

CITY OF YACHATS

CITY COUNCIL WORK SESSION & REGULAR MEETING

February 7, 2018

Minutes

Mayor Gerald Stanley called the February 7, 2018 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 (teleconference). Staff present: City Manager Shannon Beaucaire, Water Plant Lead Rick McClung. Audience: 11.

I. Work Session Discussion Topics

Councilor Scott announced he is presenting his travel photography on Sunday, February 11, 2018 at 2 pm in the multipurpose room.

A. Parks & Commons Commission: Commons Rental Rates and Policies

Parks and Commons Chair John Moore highlighted the following recommended changes:

1. Room 3 can be used for short meetings at no charge (up to two hours)
2. Change the name of the current "Community Use" category to "Nonprofit Use"
3. Add "Community Use" category to include the use of Room 3 at no charge to groups of 15 or fewer people for up to 2 hours
4. Adjust pricing so all rates are based on a 100-50-25% proportion. Only the standard pricing of coffee service would increase (\$15 to \$20)
5. Create a dual structure for damage deposit: \$100 for two rooms, \$500 for three or more rooms.
6. Simplify the setup time rates where:
 - i. No charge for set up after 5 pm the day prior to the event
 - ii. One-half the hourly rate for 1-3 hours of daytime setup
 - iii. One-half the daily rate for 4 or more hours of daytime setup
 - iv. One of Use rehearsals at no charge as long as they are willing to use any room
7. Add Room 7 and the audience-half of Room 1 to the fee schedule at Room 3 rate.

Scott asked Moore about increasing 15-person limit to 25 to accommodate more users. Scott thanked Moore and his Commission for their responsiveness to his concerns. Moore indicated he saw no problems with increasing the limit to 25 people.

Councilor Frye expressed concern over the \$500 deposit and echoed Scott's concern about the size limit. Frye asked Moore if he had contacted people who were concerned over the rate changes. Moore indicated the Friends of the Commons had not had a representative at the last two Parks and Commons meetings. Frye stressed the importance of getting the policy correct and avoiding another "knock down drag out meeting." Moore asked Frye for clarification on what she meant by "reaching out to everyone who expressed concern." Moore asked Frye if she was asking for door-to-door contact with the concerned parties. Frye noted not everyone can attend the Parks and Commons meetings and was not opposed to using email to contact people. Councilor Tooke asked Frye if she had a list of persons who were concerned. Frye suggested someone could go through minutes to identify persons. Frye also suggested emailing all the Commissions to inquire about their concerns. Frye would rather see the City reach out than face another situation where citizens were so angry. Tooke reiterated there have been numerous meetings on this issue and there is only so much reaching out than can be

1 reasonably expected. Glenn stated the proposal looked complete and appropriate. Mayor
2 Stanley also supported increasing the size limit on Room 3.

3
4 Scott stated he did not believe this was a final step on the rental policy and noted the issue of
5 insurance has not been finalized.

6
7 Mayor Stanley asked Moore what the cost for One of Us Productions would be under the
8 recommended fee schedule. Moore summarized previous discussions with One of Us at recent
9 meetings. Mayor Stanley asked if the deposit would remain at \$100 if One of Us did not rent
10 Room 5. Moore indicated the City had been allowing a deposit waiver for "regular users." Scott
11 indicated waivers would be an issue for how the system generates invoices. Frye was stressed
12 the City needs to have better communications, the Commissions were doing a better job of
13 communicating than in the past, and most people do not come to meetings. Frye asserted that
14 if the goal is better communications, she did not understand the resistance to reaching out to
15 people who were upset. Frye did not believe meetings alone were an adequate way to allow
16 people to provide input.

17
18 Mayor Stanley suggested if Councilors were in agreement with the size increase from 15 to 25
19 people, they could ask Manager Beaucaire to proceed with publishing the document as she
20 sees fit. Frye wanted to ensure the waiver on deposits be included in the documentation. Frye
21 expressed concerned that there might be other unwritten deals that they were not aware of.
22 Frye clarified that she wanted someone to reach out to people who were upset to ascertain if
23 this document met their needs and that she was not asking the Commission to rewrite the
24 document.

25
26 Per Frye's suggestion, Manager Beaucaire summarized what had been agreed to. Frye
27 asserted Manager Beaucaire had omitted the request to reach out. Frye indicated that posting
28 the changes on the website did not meet her request to have personal, one-to-one
29 communication with individuals who voiced concern. Manager Beaucaire asserted the minutes
30 would not have email addresses so she would have to send a letter. Frye added she would
31 help Manager Beaucaire go through old minutes to get names and addresses of persons who
32 spoke at previous meetings. Mayor Stanley asked that Frye and Manager Beaucaire resolve
33 the matter at a later time.

34 35 **B. Parks & Commons Commission: Parks and Open Space Master Plan**

36 Moore highlighted the new document addresses parks and open spaces and does not mention
37 "Commons," which was the focus of the previous document on which this plan was based. The
38 current proposed plan includes the new areas of:

- 39 1. Whale Park
- 40 2. Smelt Sands State Recreation Area
- 41 3. Yachats State Park Recreation Area
- 42 4. Yachats Ocean Road Natural Site
- 43 5. Evans/Betz Property Open Space
- 44 6. Southeast View Shed (abutting Evans/Betz)
- 45 7. East Hillside Watershed, including Reedy Creek

46
47 Moore reported Parks and Commons approved this document with two additions: (1) a photo
48 and description of the park behind the Little Log Church, and (2) a trails map.

49
50 Councilors concurred the plan was appropriate.

51

1 **C. Library Commission: Update on Library Move**

2 Library Commission Chair Marv Wigle acknowledged the 2+2 Working Group, Librarians Janet
3 Hickam and Janet Ratcleff, the Library Volunteers, Marion Godfrey and the Library Commission,
4 and especially Loren Dickenson, Chuck Carlson, and Meredith Howell for their contributions to
5 the project. He summarized the documents before the Council represent the “dream library”
6 plan for the 501 Building. Wigle indicated the 2+2 Committee will be have a public meeting to
7 share their plans with the community. He noted the feasibility of meeting all of the
8 recommendations would be assessed once a Project Manager has assessed what the
9 construction requirements would be.

10
11 Councilor Frye raised the issue of YYFAP needing to be out of the basement and how that
12 might affect the Library move. Manager Beaucaire reported the State Fire Marshall inspected
13 the Commons on January 25, 2018 as part of YYFAP’s recertification. The Fire Marshall
14 identified three deficiencies:

- 15
16 1. Extension cords and flexible cords powering stage lights
17 2. Combustible materials in a storage area of the basement
18 3. Building fire alarm system meeting NFPA72 approval. Until an UL-Listed fire
19 monitoring company tests the alarm system, occupancy of the basement should not
20 be allowed and checks should be made every fifteen minutes.

21
22 Manager Beaucaire noted the City is to be in compliance by February 21, 2018.

23
24 Manager Beaucaire reported that, after discussions with the Fire Marshall, the following actions:

- 25 1. The temporary cords for stage lights will be unplugged after each use (temporary
26 solution)
27 2. A dumpster has been delivered so items in the storage area can be cleared
28 3. A certified inspection company will be coming to assess the building alarm system
29 later that day. The fire extinguisher company the City uses does not do the
30 approvals needed and the company recommended by them does not do work on
31 the coast.

32
33 Manager Beaucaire highlighted the Fire Marshal asserted the basement is not ideal for
34 occupancy by anyone, but could be used for storage purposes.

35
36 Mayor Stanley asserted that the YYFAP fire code situation was not as severe as first
37 understood in that it might not impact the Library move. Scott asserted that the Council had
38 made a decision to move the Library to the 501 Building, and until they have information to
39 warrant a change, the City’s position is to have the Library move to the 501 Building.

40
41 Frye noted YYFAP is not a City program, and suggested YYFAP’s Board look at other options
42 for a location.

43
44 Mayor Stanley clarified that the contract for the RFP would happen before any financial
45 assessment of project costs.

46
47 Maggie Marshall (PO Box 365) read a letter on behalf of Sandy Dunn, President of the Friends
48 of the Library. The letter emphasized the Board’s commitment to the move to the 501 Building.
49 She noted the Friends have raised \$19,000 from grants and \$15,101 from individuals and
50 nonprofits. The Quilts Show at the end of February will be a benefit for the Friends.

1 Frye indicated they need to set a date for a public meeting on the move update. Frye also
2 noted the Friends believed the City, rather than the Friends, should write the major grant from
3 the Ford Foundation. Frye added the 2+2 Committee is on hiatus, as their work to establish
4 criteria for the Library has been completed.

5 6 **D. State of the City Agenda**

7 Mayor Stanley indicated he had included the agenda from last year's meeting. He believed the
8 short statements from each of the Commissions and Committees should be done again. Mayor
9 Stanley explained some of what he planned to discuss in his opening remarks, noting that
10 Manager Beaucaire will provide remarks about the management of the City.

11
12 Scott stated he had an issue with the title of "State of the City" address, as State of the City has
13 the model of a report from the head of the organization. Frye found the previous style of the
14 Mayor talking boring and not satisfying. She suggested the approach be to recognize people
15 and to educate about who is doing what type of work. Tooke asked Scott for clarification on
16 what he wanted to see for the meeting. Scott indicated his concern is with the title, as "State
17 of..." implies a particular format. Glenn liked the format last year where citizens gain familiarity
18 with the people who are running things.

19
20 Stanley indicated he could give a short "State of the City," and the rest of the gathering could be
21 called an "Annual City Update." Mayor Stanley would like to have the event in the 501 Building
22 again but was not certain that building would be available.

23
24 Mayor Stanley announced the date would be Sunday, March 18, 2018.

25 26 **E. Continuance of Council Shepherds**

27 Scott believed the shepherding system is causing some confusion and has served its purpose.
28 Councilors agreed the system is no longer needed, especially with a City Manager. Councilors
29 agreed the shepherding system was no longer needed.

30
31 Mayor Stanley expressed concern for the potential loss of governing in eight areas: the
32 Marketing Committee, Healthcare, Transportation, Public Art, Dark Skies, Ocean Resiliency,
33 Memorials, and the County Economic Alliance. Frye suggested Councilors have their individual
34 areas of interest, and they could appoint Councilors to pursue these areas with the expectation
35 that they make regular reports to Council and the City Manager. Tooke noted he was in favor of
36 a system where the City Manager could ask a specific Councilor to assist with a given project
37 without a formal program.

38
39 Scott noted there is not an obvious "home" for these topics as the areas identified by Mayor
40 Stanley fall outside of the scope of the City Charter. Scott summarized some of the issues
41 involved with Dark Sky compliance. Glenn noted that the Economic Alliance issue could be
42 managed through a vibrant Chamber of Commerce.

43
44 Mayor Stanley suggested oversight of these areas is matter of advocacy, where individual
45 Councilors could include updates during their regular Council reports. Frye expressed concern
46 over Councilors speaking on behalf of the Council.

47 48 **F. Review City Council Rules**

49 Mayor Stanley reported the review of this policy arose over a situation where a Councilor moved
50 to have an executive session and the Mayor objected to such a meeting. As the Mayor is the
51 one to call for an executive session, the meeting would not happen (section 2.4). He wanted to

1 have this situation mirror that for special meetings (section 2.3), where three or more Councilors
2 could vote to overrule the Mayor's objection.

3
4 Mayor Stanley called attention to the following rules:

5 3.1.2 Right of Councilor to be Heard: all Councilors speak once before a Councilor gets
6 a second turn

7 3.1.6 Citizen Question or Discussion: after a motion has been made, no citizen shall
8 speak unless three Councilors say they can speak

9 3.3.1 Ordinary and Special Motions: there is not motion to table an item

10 3.7 Duty to Vote: every member shall vote unless three or more Councilors excuse the
11 member from voting

12 4.2 Late Submissions: agenda items submitted after a deadline may be heard by the
13 Council at their own discretion. Manager Beaucaire's goal is to get items published
14 a week prior to meetings.

15
16 Frye asked to have a clean copy of the document for their review.

17 18 **G. Topics for Joint Session with Lincoln County Board of Commissioners**

19 Mayor Stanley asked if Councilors had anything to add to the agenda. Frye wanted the transfer
20 of Ocean View Drive to be on the agenda so that the County Board must state their position on
21 the transfer for accountability reasons. Mayor Stanley indicated Frye could raise the question at
22 the meeting.

23
24 Tooke reported he, Moore, Manager Beaucaire, Rick Haynes, County Counsel Wayne Belmont,
25 and the County engineer had a productive meeting about a variety of issues. They hope to
26 have more information about what will happen in a few months.

27
28 Bette Perman asked if south county health care should be addressed. Mayor Stanley agreed
29 health care should be added.

30 31 **H. Approve Agenda for 2/14/18 City Council meeting at 6 pm in Room 1**

32 Frye asked that the Council get regular updates at Council meetings on projects. Manager
33 Beaucaire asked if Frye wanted something more than her report at the second Council meeting
34 of the month. Frye wanted updates at each meeting. Mayor Stanley suggested they include an
35 agenda item after Public Comment at the first monthly meeting.

36
37 Manager Beaucaire added a vote on Council Rules would be added to the agenda.

38
39 Scott wanted to start the discussion on how the vacation rental program is working as the
40 ordinance they passed was for a pilot program.

41
42 Councilors consented to the agenda.

43
44 Mayor Stanley adjourned the work session of the City Council at 11:20 am.

45 46 **REGULAR MEETING**

47 Mayor Stanley called to order the regular meeting of the City Council at 11:37 am.

48 49 50 **I. Public Comment/Citizens Concerns**

1 1. Maxine Johnston (330 King St) raised six issues including: the 804 Trail needing
2 woodchips, unfinished construction in town, sidewalks are an obstacle course at Beach
3 and 2nd St, the covers on the wetlands paths allow puddling, what is the City Planner's
4 role in addressing these issues, would Council consider a yearly Yachats Commons
5 celebration day to raise funds so the suggested donation of \$5 be eliminated for events.
6

7 Tooke suggested the Trails Committee address the wood chip issue. Scott suggested the
8 Council take time to look at Johnston's suggestions and not discuss at this time.
9

10 2. Helen Anderson (77 8th St) felt there have been derogatory comments in the last few
11 meetings about Commissions not working and not being up to speed. She saw
12 Commissions to be very functional.
13

14 Frye asked if Anderson could give an example. Anderson stated Frye had talked about how the
15 Commissions needed to be brought up to speed and about their not working effectively. Mayor
16 Stanley stated he did not hear that and asked Anderson if she could be more specific.
17 Anderson offered to play back the tape. Frye asserted that it was not her intention to say
18 anything derogatory. Scott noted he was recently caught saying something he was not aware
19 he was saying. Frye noted interpretations can vary.
20

21 Mayor Stanley stated they do not want to be attacking, but it is their job to criticize the work to
22 make it better. Scott suggested they refer to their job as constructive feedback.
23

24 **II. Commons Rental Rates and Policies**

25 Mayor Stanley noted the policy is going back to the Parks and Commons Commission.
26

27 **III. Parks and Open Space Master Plan**

28 Scott moved to accept the Parks and Open Space Master Plan as amended and submitted: Aye
29 – 5; No – 0.
30

31 **IV. Materials for Library Project Manager RFP**

32 Frye moved to accept the packet of materials from the Library Commission and to instruct the
33 City Manager to create an RFP for a Project Manager for the Library Move Project with these
34 materials attached: Aye – 5; No – 0.
35

36 **V. Rescheduling July 4 Council Work Session**

37 Mayor Stanley suggested July 3, 2018 for the first meeting of the month. Councilors consented.
38

39 **VI. Resolution 2018-02-01: Unanticipated Revenues Resolution**

40 Manager Beaucaire read the resolution into the record. Scott added this resolution is pro-forma
41 for managing these types of issues. Mayor Stanley asked why the vacation rental revenues
42 were not going into Visitors Amenities. Scott explained this money comes from licenses, not
43 taxes, and that they are appropriate for the General Fund.
44

45 Scott moved to approve Resolution 2018-02-01 on unanticipated revenues due to Hwy 101 and
46 Vacation Rental fees: Aye – 5; No – 0.
47

48 Mayor Stanley adjourned the regular meeting at 12:52 pm.
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GERALD F. STANLEY, Mayor

ATTEST:

Shannon Beaucaire, City Manager

Date

DRAFT