1. 2:00 P.M. Agenda

   Documents:

   2023-01-03 Parks And Commons Agenda.pdf

2. Meeting Material
   2022-11-Financial-Report-General-Fund

   Documents:

   City Goal Setting.pdf
   PCC Strawman. Goals.pdf
   2023-01-03 Trails Report.pdf
   2022-12-06 Parks And Commons Meeting Summary.pdf
   Financial PandC-LLCM OCT 2022.Pdf

CITY OF YACHATS
PARKS & COMMONS COMMISSION
Tuesday, January 3, 2023 at 2:00pm
To Be Held Via
Yachats OR 97498

Join Zoom Meeting
https://us02web.zoom.us/j/89696389900

Meeting ID: 818 5187 1661
One tap mobile
+16699006833,,81851871661# US (San Jose) 12532158782,,81851871661# US
+(Tacoma)
Dial by your location
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 929 205 6099 US (New York)
+1 301 715 8592 US (Washington DC)
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Meeting ID: 818 5187 1661
Find your local number: https://us02web.zoom.us/u/kscsdp4tW

AGENDA

I. Meeting Called to Order
II. Announcements and Correspondence
III. Citizens' Concerns (limited to items not on the agenda, 5-minute limitation per person)
IV. Current Business
  a. Bike Racks and Wetlands Boardwalk: Contractor
  b. Pocket Parks: Insurance adjustor
  c. Skate Park
  d. Delineators

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 12/27/22 By: Kimmie Jackson, Deputy City Recorder

VI. New Business
  a. Application – Ron Simans – Seat A
  b. Application – Meg Simans – Seat D
  c. PCC Goals for City Council Goal Setting
  d. Preliminary Discussion of PCC Budget
  e. Reporting to Council

VII. Reports (Provided written reports)
  a. Trails
  b. December Meeting Summary

VIII. Other Business
  a. From Commission
  b. From Staff

IX. Action Items

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 12/27/22 By: Kimmie Jackson, Deputy City Recorder

3.8.1 ***<u>Procedures and Objectives</u>***

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

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.

Strawman: PCC Goals 2023

- Complete Sunset Parks, North and South before April 1.
- Ocean View Walkway: Engineering complete, bids let, and construction started. At least one grant applied for and awarded.
- Bicycle Racks installed before May 1.
- PCC at full membership
- Commons Greenspace design and implementation plan complete
- Develop initial plans and costing for Commons North entrance
- Master Park Plan: Vendor selected; preliminary draft completed
- Agreement/clarification with City Council on Commons role.
- Trails Committee leadership transition planning initiated
- Evaluate trail signage and develop standards for new and existing signs.
- Trails…… (new?, extended?) What else?

TRAILS COMMITTEE REPORT – Parks and Commons Commission – January 3, 2023

YIPS! – Considerable effort has been spent removing invasives from areas of the Community Park and the Whale Park.

Trails – Time was spent on general maintenance tasks like clearing tread surfaces, cutting encroaching vegetation, and making small repairs to infrastructure. We are contemplating designing and installing some directional and distances signage on the Ya'Xaik Trail.

Ocean View Drive Walkway –

To the best of our knowledge, despite CC approval of the project and CC approval of funding for design engineering, this project appears to have been put on hold. Although the City Manager has not confirmed that, the Ocean View Drive Walkway is not on the current list of five capital projects to be completed. Since the City has not responded to requests to review, make changes to, and approve the rough draft budget of its figures and the project timeline required for the grant application, VtF is unable to submit an already-completed application (due 12/31) to the Three Rivers Foundation for funds that would augment the City's funding for this project.

13th Annual New Year's Day Peace Hike –

Loren and Joanne have led the planning committee that includes several new members from the community whose help is greatly appreciated. Bobbi Price, Director, Yachats Chamber of Commerce, also joined the sponsorship and has done a fantastic job -- creating a poster, polishing the agenda, and publicizing the event. There is a great feature about it in the OC Quarterly published by Travel Oregon. Members of the Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians are also involved in planning. Additional sponsors are OCVA that is paying for the mic and speaker at the Amanda Gathering Area and OPRD that is providing the mobile toilet. Commemorative buttons, created by Bette Perman and Loren, have been completed. Loren has recruited many volunteers who will assist on the day of the event and is coordinating their efforts.

VtF will be fundraising for the Oceanview boardwalk at the event.

Moving up to the Big Leagues – Best wishes to Craig and Catherine as they move from PCC to the City Council. We have enjoyed working with them and have appreciated their support.

The following items are carried over verbatim from the November report. They are important issues about which nothing has changed in the last month.

Commons Boardwalk – Parts of the Commons Boardwalk need replacement and/or repair; decking on the east is rotten and presents a definite hazard.

Delineators on Ocean View Drive – One delineator has broken off and another is tilted at an angle; more will suffer similar fates over time. It seems prudent to discuss who will be responsible for maintenance and repairs of that sort especially as more delineators will be installed on Highway 101 south of Yachats River Road.

CITY OF YACHATS
PARKS AND COMMONS COMMISSION
MEETING SUMMARY
December 6, 2022
<u>Zoom Meeting Summary</u>

<u>Attendance: 14</u>

1. (00:10) Meeting Call to Order by Chair Craig Berdie on this December 6, 2022, meeting of the Parks and Commons Commission at 2:00 pm via Zoom Meeting. Members present: Dean Shrock, Michael Hempen, Adam Altson and Catherine Carey. Trails - Joanne Kittel and Bob Langley. Staff: Kimmie Jackson, Recorder.

2. (0:50) Reports: Meeting Summary – Information only attached to online packet. The Chair met with the City Manager regarding the action items from the previous meeting for updates and clarification. The Chair will request a meeting with the City Manager and Joann Kittel regarding grants. The City's contractor is viewing the areas of the boardwalk areas for repairs and replacement in the near future. Public Works plans for the area between the Wastewater Plant and the Library is to only bury a pipe in the ground. The Chair indicated drafting a Memorandum of Understanding (MOU) between the City and the State Park to forward to the City Manager and also determined that a policy will need to be developed for delineators that need to be replaced.

3. (22:07) Trails Report: Report attached to the Commission packet. Mr. Langley covered key items in the written report and mention that the Boardwalk and delineators by River Rd. to the river is now being handled by Public Works & Streets Commission. Announced the New Year's Hike preparation is in progress. The buttons are ordered, event will be in the Pavilion at the Commons; there will be two fires; State Parks is donating s port a potty. Will also be using this event as a fundraiser for the Walkway and fundraising at the Solstice Event.

4. (31:35) Pocket Parks have been approved by Council and reported on the potted plants rooting very well and hope to get in the ground no later than April 2023.

5. Bicycle Racks – Archeologist: In progress.

6. Delineators Hwy 101: In progress.

7. (31:42) Skate Park: Project Exploration Approved.

8. (38:10) Membership Recruitment, Chair, and Adam Altson term: Commissioner Altson would like to be reappointed for another term and after discussion a motion was approved unanimously to approve and forward to City Council a

resolution reappointing Commissioner Altson for another term.

9. (48:00) Master Plan – Comprehensive Plan Integrated with Planning, Public Works: It was indicated that the City Manager is leaning towards one single plan, and keeping in mind looking at areas of preservation, and identify property for acquisition.

10. (52:29) Other Business discussed is the status of the Common's building, and it is still unclear as to the role Parks & Commons will have at this point; the wetlands plans are still undecided. The City plans to contact the specialist that completed the last analysis prepare a new analysis. It was discussed that the Commons may need a portable speaker and microphone, and that the request should go to the City Manager. There was also discussion regarding the lack of wi-fi in the Commons and the availability of the remote to users claiming not to have received.

11. (1:00:26) – The Commission discussed the City possibly dissolving the Parks & Commos Commission. Research was done by the Chair and found that several cities have a Parks Commission and discussed what other city parks committees are doing. Also reported that there was Council discussion around giving charge letters to Commissions, and this committee's discussion indicated it should be the other way around. The Trails would like to know what their position will be with the City. The next discussion should include Commission roles, what should it look like going forward and goals and objective for 2023.

Craig Berdie adjourned the meeting at 3:38pm.

Prepared by Kimmie Jackson on December 6, 2022

Commons 100-1020

Monthly Financial Detail Report
OCTOBER 2022

Printed: 11/18/2022
Period 04-04
Fiscal Year 2023

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
100	1020	300101	Beginning Balance	$ 150,343.17	$ 150,343.17	$ -	$ 150,343.17	100.00%	Beginning Balance - Unaudited
100	1020	304335	Rents or Fees	$ 9,000.00	$ 3,970.00	$ 964.00	$ 4,934.00	54.82%	
100	1020	304480	Gifts/Donations	$ 2,000.00	$ 1,611.75	$ 50.00	$ 1,661.75	83.09%	
100	1020	314861	Transfer in General Fund	$ 75,000.00	$ 18,750.00	$ -	$ 18,750.00	25.00%	Quarterly transfer from 100-1010
100	1020	314863	Transfer in Visitor Amenity	$ 25,000.00	$ 6,250.00	$ -	$ 6,250.00	25.00%	Quarterly transfer from 100-1045
			REVENUE	**$ 261,343.17**	**$ 180,924.92**	**$ 1,014.00**	**$ 181,938.92**	**69.62%**	
100	1020	105110	Water Lead	$ 1,200.00	$ -	$ -	$ -	0.00%	
100	1020	105111	Wastewater Lead	$ 500.00	$ 257.68	$ -	$ 257.68	51.54%	
100	1020	105112	Field Utility 2	$ 1,000.00	$ -	$ -	$ -	0.00%	
100	1020	105113	Field Utility 1	$ 300.00	$ 145.34	$ -	$ 145.34	48.45%	
100	1020	105114	Field Utility	$ 300.00	$ 297.71	$ 64.91	$ 362.62	120.87%	
100	1020	105115	Commons Coordinator	$ 32,800.00	$ -	$ -	$ -	0.00%	
100	1020	105140	Fringe Benefits	$ 3,800.00	$ 61.65	$ 5.02	$ 66.67	1.75%	
100	1020	105141	Insurance Benefits	$ 11,900.00	$ 263.84	$ 22.24	$ 286.08	2.40%	
100	1020	105142	Regular PERS System	$ 5,800.00	$ 108.48	$ 10.05	$ 118.53	2.04%	
			PERSONNEL	**$ 57,600.00**	**$ 1,134.70**	**$ 102.22**	**$ 1,236.92**	**2.15%**	
100	1020	205222	Insurance	$ 4,700.00	$ -	$ -	$ -	0.00%	Annual Property/Liability Renewal FY22
100	1020	205240	Office Materials & Supplies	$ 500.00	$ 28.00	$ -	$ 28.00	5.60%	
100	1020	205251	Telephones/Cell Phones/DSL	$ 150.00	$ 187.34	$ -	$ 187.34	124.89%	
100	1020	205252	Utilities	$ 5,000.00	$ 686.64	$ 716.88	$ 1,403.52	28.07%	
100	1020	205260	Contract Expense (all Professional, IGA & Personal Svcs)	$ -	$ 1,495.00	$ -	$ 1,495.00	0.00%	Sep 2022 - CE Commerical Services - kitchen range hood fan repair $1,495.
100	1020	205317	Tools and Small Equipment	$ 500.00	$ 995.75	$ -	$ 995.75	199.15%	
100	1020	205330	Building and Land Maintenance	$ 45,000.00	$ 2,330.54	$ 1,095.48	$ 3,426.02	7.61%	
100	1020	205335	Custodial Support/Supplies	$ 20,000.00	$ 3,237.44	$ 962.54	$ 4,199.98	21.00%	
100	1020	205421	Parks/Grounds Maintenance	$ -	$ 840.00	$ -	$ 840.00	0.00%	
100	1020	205439	Comm Support/Beautification	$ -	$ 7,532.00	$ 7,500.00	$ 15,032.00	0.00%	
100	1020	205474	Mowing	$ 1,500.00	$ 305.00	$ -	$ 305.00	20.33%	
100	1020	205490	Material and Services	$ -	$ 340.76	$ 198.00	$ 538.76	0.00%	
100	1020	208000	Operating Contingency	$ 7,500.00	$ -	$ -	$ -	0.00%	

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
			MATERIALS AND SERVICES	**$ 84,850.00**	**$ 17,978.47**	**$ 10,472.90**	**$ 28,451.37**	**33.53%**	
100	1020	217126	Transfer out Cap Res	$ 10,000.00	$ 2,500.00	$ -	$ 2,500.00	25.00%	Quarterly transfer to 150-1020
			TRANSFERS	**$ 10,000.00**	**$ 2,500.00**	**$ -**	**$ 2,500.00**	**25.00%**	
			EXPENSE	**$ 152,450.00**	**$ 21,613.17**	**$ 10,575.12**	**$ 32,188.29**	**21.11%**	
			Revenue Total	**$ 261,343.17**	**$ 180,924.92**	**$ 1,014.00**	**$ 181,938.92**	**69.62%**	
			Expense Total	**$ 152,450.00**	**$ 21,613.17**	**$ 10,575.12**	**$ 32,188.29**	**21.11%**	
			NET GAIN/(LOSS)	**$ 108,893.17**	**$ 159,311.75**	**$ (9,561.12)**	**$ 149,750.63**	**137.52%**	

Commons Reserve 150-1020

Monthly Financial Detail Report

OCTOBER 2022

Printed: 11/18/2022
Period 04-04
Fiscal Year 2023

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
150	1020	300101	Beginning Balance	$ 155,449.02	$ 155,449.02	$ -	$ 155,449.02	100.00%	Beginning Balance - Unaudited
150	1020	314869	Transfer in Commons Operations	$ 10,000.00	$ 2,500.00	$ -	$ 2,500.00	25.00%	Quarterly Transfer from 100-1020
			REVENUE	**$ 165,449.02**	**$ 157,949.02**	**$ -**	**$ 157,949.02**	**95.47%**	
150	1020	105150	Capitalized Labor	$ 10,500.00	$ -	$ -	$ -	0.00%	
			PERSONNEL	**$ 10,500.00**	**$ -**	**$ -**	**$ -**	**0.00%**	
150	1020	407922	Capital Outlay - Improvement	$ 97,500.00	$ -	$ -	$ -	0.00%	
150	1020	407942	Capital Outlay - Buildings	$ 32,000.00	$ -	$ -	$ -	0.00%	
			CAPITAL OUTLAY	**$ 129,500.00**	**$ -**	**$ -**	**$ -**	**0.00%**	
			EXPENSES	**$ 140,000.00**	**$ -**	**$ -**	**$ -**	**0.00%**	
			Resource Total	**$ 165,449.02**	**$ 157,949.02**	**$ -**	**$ 157,949.02**	**95.47%**	
			Expense Total	**$ 140,000.00**	**$ -**	**$ -**	**$ -**	**0.00%**	
			NET GAIN/(LOSS)	**$ 25,449.02**	**$ 157,949.02**	**$ -**	**$ 157,949.02**	**620.65%**	

Little Log Church & Museum 100-1025

Monthly Financial Detail Report
OCTOBER 2022

Printed: 11/18/2022
Period 04-04
Fiscal Year 2023

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
100	1025	300101	Beginning Balance	$ 3,272.28	$ 3,272.28	$ -	$ 3,272.28	100.00%	Beginning Balance - Unaudited
100	1025	314861	Transfer in General Fund	$ 5,250.00	$ 1,312.50	$ -	$ 1,312.50	25.00%	Quarterly transfer from 100-1010
100	1025	314863	Transfer in Visitor Amenity	$ 15,750.00	$ 3,937.50	$ -	$ 3,937.50	25.00%	Quarterly transfer from 100-1045
			REVENUE	**$ 24,272.28**	**$ 8,522.28**	**$ -**	**$ 8,522.28**	**35.11%**	
100	1025	105110	Water Lead	$ 500.00	$ -	$ -	$ -	0.00%	
100	1025	105113	Field Utility 1	$ -	$ 24.98	$ -	$ 24.98	0.00%	
100	1025	105114	Field Utility	$ -	$ 25.96	$ -	$ 25.96	0.00%	
100	1025	105140	Fringe Benefits	$ 100.00	$ 5.20	$ -	$ 5.20	5.20%	
100	1025	105141	Insurance Benefits	$ 200.00	$ 21.09	$ -	$ 21.09	10.55%	
100	1025	105142	Regular PERS System	$ 100.00	$ 7.90	$ -	$ 7.90	7.90%	
			PERSONNEL	**$ 900.00**	**$ 85.13**	**$ -**	**$ 85.13**	**9.46%**	
100	1025	205220	Marketing/Road Sign	$ 200.00	$ -	$ 194.00	$ 194.00	97.00%	
100	1025	205222	Insurance	$ 2,500.00	$ -	$ -	$ -	0.00%	Annual Property/Liability Renewal FY23
100	1025	205251	Telephones/Cell Phones/DSL	$ 650.00	$ 39.44	$ -	$ 39.44	6.07%	
100	1025	205252	Utilities	$ 1,750.00	$ 93.94	$ 129.80	$ 223.74	12.79%	
100	1025	205330	Building and Land Maintenance	$ 10,000.00	$ 1,351.00	$ 600.00	$ 1,951.00	19.51%	
100	1025	205421	Parks/Grounds Maintenance	$ 5,400.00	$ 600.00	$ -	$ 600.00	11.11%	
100	1025	205474	Mowing	$ 600.00	$ 222.00	$ -	$ 222.00	37.00%	
			MATERIALS AND SERVICES	**$ 21,100.00**	**$ 2,306.38**	**$ 923.80**	**$ 3,230.18**	**15.31%**	
			EXPENSE	**$ 22,000.00**	**$ 2,391.51**	**$ 923.80**	**$ 3,315.31**	**15.07%**	
			Revenue Total	**$ 24,272.28**	**$ 8,522.28**	**$ -**	**$ 8,522.28**	**35.11%**	
			Expense Total	**$ 22,000.00**	**$ 2,391.51**	**$ 923.80**	**$ 3,315.31**	**15.07%**	
			NET GAIN/(LOSS)	**$ 2,272.28**	**$ 6,130.77**	**$ (923.80)**	**$ 5,206.97**	**229.15%**	

Little Log Church & Museum Reserve 150-1025

Monthly Financial Detail Report

OCTOBER 2022

Printed: 11/18/2022

Period 04-04

Fiscal Year 2023

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	
150	1025	300101	Beginning Balance	$ 208,077.50	$ 208,077.50	$ -	$ 208,077.50	100.00%	Beginning Balance - Unaudited
			RESOURCE	**$ 208,077.50**	**$ 208,077.50**	**$ -**	**$ 208,077.50**	**100.00%**	
150	1025	407942	Capital Outlay - Buildings	$ 187,000.00	$ -	$ 2,175.13	$ 2,175.13	1.16%	Oct - Civil West Engineering for LLCM Structural Assessment $2175.13
			CAPITAL OUTLAY	**$ 187,000.00**	**$ -**	**$ 2,175.13**	**$ 2,175.13**	**1.16%**	
			EXPENSE	**$ 187,000.00**	**$ -**	**$ 2,175.13**	**$ 2,175.13**	**1.16%**	
			Resource Total	**$ 208,077.50**	**$ 208,077.50**	**$ -**	**$ 208,077.50**	**100.00%**	
			Expense Total	**$ 187,000.00**	**$ -**	**$ 2,175.13**	**$ 2,175.13**	**1.16%**	
			NET GAIN/(LOSS)	**$ 21,077.50**	**$ 208,077.50**	**$ (2,175.13)**	**$ 205,902.37**	**976.88%**	