questions, 64% indicated likely and 36%
31 indicated not likely. On the hybrid questions, 37% of respondents chose keep the meeting
32 times the same, 46% wanted a change to evening meetings, and 16% preferred the option to
33 have evening meetings only in summer. Frye argued evening meetings provide an opportunity
34 for people who work during the day to participate. Mayor Stanley believed the majority of towns
35 in Oregon have an evening meeting. Scott suggested the Council try the evening meeting
36 starting in July to allow for time to promote the change.
37

38 **F. Parks and Commons Classification of Events for Building Rental**

39 **1. Need for clarification in reservation system**

40 Manager Davies noted User Support Sterner, City Clerk II Kimmie Jackson and she developed
41 a draft, which was then forwarded to the Parks & Commons Commission. Davies asserted the
42 draft was designed to address the need for clarification of who pays what rate for facilities
43 rentals, to make it fair and equitable to all users. Davies noted that while there is no need to
44 "make money" with these fees, there is a need to recognize the wear-and-tear factor on the
45 building and equipment. Scott noted there is an operational side (e.g., utilities, cleaning) and a
46 capital improvements side (e.g., new carpets, new lighting) to maintaining the Commons. He
47 indicated room rentals contribute to operations and the Friends of the Yachats Commons have
48 helped fund capital improvements and obtain grants.
49

50 Davies explained the current draft is only categories of renters and does not address rates. She
51 indicated Sterner and Parks and Commons Chair John Moore have surveyed the area to know

1 what is competitive. Moore noted that "Standard Rate" is what was formerly called "Commercial
2 Rate", and explained "Private Use" is discounted 50%, while "Community Use" is discounted
3 75%. Sterner noted the value to the community of using the facility and explained his past
4 involvement with how categories have been applied.

5
6 Frye believed the system is cleaner when people pay a set fee, as opposed to calculating
7 percentages of a number, such as sales at the event. Glenn was in favor of having the simpler,
8 standardized system. Tooke believed simplification of the system was warranted and would
9 benefit both renters and staff who administrate the process. Moore noted the issue of where to
10 draw line for what constitutes "community" is difficult, and he indicated if the Council would like
11 additional category, Parks and Commons will readress the topic.

12
13 Councilors noted their awareness that anxiety will be raised in some groups, regardless of what
14 changes are made. Sterner suggested the Council make a positive statement about how the
15 new system will still support community groups.

16 17 2. Addressing specific groups

18 Mayor Stanley and Councilors expressed specific interest in how the Art Guild will fit into the
19 new policy. Glenn stated artists agree to give 20% of sales from the show to the City (totaled
20 around \$750 for the two shows in 2016). Frye asked which category the Yachats Academy of
21 Arts and Sciences would fall under.

22 23 3. Waivers

24 Mayor Stanley asked why View the Future was exempted and if there were other groups like
25 View the Future that warrant an exemption. Davies noted VTF is working to buy land for City
26 use and currently holds conservation easements on several trails. The Friends of the Yachats
27 Library was identified as another possible group to exempt. Manager Davies noted Friends of
28 the Library did not pay rental fees for the recent book sale, which raised over \$5,000.

29 30 4. Deposits and Setup

31 Mayor Stanley and councilors asked for clarification on requirements for deposits. Moore stated
32 50% of the rental fee is to be remitted at the time of reservation, and the remainder is due
33 before the event. Moore stated he would clarify this policy in the document.

34
35 Moore explained the rationale of offering financial incentives to groups during the off-season,
36 elaborating that visitors are already in Yachats during summer months so events profit from
37 vacationers and do not attract additional people.

38
39 Scott asked Councilors if he should proceed with including fee structure into the online
40 reservation systems. Sterner asked Scott to hold off on implementing a new system until this
41 new approach is tested.

42 43 5. Equipment

44 Questions were raised about whether equipment is included in room rentals. It is not.

45 46 6. Farmer's Market/Closing Commons on weekends

47 Manager Davies asked for input from the Council on addressing the use of City property by the
48 Farmer's Market. She noted: (a) the Farmer's Market currently gives booth rental funds solely
49 to the Friends; (b) there is a need for additional restrooms which must be rented; and (c) User
50 Support Sterner has requested that the Commons be locked on weekends when there are no

1 events inside the building, which would eliminate access to the indoor restrooms. Friends
2 Board member Shelly Shrock believes FYC made a deal with Farmer's Market to get toilets.

3
4 Mayor Stanley suggested Parks and Commons should examine this issue and make a
5 recommendation to Council. Mayor Stanley stipulated the Parks and Commons Commission
6 has jurisdiction on policy regarding when the Commons building is open.

7
8 Scott noted the Commons has been open on weekends, serving as a source for public
9 restrooms, and he could recall only one instance of vandalism in 10 years. Scott did not
10 perceive that potential for vandalism was an adequate reason to close the Commons.

11 12 **G. Council Shepherding Goals**

13 Frye announced the Lincoln County Budget Committee is meeting in Yachats Thursday at 6:00
14 pm, and she plans to notify the Committee about the need for funding for a health clinic. Frye
15 reported the health clinic group visited the Library to assess the space as potential clinic
16 location and had a favorable response. Frye noted the Yachats-Florence connector transit is to
17 start July 1, 2017. Frye stated the city attorney is looking at the formula business proposal.

18
19 Glenn reported he has started forming a committee to address the removal of blight and the
20 installation of public art and expects to have a report for the June Council meeting. Glenn noted
21 the Emergency Planning Committee has relegated eclipse issues to law enforcement. Manager
22 Davies reported that she was able to reserve 10 portable toilets for the eclipse weekend.

23
24 Glenn stated he had contacted the owners of Landmark who indicated they would likely explore
25 options for renovation. Manager Davies stated the owners had contacted Planner Lewis.

26
27 Tooke stated he will attend Kurt Schrader's community leaders meeting on May 9, 2017.

28
29 Stanley reported work continues for the 50/100 anniversary celebration and will include food,
30 music, and displays. Bev Wilson had been coordinating with Manager Davies on logistics.

31 32 **H. Review and approve agenda for May 10, 2017 Regular Meeting**

33 Manager Davies reported Layne Morrill has asked to be on the May 10 agenda to discuss a
34 resolution he is proposing; the Council consented.

35
36 Council recessed from 11:31 to 11:36 am.

37 38 **REGULAR MEETING**

39 40 **II. Business**

41 42 **A. Parks and Commons Commission Appointee**

43 The Parks and Commons Commission recommended Linda Johnson (21 Catkin Loop) for a
44 position on the Commission. Johnson reported she is retired, has been in Yachats for two
45 years, has a Master's in economics (10 years as analyst and statistician), worked as a manager
46 in high tech companies, is a volunteer guide at Heceta Head, has staffed the whale watch. Scott
47 asked Johnson why she chose the Parks and Commons Commission, and Johnson asserted
48 her qualifications are a good fit. Scott asked what attracted Johnson to Yachats. Johnson
49 stated she saw an ad in the newspaper for Koho, visited, liked it, and purchased a home. Frye
50 asked about Johnson's prior governmental experience. Johnson noted her knowledge stems
51 from attending meetings.

1 Frye moved to accept the recommendation of Linda Johnson to be appointed to the Parks and
2 Commons Commission: Aye – 5; No – 0.

3
4 **B. Parliamentary Procedure**

5 Frye moved to retain Keesey's Rules of Order for the parliamentary process in city meetings,
6 but to look at the options again in the future: Aye – 4; No – 1 (Stanley).

7
8 **C. Yachats/Waldport Joint Grant Application (\$5,000)**

9 Scott moved to authorize up to \$5,000 of visitor amenities money for matching funds for joint
10 Yachats/Waldport grant applications to Travel Oregon: Aye – 5; No – 0.

11
12 **D. Proclamations**

13 Scott moved to continue current process for acknowledging proclamations: Aye – 5; No – 0.

14
15 **E. Declaration of Support for People Power "Freedom Cities"**

16 Glenn moved to delay vote on the request from People Power for a resolution to the May 10,
17 2017 Council meeting: Aye – 5; No – 0.

18
19 **F. Evening Meeting Schedule**

20 Frye moved to have the second Council meeting in July begin at 6:00pm, as part of a six-month
21 pilot project (July 12, 2017): Aye – 5; No – 0.

22
23 Shrock asked if the council agenda could be put on the Yachats Community Facebook page.
24 Glenn suggested using the Yachats Village (rather than Community) page. Bette Perman
25 supported the Facebook posting and suggested the City have a Facebook Page. Glenn
26 suggested the Council assess the response to agenda postings before creating a City page.

27
28 Michael Hempen, Parks and Commons Commission member, stated he felt there was a
29 systemic resistance on the part of the Council to getting word out about their activities. He
30 believed "more is better" when it comes to posting information. Frye clarified the Council was in
31 favor of Facebook postings, but was questioning the need to formally incorporate such activity
32 into official policy. Glenn stated he would post agendas on the Village Facebook page.

33
34 **G. Park and Commons Room Reservation Updates**

35 Scott moved to approve the Parks and Commons rental policy, as discussed. Glenn asked for
36 clarification on the changes. Moore stated he would add the Friends of the Library to the
37 exempt category and clarify the wording of the timing of payment of deposit: Aye – 5; No – 0.

38
39 Bette Perman announced Yachats Pride will be held on June 3-4, 2017. Events include a family
40 picnic, a talk and discussion with Siletz Nation members, a concert, and other entertainment.

41
42 The meeting was adjourned at 12:16 pm.

43
44
45 _____
46 GERALD F. STANLEY, Mayor

47 ATTEST:

48
49 _____
50 Joan Davies, City Manager

Date