

1. Agenda

Documents:

[2019-11-21 Parks And Commons Commission Agenda.pdf](#)

2. Meeting Materials

Documents:

[2019-10-17 Parks And Commons Minutes.pdf](#)

[2019-11-21 Trails Report.pdf](#)

[Administrative-Policy-05---Donations--Recognition-PDF.pdf](#)

[Meeting Report Form.pdf](#)

[Noxious Weeds In YMC.pdf](#)

[Policy 1.Pdf](#)

[Policy 6.Pdf](#)

[2019 11 Thanks John Thornton.pdf](#)

[LLCM Report Nov 2019.Pdf](#)

[Board Minutes 09-12-19.Pdf](#)

[Facilities Manager Report.pdf](#)

3. No Agenda

There is no agenda available for this meeting, please review the minutes.



**CITY OF YACHATS
PARKS & COMMONS COMMISSION
REGULAR MEETING**

**441 Hwy 101 N., Yachats Commons, Room 1
Thursday November 21, 2019 at 3:00pm**

- I. Call meeting to order
- II. Approve Minutes of Regular Meeting on October 17, 2019 at 3:00pm (attached)
- III. Reports
 - A. Facilities Manager
 - B. Payment Process Reviews for Rentals – Kimmie Jackson
 - C. Yachats Trails Committee
 - D. Little Log Church
 - E. Commissioners
- IV. Finance
 - A. Commons
 - B. Trails
 - C. LLCM
- V. Old Business
 - a. Noxious & Invasive Vegetation (City Section 5.08.110), specifically “Bindweed”, “Ivy & Holly” (attachement)
 - b. Meeting reports (“salmon sheets”): Status
- VI. New Business
 - a. Administrative Policy #6 – Use of City Statt: distributed: any comments?
 - b. Administrative Policy #5 – Donation & Recognition Policy
 - c. Administrative Policy #1 – Annual Goal Setting (with attached 2019 Council Goals)
- VII. Other Business
 - A. From Commission
 - B. From the floor: Topic not listed on the agenda: 5-minute limitation per person

**Commission meets the third Thursday of each month.
Next meeting: Thursday, December 19, 2019 at 3:00pm**

This meeting is open to the public and all interested persons are invited to attend. This meeting will be audio taped. All items to be considered by the Commission must be submitted to City Hall no later than one week prior to the meeting. Minutes of all public meetings are available for review at City Hall, or on the City website at www.yachatsoregon.org.

In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541-547-3565 or Oregon Relay 1-800-735-2900 (TDD) two days in advance.

Posted: 11/14/19



CITY OF YACHATS

PARKS AND COMMONS COMMISSION

October 17, 2019

Draft Minutes

I. Call to Order

Chair John Purcell called to order the October 17, 2019 meeting of the Parks and Commons Commission at 3:00 pm in Room 1 of the Yachats Commons. Members present: Linda Johnson, John Purcell, Dawn Keller, Dean Shrock, Michael Hempen, Craig Berdie, and Scott Gordon. Absent: none. Also Present: Councilor James Kerti, Councilor Leslie Vaaler, Facilities Manager Heather Hoen, Trails Leads Bob Langley and Joanne Kittel, and Little Log Church Representative Mary Crook. Audience: 1.

II. Approve Minutes – September 19, 2019

Purcell clarified with Commissioner Berdie that he had not yet talked to State Parks about a restroom on their property.

Commissioner Hempen moved to approve the September, 2019 minutes as presented: Aye – 4; No – 0.

III. Reports

A. Facilities Manager

Facilities Manager Hoen indicated she spent three hours in procurement training that morning. She reported the City was required to hire Qualified Rehabilitation Facility (QRF) workers when possible. She explained there was an agreed-to price list for supplies. She learned about the different types of procurements and noted Oregon regulations were sometimes more stringent than Federal regulations. Purcell clarified the training covered purchases other than construction as construction gets complicated.

Hoen provided an example of purchasing janitorial supplies. She explained the City currently makes separate purchases for supplies for each of its buildings and using the procurement recommendation would streamline the process for purchases of all facilities and result in lower costs. She added this approach would also eliminate the need to go for bids on these types of purchases.

Hoen explained that there was a separate procurement process for purchases where there was only a single possible bidder. She learned that projects up to and including \$10,000 follow one set of rules and this category allows for up to 20% of change orders.

1
2 Hoen stated products versus services were treated separately and there could be cost savings if
3 products were purchased separately from the service to install it. Hoen added she learned about
4 the options for surplus supplies.

5
6 Berdie asked about the status of heaters in City buildings. Hoen indicated the heaters in Rooms
7 7 and 8 needed replacing and possibly the Multi-Purpose Room heater will need replacing.
8 Purcell asked what was causing the unit failures. Hoen reported the units have lost freon and
9 have had failed compressors. Purcell noted budgeting was coming up and the Commission could
10 more closely look at a replacement schedule, noting an option to stagger the purchase cycle
11 across years rather than having them all done at once.

12
13 Purcell indicated the Council approved their request to charge a \$500 deposit and to hold a credit
14 card on file for other damages. He added that Drew Roslund from the Overleaf identified an
15 issue with holding a card without getting a signature. He stated he has asked Clerk Jackson to
16 come talk with the Commission at the November 2019 meeting.

17
18 Berdie and Hoen noted the Commission needed to clarify which events would be required to
19 have the \$500 deposit. Heather noted the refund would always be by check. Commissioner
20 Gordon noted it costs the City money to take a deposit by card and an additional amount to mail
21 a check.

22
23 Hempen asked who had the remote controls for heaters. Hoen explained she comes down to an
24 event when a user wants to change the temperature. She also stated there is a remote at City Hall
25 that people come to borrow when the office is open.

26
27 Berdie clarified the 12-day event rental occurs once each year.

28 29 **B. Trails Committee**

30 Berdie asked if the Committee could include a running total of volunteer hours. Langley
31 indicated reports often lag a month or two behind. Purcell asked that trails include whatever
32 numbers they have in the report.

33
34 Purcell clarified that the public meeting was posted on the front bulletin board. Anderson stated
35 that Clerk Jackson was in charge of posting meetings, which are posted in the Commons and at
36 the Post Office and faxed to the Newport News Times.

37
38 Kittel reported there were two sections where the Rainshadow runners impacted the trails. She
39 indicated the Committee had delayed work on those sections until after the event.

40
41 Purcell clarified from the public meeting minutes regarding the 57-meter gap that the costs
42 would not be solely born by the Trails Committee.

43
44 Purcell stated that Councilor Tooke and Manager Beaucaire asked that bindweed be included on
45 the official list of noxious weeds or invasive species. Minutes taker Anderson believed the YMC
46 did not include a list of noxious weeds. Councilor Kerti stated he recalled seeing a list in the
47 code. Berdie added that there is a state noxious weed list. Anderson read the list from Section

1 5.08.110(C)(5). Kittel added that there was a list on the Trails website. Berdie asked that ivy and
2 holly be included on all lists. Purcell asked Berdie to prepare some recommendations for the
3 Commission.

4
5 Purcell clarified with Langley that the receipt for fencing that was for Ocean View Drive by W
6 5th Street for the Woodland Path. He indicated this was to direct walkers to not veer onto private
7 land. Langley indicated that Manager Beaucaire had previously told him it was ok to buy the
8 fence, but later he learned that archeological testing was needed first.

9
10 Councilor Vaaler explained she was approved by Council to establish a group to explore public
11 art and other enhancements as part of the transfer of Ocean View Drive. She read from Council
12 minutes about the direction to work with the Public Works and Streets and the Parks and
13 Commons Commissions. She reported a Public Works Commissioner volunteered to be part of
14 the group. She wanted to know what input the Commission wanted to give.

15
16 Purcell noted there were numerous committees, including a Bench Committee that Hempen
17 served on, that needed to be sorted out. He suggested the Commission discuss how to take
18 advantage of this opportunity to organize the needs of all of the groups having input. Hempen
19 recalled he was asked by former City Manager Davies to look at options for people who want to
20 donate a bench. He explained the concept was to pick several options and price those to include
21 costs for future maintenance. Berdie suggested what was needed was an overall vision of the
22 804 Trail. Purcell suggested they compile a scope of work, starting with the existing features.
23 Purcell asked Councilor Kerti to raise this issue with Council.

24
25 Commissioner Keller stated they went through a similar process when a group of volunteers
26 worked on the Pollinator Project. Commissioner Shrock noted there was a group that worked on
27 the Highway 101 flower beds that went before Council. He reported Council was ok with the
28 flower beds group proceeding as long as Manager Beaucaire oversaw the work.

29
30 Berdie had concern over specific areas, such as around 6th Street, where people park. He saw
31 great value in having an overall vision for the entire trail.

32
33 Johnson, Gordon, and Hempen agreed that there should be a group to address laying out the 804
34 Trail from Highway 101 to the end. Shrock suggested that Trails would be an ideal leader of this
35 project as they have put so much work and visioning on the 804 Trail.

36
37 Vaaler asked if it was helpful to have a group come up with ideas. Kittel stated it was premature
38 to proceed with this type of work because there were so many issues such a group would not be
39 aware of regarding where parking would or would not be allowed, signage, and other features
40 and constraints. Kittel suggested they first allow the transfer to occur, get the archeological
41 report, and ascertain how much money was in the 804 Mitigation Fund before getting into the
42 benches and beautification of the 804 Trail. Keller stated it was good to separate the construction
43 and safety components from the beautification work.

44
45 Shrock did not want to repeat the situation with what has happened with the curbs on the
46 sidewalks. Berdie stressed that a creating a vision would be the best approach. Purcell stated
47 that starting with what exists would be the first step.

1
2 Kittel reviewed history of planning and grants for the 804 Trail and reported there was an overall
3 plan completed about twelve years ago that cost \$50,000. She noted the plan has been mostly
4 followed in the area from State Park northward.

5
6 The Commission agreed that they want to work on this project. Purcell asked Kerti and Vaaler
7 to ask the Council if they could go ahead with creating some group to oversee the work. Berdie
8 asked if it would be helpful conduct a design charrette to start the visioning process. Purcell
9 cautioned against have a group come up with ideas that are then rejected. Hoen reported there
10 have been situations with the Library and the 501 Building with asking people for their vision
11 then stating it could not be done which resulted in people feeling very discouraged.

12
13 Jacqueline Danos recalled that the City was trying to get a grant to do a Transportation Plan. She
14 saw an opportunity to use a visioning process for the 804 Trail to contribute to the application of
15 a grant for the Transportation Safety Plan. Vaaler clarified that Council voted to proceed with a
16 Quick Response study and to wait to see whether they needed a full transportation plan.

17
18 Kittel asked when the Commission needed the Trails budget. Purcell asked for a draft at the
19 December 2019 meeting.

20 21 **C. Little Log Church**

22 Mary Crook reported she, Karl Christiansen, and Carl Miller met with David Atkin in Eugene on
23 September 26 to formalize the Friends of the Little Log Church and Museum board and bylaws.
24 She added that Miller spoke with the tax attorney on October 15 to generate a fundraising letter.

25
26 Crook hoped to receive the confirmation letter from the IRS on their nonprofit status within two
27 weeks. She reported they are “official” 501(c)3 and an account has been opened at a bank. She
28 added that they were looking for two additional board members.

29
30 Berdie suggested one of the board members have a marketing background. Crook noted that Jo
31 Layne McDow, who is interested in joining the board, has expertise in fundraising. Vaaler added
32 that McDow’s training was in financial analysis.

33 34 **D. Commissioners**

35 Johnson asked that the bleachers in the area of the old backstop be moved closer to the pavilion
36 or some area where they would be used. She also recalled the children’s request to have a dog-
37 waste free area in which to play. She suggested they get the children to create signs that could be
38 posted in the designated areas along with a dog waste station (bags and waste can).

39
40 Hoen noted there were two dog bag stations, one by the Pavilion and one near the Presbyterian
41 Church. She added that it is difficult to have trash cans in open areas as they blow away.

42
43 Purcell asked Johnson to be in charge with getting in touch with the children about creating
44 signs. He asked to find out how they could get waste receptacles by the bag stations.

45
46 Hoen agreed that moving the bleachers closer to the pavilion would be more useful. Purcell
47 indicated it would be great to have them moved by the Winter Solstice. Shrock asked that they
48

1 keep in mind the original plans for the area.

2
3 Berdie reported the Lincoln County Soil and Conservation District is having a plant sale. He
4 indicated they have very good prices and the presale ends November 1, 2019. The event was
5 scheduled for December 7 and 8 at the Lincoln County 4H Building with hours on Saturday from
6 9:00 am to 3:00 pm and on Sunday from 9:00 am to 1:00 pm. Danos suggested using the presale
7 as they sold out last year.

8
9 **IV. Finance – no report in packet**

10 **A. Commons**

11 **B. Trails**

12 **C. LLCM**

13
14 **V. New Business**

15 **A. Commissioner Terms**

16 Purcell, Keller, and Johnson all indicated they wanted to renew their terms. Purcell added that
17 he was the Finance Committee Representative and planned to step down at the end of the year.
18 Berdie agreed to fill that appointment on the Finance Commission.

19
20 Berdie noted there was discussion about the two lots between Marine Drive and Aqua Vista
21 Loop. He noted that one of the lots was only 50 feet wide and had a 10-foot easement for the
22 Trail. He reported that Councilor Kerti had suggested using one of those lots as a park.
23 Councilor Vaaler clarified that Council was in the process of getting information from the county
24 attorney about selling the lots to a nonprofit who could build affordable housing. She has since
25 learned that there are individuals interested in purchasing those lots, one for view protection and
26 one for a park.

27
28 **VI. Other Business**

29 **A. From the Commission - none**

30 **B. From the floor - none**

31
32 Purcell adjourned the meeting at 4:43 pm.

33
34
35
36 _____
37 John Purcell, Chair

_____ Date

38
39 Minutes prepared by H.H. Anderson on November 4, 2019

TRAILS COMMITTEE – Parks and Commons report – November 21, 2019

YIPS! (10-19-2019) – Approximately 20 volunteers worked in the wetlands area west of the Commons removing invasive plants, clearing vegetation and placing new gravel around benches beside the boardwalk, and removing accumulated detritus from between boards on the boardwalk trail.



Trails (11-2-2019) – 23 volunteers engaged in several tasks: widening sections of the Amanda Trail and repairing a couple of dangerous sections of trail on the S side of Amanda Creek; removing ivy and other invasive plants from the wetlands area; and continuing to remove accumulated detritus from between boards on the boardwalk trail.

Trail counters – Preliminary data generated by trail counters indicates substantial use of the trails in town. The trail counter located on the Ya'Xaik Trail was stolen sometime in October; we have filed a report with the Lincoln County Sheriff's Office and posted on Facebook asking for its return.

Rainshadow Running Events -- Trail representatives looked over the trail with race officials after the races and were satisfied with the repairs that had been made.

Invasive plants – Wally reinstituted the Weed of the Month program in August. Each month, posters are placed around town and a one-page insert about the current month's weed is included in the City newsletter. We hope this will help Yachats residents become more knowledgeable about some of our worst weeds and more proactive about their control.



Drift Inn – After each work session, Linda Hetzler hosts the trails crew at the Drift Inn and provides a drink for everyone and snacks to share. This has proven to be a great addition to our work sessions as people have additional opportunities to interact and get to know one another in a different environment. It is hard to overestimate the degree to which these sessions contribute to the cohesiveness of our group. So, "Linda, thank you very much!"

Volunteer hours – July = 184
August = 234
September = 171
October = 124

Administrative Policy No. 5 Yachats Donation & Recognition Policy

Introduction

The City of Yachats values the many monetary and non-monetary donations of individuals, foundations, corporations, nonprofit organizations, service clubs and other entities, and seeks to provide appropriate recognition for donations through this Policy. This Policy also recognizes that, unless ~~specifically~~ exempted by the Parks & Commons Commission or the City Council, gifts, its purchase, installation, maintenance, repair or other costs incurred throughout the life of the gift, shall not incur any tax payer expense.

The City of Yachats, staff and citizens appreciate gifts and memorials for the City's parks, Commons, Library, Museum, programs and public spaces; and the altruistic contribution those gifts make in furthering the purposes for which these facilities and programs have been established. Donations come in many forms, including but not limited to: plaques, art, park and trail amenities, trees, and other items generally referred to as "Gifts."

Guiding Principles

The following principles form the basis for the Donation & Recognition Policy:

- It shall be the City's policy to take into account the resources, function and experience for which various public facilities and programs are maintained when considering the appropriateness of donor recognition and the placement of Gifts.
- In all forms of recognition, the donor's wishes for anonymity shall be respected.
- It is generally preferable to express appreciation for contributions directly to the donors or sponsors rather than by forms of recognition to be displayed on City property, buildings or parks.
- Recognition of corporate donations or sponsorships must not in any way suggest an endorsement by the City of Yachats, nor give the impression of advertising, commercialization, solicitation, or of a proprietary interest in the facility.
- Recognition shall not interfere with routine City operations or use.
- Any donation that will reside on the grounds of the Library or the Museum must first be approved by the appropriate commission for those properties.
- The acceptance of Gifts (including but not limited to amenities, trees, signage, plaques or other items requiring maintenance or at risk of deteriorating for any reason) will generally be on the basis of a **10-year term** commencing on the date of installation. During the term, the City agrees to maintain typical wear and tear of the Gift. At the end of the 10-year term, and upon 10-year increments thereafter in perpetuity, the donor may seek P&C Commission

- approval to extend the term for an additional 10-years. Terms may not be longer than 10-years, and the renewal of the 10-year term must be made by written request or in person before the P&C Commission.
- At the end of each 10-year term, if no request for renewal of the term is made, the P&C Commission and/or the City Council may, at its full discretion, leave or move the amenity if in good repair, repair the amenity as appropriate at donors expense, or remove the amenity with no further obligation to the donor.
 - Recognizing that many non-monetary gifts require on-going maintenance, repair and/or replacement, donors are requested to pay the following for non-monetary gifts:
 - a. Actual cost of gift and installation charges.
 - b. Estimated 10-year maintenance assessment.
 - c. General administrative/endowment contribution of 10% of the total of a+b.
 - Maintenance assessment fees (b. above) and general administrative/endowment contribution (c. above) are payable upon the City Council's approval of the request.
 - Should the gift's maintenance fee (b. above) exceed the estimate during any 10-year term, the donor will be held responsible for the costs of repair and or restoration.
 - Fees for the approval of all extensions of the 10-year term will require a new estimate of maintenance costs for the extended term, plus 10% of the maintenance costs for general administration.
 - The City may, at its discretion, adjust the administrative/endowment contribution rate.

Gifts of art, literature, photography, recordings, memorabilia or other items for display or historical archiving at the Little Log Church Museum or Yachats City Library, may be accepted directly under the terms and conditions determined by the Museum and/or Library Commissions, as appropriate. However, any donation determined to have ongoing costs (i.e. restoration, preservation, etc.) will require separate approval by the City Council.

Oversight

The Yachats Parks & Commons Commission ("P&C Commission") is responsible for reviewing requests for gift donations to be displayed in the Commons or other City property. The P&C Commission may reject, suggest changes or accept donation requests. Requests accepted by the P&C Commission will then be forwarded to the City Council for consideration and possible final approval.

The P&C Commission is essentially charged with ensuring that the donation is suitable and compatible with the character of Yachats, displayed in an appropriate venue, and that fees collected for the Gift will fully cover the cost of the gift for its duration, including administrative overhead and routine maintenance. The P&C Commission's assessment will consider the suitability of the item, the appropriateness of the location, maintenance factors and costs, along with any other factors involving the Gift. Every effort should be made to apply unique and artful designs in creating the Gift, with encouragement in the use of artists local to the general area.

The approval of Gifts are at the full discretion of the P&C Commission and the City Council.

Forms of Recognition

Off-site Recognition

Thank you letters – Every donor shall receive a letter of appreciation from the Mayor or Chairperson of the appropriate Commission. Depending on the nature and significance of the gift, it might be appropriate to send a thank you letter from the City Council or Mayor. In many cases, this might be all that is required. The letter should acknowledge the gift, the donor, the date of acceptance, and for a monetary donation, the amount. The thank you letter shall also serve as evidence of the gift for the donor's tax records. As such, it should completely describe the gift. It should NOT, however, attempt to value a non-monetary gift.

On-site Recognition

Temporary signs – Temporary signs (such as those used to acknowledge donors during construction activities or restoration of a structure or site, or to recognize a sponsor's financial support for a contract period) should be informational, of appropriate design and scale, and make clear that the City of Yachats is recognizing the donation. They should inform readers and might contain a brief message about the nature of the project and the support provided by the donor. The signs should be sturdy, constructed of high quality materials, consistent with the design of other City signs, professionally done and in keeping with appropriate design standards. Signs shall comply with Municipal Code Standards and shall not exceed four (4) square feet. The donor's name and corporate logo (if any) may be used if they are subordinate to the sign's message.

Temporary recognition signs may be left in place only for the contract period, or in the case of "construction" signs, for no more than six months beyond completion of the actual work on the project.

Recognition Boards and Walls

Upon recommendation from the appropriate Commission, the City Council may approve the placement of donor boards or donor walls with City buildings, provided the boards or walls are not the first thing a visitor observes when entering the

building, are subordinate to the primary function of the facility, and are consistent with the professional design standards. Approval by the Commission or City Council will include setting the time for display of recognition. For example, temporary displays, such as “goal thermometers,” might be appropriate for the life of a specific capital campaign while longer-term boards and walls might be appropriate for significant gifts.

Permanent Plaques

With the exception of pre-existing donor programs, permanent plaques are to be considered carefully and should only be used to recognize significant monetary or public service contributions to the City of Yachats.

Endowments

Perhaps the surest way for a donor or sponsor to achieve long-term recognition is through an endowment. Endowments can be established to provide a permanent source of annual funding to support a variety of public facility and programmatic needs. The establishment of an endowment should be considered for inclusion in any major fundraising campaign to provide for future operations, maintenance and repair costs, especially those associated with major capital improvements. Entities wishing to endow should be encouraged to enter into discussions with the appropriate Commission or City Council to determine the provisions and limitations of the endowment.

Memorial Benches, Art & Other Amenities

The P&C Commission has established locations for the possible placement of benches, picnic tables, interpretive panels, birdbaths, kinetic art and other outdoor amenities on City property and rights-of-way. Preference will be given to those offering donations in those specific sites. However other locations may be considered.

Memorial trees

The Commission has established locations for the planting of trees on City property. The selected locations also include the species of tree that may be planted in that specific location.

Signage and Plaques: Signage or plaques indicating the commemorative nature of the memorial or other remembrances may be placed on an amenity upon prior approval as cited above. Tree signs will require the same approval, however in no instance may a sign be placed on a tree in a manner that compromises the health or life of the tree. Signs or plaques will be left in place for 10 years or until they are no longer visually attractive.



CITY OF YACHATS

Commission and Committee Meeting Report

Commission _____

Meeting Date _____

1. Actions

Action Items (brief statement of motion or planned action):

2. Recommendations

Brief statement of recommendations to other Commissions, Committees, Council and/or City/Staff (Chair or their appointee should attend meeting where recommendation is presented):

3. Document Changes

Any document changes should be indicated through redlining and sent to Kimmie Jackson at kimmie@yachatsmail.org

Will you be submitting a document change: YES NO

If YES, Document Title: _____

Section 5.08.110 Noxious and invasive vegetation.

A. No owner or person in charge of real property shall permit, grow or allow noxious vegetation to grow on the property. Nor shall any owner or person in charge of real property permit listed invasive plants within a riparian corridor, as described in Section [9.52.070](#) of this code (hereafter riparian corridor). Noxious vegetation and invasive plants within a riparian corridor are declared a nuisance, and their presence is non-conforming with the Yachats Comprehensive Plan. Some species of noxious vegetation are declared public health hazards.

B. The owner or person in charge of real property shall abate noxious vegetation from the property, or invasive plants within a riparian corridor and do so in a manner that will prevent noxious vegetation from going to seed or propagating by other means. The owner and the person in charge shall be jointly and severally liable for the cost of abatement and may be liable for personal injury or damage resulting from the presence of noxious vegetation knowingly propagated on their property.

C. For purposes of this section, “noxious vegetation” is defined as: introduced “weed” species and native vegetation that is, or is likely to become:

1. A health hazard, including plants such as Scotch Broom and others that may seasonally cause severe allergic reactions, and plants such as Poison Hemlock which is extremely toxic if ingested. Any such vegetation shall be prima facie evidence of a health hazard;

2. A fire hazard, including native and introduced grasses, bushes, weeds or other noxious vegetation allowed to grow in vacant lots or other open areas. Any such vegetation shall be prima facie evidence of a fire hazard;

3. A traffic hazard, including the presence of trees, bushes, or other tall vegetation that impairs the view of the public thoroughfare, street corner, path, or trail making use of the thoroughfare hazardous. Any such vegetation shall be prima facie evidence of a traffic hazard;

4. An invasive vegetation competitive with, and destructive to, native vegetation and desired landscape and garden plants; or

5. A regionally abundant weed of economic importance and which is listed as a noxious weed by Oregon State Department of Agriculture Weed Control Board “B” list and other designated weeds. Of significance, or potential significance, in the Yachats area are the following:

- a. Canada thistle,
- b. French broom,
- c. Gorse,
- d. Himalayan blackberry,
- e. Japanese knotweed,
- f. Poison hemlock,
- g. Purple loosestrife,
- h. Scotch broom,
- i. Waterweed (Elodea),
- j. Tansy ragwort.

D. For purposes of this section, “invasive plants within a riparian corridor” are identified as the following:

1. Common Fennel (*Foeniculum vulgare*);

2. Policeman's Helmet (*Impatiens glandulifera*);
3. Knotweeds* *Polygonum* species *Elimination only by approved practices;
4. Old Man's Beard and Silverlace Vine (*Clematis vitalba* and *Polygonum albertii*);
5. Atlantic, Irish and English Ivy (Cultivars *Hedera hibernica* and *Hedera helix*);
6. Yellow Flag Iris (*Iris pseudacorus*);
7. Purple Loosestrife and Garden Loosestrife (*Lythrum salicaria* & *Lysimachia vulgaris*);
8. Butterfly Bush (*Buddleja davidii*);
9. Reed Canarygrass (*Phalaris arundinacea*).

E. No owner or person in charge of property shall allow noxious vegetation to be on property or in the right-of-way of a public thoroughfare abutting the property.

F. An owner or person in charge of property, including any property in the right-of-way of a public thoroughfare abutting the property, shall cut down or destroy noxious vegetation determined by the City to be necessary if it is or to prevent it from becoming a health or fire hazard, or, in the case of weeds or other noxious vegetation, from invading an environment otherwise occupied by native vegetation or ornamental plants not listed as noxious vegetation by a County or State Weed Board.

G. Questions regarding vegetation identification and methods for the control or eradication of noxious vegetation shall be referred to the Lincoln County Vegetation Management Committee or to the Oregon State Department of Agriculture Weed Control Division, and to the Oregon Revised Statutes, Chapter 570.

H. No owner or person in charge of property shall allow the uncontrolled growth and accumulation of dead or dormant weeds, brush, high grass, scotch broom, gorse, blackberries or pampas grass to become a fire hazard. This section shall not apply to any of the following:

1. Any maintained landscaped area;
2. Any crop grown and maintained for lawful agricultural purposes;
3. Any natural area on publicly owned land of Yachats;
4. Any property defined as wetlands by proper authority, if control of vegetation would violate federal, state, or county laws; or
5. Any property defined as a riparian corridor.

Such vegetation shall be removed or eliminated before July 1st of each year, or at any time the City Council declares a period of extreme fire danger, by cutting to a height of no more than six (6) inches and mulching all cut materials. If any owner or person in charge of property does not comply with this subsection, the City may contract with a firm licensed to do business within the City limits to bring the property into compliance as provided in Section [5.08.250](#), Summary abatement. The City may recover all costs as provided in Section [5.08.240](#), Assessment of costs.

I. Unless a part of a City-approved natural conditions restoration project, within the first thirty (30) feet of a riparian corridor, nonspecific means, including, but not limited to, chemical sprays, mowers or weed eaters shall not be used to control or remove vegetation.

J. Any actual costs incurred by the City in enforcing this section, including, but not limited to, summary or other abatement costs pursuant to subsections B and G of this section, shall become a lien against the property and perfected and recorded as such according to State law. (Ord. 341, 2016; Ord. 283, 2009; Ord. 244, 2004; Ord. 221, 2001)

For your input next meeting.

"Nature is not a place we visit. It is home."

Gary Snyder

Begin forwarded message:

From: Mayor <Mayor@YachatsMail.org>

Date: November 1, 2019 at 10:26:24 AM PDT

To: "johnpurcell49@gmail.com" <johnpurcell49@gmail.com>, Helen Anderson <happydogs27@gmail.com>, Bob Bennett <rmbenn@casco.net>, don groth <dongroth123@gmail.com>, 'Marvin Wigle' <marv.wigle@gmail.com>

Cc: Shannon Beaucaire <Shannon@YachatsMail.org>

Subject: Council Goals

Good morning, Commission chairs. Our Admin Police Number One says that the Council will solicit comments from all of our commissions every November to help us in setting our annual goals in January. I don't recall the Council doing this in recent years, but I thought I'd at least try to follow our Admin Policies.

You may or may not have any recommendations for a Council goal for this coming year. And that's fine if you do not, but any recommendations from your commission would be welcome.

Please note that we want to limit our goals next year to maybe 3 to 5 goals to make it easier to keep our focus on them throughout the year.

We already have several projects we are working on, so you need not include them in your goals as they will continue to be a work in process - for instance, the Little Log Church structural needs, possible remodel of the library, paving of the street between the ballfield and the 501 building, relocating City offices to the 501 building - all of these are already on our agenda.

Please solicit input from your commissions at your November meeting if possible, and let me know what, if any, recommendations for focus comes from your commission. Thank you all for your service to our City.

John

CITY OF YACHATS

ADMINISTRATIVE POLICY NO. 1

ANNUAL GOAL SETTING

OBJECTIVE

To facilitate an orderly process for handling short and long-term projects and concerns within the City's jurisdiction and to lay a basis for the new year's budget.

SCHEDULING

At the beginning of each calendar year, the City Council shall hold a public Goal Setting Work Sessions in conjunction with the appropriate City Department Heads. City Council shall meet in January.

PROCEDURES AND OBJECTIVES

1. **Goal Input.** During the proceeding November, the City shall solicit comments from Commissions, staff, and the community for additions to and amendments to City goals.
2. **Review.** The City Council shall consider community strategic needs, review existing goals as they relate to those needs, and revise goals as appropriate.
3. **Scope of Considerations.** Goals may be both short-term (1-5 years), and long-term (5-20 years). Council shall rank the goals in priority order.
4. **Budget Considerations.** Adopted goals shall serve as preliminary groundwork for proposed budget recommendations.
5. **Timetables.** The council shall set realistic timetables for accomplishing goals after consultation with appropriate commissions and staff.
6. **Implementation.** Appropriate Commissions and Department Heads shall prepare implementation plans for each City Goal Action and written evaluations shall be conducted every six months to measure progress.
7. **Mid-Year Review.** In June or July, staff and commissions shall review progress on goals and make adjustments and recommendations as needed.



2019 Council Goals

Revised: January 3, 2019

File

VISION

Our village is a place where natural resources are valued and protected, where diversity is celebrated, and where a vibrant economy and sense of community pride create and recreate a living spirit. Yachats not only cares about its citizens' basic needs but also supports them in their efforts to excel mentally, physically, artistically, and spiritually. It is a community with an enduring sense of itself.

MISSION

- Provide for the effective governance of the City of Yachats
- Improve administrative processes to maintain and surpass previous high standards
- Improve City infrastructure
- Provide/facilitate opportunities for self-growth, education and participation in programs/projects to enhance quality of life
- Foster "Seventh Generation" thinking

GOALS

Goal 1: New staff and organization / Office location

- Explore best options for expanding / improving City office space
- Complete job descriptions and salary ranges for all positions

Goal 2: Complete transition for City website and accounting functions

- Contract with provider for implementation of new website
- Purchase better accounting / billing / licensing software that can be integrated with each other

Goal 3: Infrastructure / Maintenance schedule for City buildings

- Develop maintenance schedules for all City owned structures
- Do a needs assessment for short term capital needs for all City owned structures
- Establish reserves for replacement of equipment
- Have an energy audit performed on all City buildings as needed

Goal 4: Revise City Charter

- Finalize recommended Charter revision to incorporate the City Manager function
- Educate the public on the reasons for the Charter revision
- Put Charter revision on the May 2019 ballot

Goal 5: Revise Administrative Policies and Municipal Code

- Revise all Administrative Policies to incorporate the City Manager function and other revisions as deemed appropriate
- Get input from all City Commissions on revisions they feel are appropriate for the Municipal Code
- Modify Municipal Code as deemed appropriate
- Consider sign and lighting ordinances



2019 Council Goals

Revised: January 3, 2019

Goal 6: Emergency Preparedness

- Obtain recommendations from the Emergency Preparedness Committee for capital spending requirements
- Consider purchasing a third container for emergency supplies
- Consider purchasing one or two storage facilities for hotel surplus blankets and towels for emergency supplies
- Pursue additional options for ingress and egress in emergency situations

Goal 7: Complete the transfer of Ocean View Drive from the County with public input

- Establish directional flow of traffic
- Create separate paths for vehicles and pedestrians
- Continue to explore feasibility of building a boardwalk on Ocean View from Beach Street to 101 and any other publicly supported structures

Goal 8: Fiscal Responsibility

- Establish CIP funding priorities in first quarter for the year
- Establish a plan to increase our reserves based on input from the Finance Committee
- Consider new sources of revenue as well as increased revenue from existing sources
- Note any revenue that has not been paid and consider best options

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

- Obtain staff, citizen, and vacation property owner / manager input on impact the last two years

Goal 10: Protect Natural Resources

- Analyze options for an ordinance or code change to encourage reduction of plastics and Styrofoam in the community.
- Obtain input from merchants and citizens on plastic and Styrofoam reduction
- Explore energy-saving measures, available grants, and partnerships
- Consider ordinance regarding the removal of trees
- Identify properties important for view shed and ridge line protection as well as for our watershed. Consider what legislative actions might be helpful and what other strategies should be considered."
- Review options for minimizing light pollution within the City
- Explore a process for considering the impact of climate change

Goal 11: Smart City

- Create a small group to familiarize themselves with what is happening in small communities in the area of smart cities to suggest how this concept might enhance the spirit of Yachats



2019 Council Goals

Revised: January 3, 2019

Goal 12: Smooth tourism revenue

- Explore partnerships with economic development and tourism organizations like Travel Oregon
- Explore the relationships other small cities have with their Chamber of Commerce to see how we can work more productively together
- Explore options for choosing public art and other enhancements in Yachats

Goal 13: Explore options for community involvement

Goal 14: Community Health

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

Goal 15: Water security

- Explore funding options for additional water storage
- Explore locations for additional water storage
- Examine our water retention and strive to keep retention at a minimum of 95% in evaluating our distribution efficiencies through the updated water master plan.
- Explore options for acquisition of watershed properties adjacent to our water sources to achieve raw water storage opportunities, and improve fish and wildlife habitat honoring Yachats vision of protecting natural resources

Goal 16: Work force housing

- Consider polling all employees within Yachats who live outside City Limits on what they would need in terms of housing to move into Yachats.
- Investigate the possibility of some of our larger employers investing in housing to rent to our work force
- Investigate grant funding and continued regional partnerships with the county and other municipalities for work force housing

CITY OF YACHATS

ADMINISTRATIVE POLICY NO. 6

USE OF CITY STAFF

OBJECTIVE

To define the administrative procedures for requesting work by City Staff or individuals under contract with the City. The use of City Staff and Contract resources is in fact an expenditure of City funds.

WHO MAY REQUEST STAFF WORK/TIME

All contact with either the City Attorney or Municipal Court Judge must be authorized by the City Manager.

City Staff and Contract Resources – Only the City Manager is authorized to request work/time of City Staff or Contract Resources. This shall include, but not be limited to, data analysis, financial reports, budget comparisons, CIP projects, administrative support, copy services, typing, site inspection, telephoning, etc.

- The Mayor or Councilors shall not direct staff to initiate any action or prepare any report that is significant in nature, or initiate any project or study without the approval of the City Manager.
- Commissions or Committees shall not direct staff to initiate any action or prepare any report that is significant in nature or initiate any project without the approval of the City Manager.
- All other requests shall be considered public records requests and shall proceed as provided in Administrative Policy No. 14 – Public Access to Documents.

HARASSMENT OF CITY STAFF

The City Manager will be responsible for suspending contact with any citizen who is deemed by them to be impeding the staff from carrying out their duties or harassing a staff member. All such incidents will be reported to the City Manager.

COUNCIL INTERACTION WITH CITY STAFF

The City utilizes the Council-Manager form of government which combines the political leadership of local elected officials (Mayor and City Council) with the managerial experience of an appointed manager. All power and authority to set policy rests with the City Council. The City Council in turn hires a nonpartisan manager who has very broad authority to run the organization.

All Council members will respect the separation between the Council's role and the City Manager's responsibilities by:

FROM CITY NEWSLETTER NOVEMBER 2011

The crisp fall mornings and warmish afternoons have told our giant fig tree it's time to carpet the grounds with leaves again. The yellowing and curling leaves remind us it's time to prepare for the Thanksgiving season. This is a good time to reflect upon those things, moments, and people in our lives that we are grateful for.

As Volunteer Coordinator here at the Little Log Church and Museum I can tell you that I treasure our volunteers who share their time and talents with our visitors. Their enthusiasm for our little museum and the history it holds is contagious, and they are wonderful ambassadors for our city.

This month I'd like to honor one volunteer in particular, and that is John Thornton, who has been sitting at the desk at the LLC&M every Wednesday for years (111 hours during the last fiscal year). John has decided to retire from docent duty, and move with his wife Bonnie to Eugene to be closer to their family and other amenities offered by city life. They found a nice apartment nestled among some beautiful trees and overlooking the river. They plan to keep their Yachats home at least for a while, so they can visit when spirit moves them.

John and Bonnie moved to Yachats about 30 years ago from Redmond, Washington. Prior to that they lived and worked in various places around the country, including the Washington DC area where John worked for GE in aerospace field marketing.

John has certainly contributed a great deal to our community and especially to our beloved Little Log Church. His upbeat approach to life has always been much appreciated. We'll remember John's oft-repeated reply to anyone who wishes him a good day: "Every day is a good day when you live in paradise!" Thanks, John and God speed.

REPORT TO PARKS AND COMMONS COMMISSION

DATE: November 14, 2019
MEMO TO: Parks and Commons Commission Members
FROM: Mary Crook, Little Log Church Board Secretary, Volunteer Coordinator, Events Coordinator.

The Board of the Little Log Church and Museum met Thursday, November 14, 2019. You will receive minutes from that meeting after the Board approves them next monthly meeting. Board approved the minutes of the previous meeting, and a copy of those minutes is included with this report.

FYI, the LLC&M Board meets at 12:30 p.m. the second Thursday of each month at the Log Church. Please know P&C Commission members are always invited to attend. Our meetings last about one hour, and we are a very harmonious and collegial group.

Statistics: Volunteers: All shifts were covered in October. Since the retirement of John Thornton from our board and our Wednesday volunteer roster, we have been able to cover his shifts with a cooperative rotation of six volunteers. We are seeking another addition to our pool of volunteers. Training is provided. Any takers or referrals?

Statistics: Income: Income for October was \$335 -- (\$80 for events; \$65 in sales; \$190 from visitor donations). The Friends of the Little Log Church have a separate account. Currently the amount in the Friends account is \$5,216.09. A final payment for \$2,245.00 was written to David Atkin, our attorney who specializes in non-profit organizations. Future meetings, consultations, and written documents needed by the Friends of the LLC&M are all covered under this fee. Carl Miller will provide an updated report from the Friends at your next meeting.

Statistics: Visitors: There were 212 visitors for the month of October, plus 126 event attendees from 22 states, 1 Canadian province, and 3 foreign countries (UK, Holland and Bangladesh). Fiscal YTD total: 1371. Here's a teaser from our November report: The Celtic Festival used the LLC for five concerts with a total of 154 attendees at our venue. So we had a lot of exposure in the last two months.

Events: (1) One wedding was held in October. **(2)** There were two talks given October 20th for the Chamber-sponsored mushroom festival. Attendance was good – 120 mushroom enthusiasts total. **(3)** Jo McDow, a board member of the Friends of the Little Log Church and Museum, has proposed a three-evening concert series to benefit the building project in early December. So far she has secured a classical guitarist for a benefit concert on Saturday December 7th from 7:00 p.m. to 8:00 p.m.

Respectfully submitted,

Mary Crook
For the Little Log Church and Museum

**LITTLE LOG CHURCH AND MUSEUM
MINUTES OF MONTHLY BOARD MEETING**

September 12, 2019

Board members present: Mary Crook, Vicki Martin, Katie Johnson, Karl Christianson, Carl Miller, Leon Sterner, Mark Shepherd. Absent: John Thornton.

Minutes of previous meeting: Reviewed and approved.

Treasurer's Report: No report yet this month. City still fine-tuning new program.

Curator's Report: None this month.

Weddings and Events: AUGUST EVENTS: (1) Three weddings were scheduled in August, plus one 50 year anniversary renewal celebration, officiated by couple's grandson.

FUTURE: (1) Chamber requested LLC space on Sunday October 20th for a lecture on truffles during mushroom festival. There will also be a demo in the garden with truffle dogs (there will be no digging). (2) Annual blessing of the animals was held Sunday, October 6th at 3:00 p.m. (3) Annual "Opening Ceremonies" to be Friday, December 13th at 7:00 p.m.

Volunteer Report: All shifts have been covered.

Landscaping: Lawn is being mowed regularly, but grounds have not been maintained since the departure of the former landscapers, who left at the end of June. Mark Shepherd offered to check with Heather on progress of filling the position. City agreement specifies that current contract holders have first dibs to apply if they wish.

Chimes: Our carillon is working, sounding at noon and 6:00 p.m.

Friends Report: (1) Current balance in Friends account is \$6851.09. (2245 was paid to our consulting attorney. (2) Carl reported Friends of the LLC&M will have one more meeting to appoint officers. The attorney is working on our bylaws. The EIN # has been assigned. The separate Friends of the LLC&M Board will meet four times a year. (3) The two Big Band events brought in \$1,007 (1st event: \$373; 2nd event: \$634) Advertising for the 2nd event paid off. Karl thanked the board for their participation. (4) Jo Crooks has offered to assist in producing a fundraiser dinner. (5) Leon spoke with Hannah Barrett about a Facebook page and website for the LLC&M. (6) All donors to the project will be acknowledged by both the city and the LLC&M. (7) It was suggested that the LLC&M have special envelopes printed with space for names and addresses of each donor to make it simpler for volunteers at the museum to accept donations. Along with the donation envelopes a special display sign will be created explaining what is happening at the LLC&M and why.

Minutes submitted by Mary Crook

Facilities Manager Report

November 2019

The Farmers Market has come to an end for the season. I will be meeting with George later in the month to go over that market and just checking in with the status of things on their end.

The bird netting has arrived; I am working on a plan for installation.

The Craft show and Celtic festival went off fantastically. Both had great turn outs.

The heating units in rm 8,7 and one in the multi-purpose room have stopped working. Florence heating came the units will need to be replaced. I was quoted \$12,450.00 for the work that needs to be done. I am working on other estimates to meet procurement standards as well as exploring a larger unit that is more commercially oriented.

Samples for gym floor tape have come. I am still looking into all options for marking the Pickle Ball court.

I am currently working on a risk inspection that was done by C.I.S. in the spring to meet their requirement as well as OSHA.

I am including a report from the new reservation program that is reflective of the usage of the building. The revenue portion will not be totally accurate as most of the reservations were moved from the other system and had been paid for already.

Respectfully Submitted

Heather Hoen