

1. 1:00 P.M. Agenda

Documents:

[2023-04-12 Parks And Commons Agenda.pdf](#)

2. Meeting Material

[CM-Report-To-Council-March-2023](#)

[/DocumentCenter/View/1994/2023-02-Financial-Report-General-Fund](#)

Documents:

[Giroux - Volunteer Application.pdf](#)

[Sterling - Volunteer Application.pdf](#)

[2023-03-07 Parks And Commons Meeting Summary.pdf](#)



CITY OF YACHATS
PARKS & COMMONS COMMISSION
441 Hwy 101 N. Commons Civic Meeting Room 1
Yachats, OR 97498
Wednesday, April 12, 2023, at 1:00pm
To Be Held In-Person & Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/87557620041>

Meeting ID: 875 5762 0041

One tap mobile

+16694449171,,87557620041# US

+16699006833,,87557620041# US (San Jose)

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. Ongoing Business
 - a. A recap of the monthly chairperson meeting
 - b. Goals
- VI. New Business
 - a. Volunteer Application – Dan Sterling & George Giroux
 - b. Non-Profit Group to Manage/run the Commons - Discussion
- VII. Reports (Provide written reports)
 - a. Financial Report
 - b. Trails Report
 - c. City Manager Report
 - d. Meeting Summary of March 7, 2023
- VIII. Other Business
 - a. From Commission
 - b. From Staff

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 03/31/23 By: Kimmie Jackson, Deputy City Recorder

City Recorder

From: noreply@civicplus.com
Sent: Tuesday, March 28, 2023 11:34 AM
To: City Hall; City Recorder
Subject: Online Form Submission #193 for City of Yachats Volunteer Agreement

City of Yachats Volunteer Agreement

City of Yachats

501 Highway 101 N

PO Box 345

Yachats, OR 97498

Phone: 541-547-3565

Fax: 541-547-3063

Thank you for your interest in volunteering for City of Yachats. We look forward to partnerships with volunteers to enable us to effectively serve the citizens of our community. In order to ensure the safety of our volunteers and protect the interests of City of Yachats, we require potential volunteers to complete this questionnaire form and participate in a background check. Thank you for volunteering.

First Name	George
------------	--------

Last Name	Giroux
-----------	--------

Address	
---------	---

City	Yachats
------	---------

State	OR
-------	----

Zip Code	97498-0892
----------	------------

Daytime Phone	
---------------	---

Evening Phone	Field not completed.
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Email	
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(Section Break)

Volunteer Activity

Please describe the type of volunteer work you are interested in performing or activity/event you wish to volunteer for.

I am applying for one of the open seats on the Parks and Commons Commission

Please list the date(s) or range of dates for which you would like to volunteer

I can start serving on the Commission immediately, though technically I will not have lived in Yachats full-time for 6 months until the end of April 2023. That said, I have resided here part-time since mid-September 2023.

Statement of Interest or Related Experience for Commissions & Committees

Please see attached Statement of Interest

Upload document, if needed

[City of Yachats Volunteer Agreement.pdf](#)

(Section Break)

References

*Please list two references that are **not related to you** and that have knowledge of your relevant experience for the type of volunteer activity you are interested in.*

Reference 1

First Name

James

Last Name

Aschliman

Address



City

Hailey

State

ID

Zip Code

83333

Phone Number



Relationship

Professional

Years Known

7

Reference 2

First Name

Mike

Last Name

Gray

Address



City	Rescue
State	CA
Zip Code	95672
Phone Number	[REDACTED]
Relationship	Friend
Years Known	50

Emergency Information

Name and contact information for the person(s) to reach in the event of an emergency.

Name	Linda Anderson
Phone Number	[REDACTED]
Relationship	Wife
Name	<i>Field not completed.</i>
Phone Number	<i>Field not completed.</i>
Relationship	<i>Field not completed.</i>

I understand and agree to the following:

- I will keep all issues pertaining to city business confidential
- I may be subject to background and motor vehicle record checks.
- I will adhere by Oregon Occupational Safety and Health Division (OR-OSHA) safety standards and training I am provided.
- I have read and understand the Volunteer Policy.

I hereby certify that the facts set forth in this volunteer registration are true to the best of my knowledge. I agree that if the information given in my registration, resume, or any other materials, or during any interview, is found to be false in any way, it shall be considered sufficient cause for denial of volunteer status.

I understand that City of Yachats is not obligated to appoint me to a volunteer position and that nothing contained in the volunteer registration form is intended to create a contract between City of Yachats and me. In addition to the above items, I agree to comply with the policies, rules, regulations, and procedures of City of Yachats, which I understand may change at any time and I understand that my volunteer status can be terminated with or without cause or notice, at any time, at the option of either me or City of Yachats.

Signature	George Giroux
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Date

3/28/2023

Required for all Minors: Parent or Guardian's Authorization for Medical Care & Consent to Agreement

I PARENT/GUARDIAN as parent or legal guardian, hereby grant permission for MINOR to do volunteer work for City of Yachats. In the event of an emergency, accident, or illness, I authorize City of Yachats and its employees to administer emergency medical care to my child and/or, if deemed necessary, to secure emergency medical services and incur expenses for which I will be responsible for payment. My signature in the following hereby represents that I have read, understand, and to this agreement.

Parent/Guardian

Field not completed.

Minor

Field not completed.

Signature

Field not completed.

Date

Field not completed.

Vers.on 2022-10-01

Email not displaying correctly? [View it in your browser.](#)

City Recorder

From: noreply@civicplus.com
Sent: Wednesday, March 22, 2023 12:36 PM
To: City Hall; City Recorder
Subject: Online Form Submission #192 for City of Yachats Volunteer Agreement

City of Yachats Volunteer Agreement

City of Yachats

501 Highway 101 N

PO Box 345

Yachats, OR 97498

Phone: 541-547-3565

Fax: 541-547-3063

Thank you for your interest in volunteering for City of Yachats. We look forward to partnerships with volunteers to enable us to effectively serve the citizens of our community. In order to ensure the safety of our volunteers and protect the interests of City of Yachats, we require potential volunteers to complete this questionnaire form and participate in a background check. Thank you for volunteering.

First Name dan

Last Name sterling

Address 

City Yachats

State OR

Zip Code 97498

Daytime Phone 

Evening Phone *Field not completed.*

Email 

(Section Break)

Volunteer Activity

Please describe the type of volunteer work you are interested in performing or activity/event you wish to volunteer for.	Parks and Commons Commission
Please list the date(s) or range of dates for which you would like to volunteer	Anytime
Statement of Interest or Related Experience for Commissions & Committees	As a retired public school teacher and administrator in the South Coast Educational Service District, Eugene 4J School District, Portland Public Schools, and Lake Oswego School District with 25 years of experience, I am interested in serving the city. It is my desire to support the use, maintenance, improvement, and creation of parks and public places for the purpose of connecting and improving the health of all members of our community. I'm energized by challenges that involve collaborating, envisioning, planning & organizing, and managing projects. My communication style is: thoughtful, honest, and considerate. My values include commitment, transparency, fairness, win-win solutions, collaboration, and using time wisely.
Upload document, if needed	<i>Field not completed.</i>

(Section Break)

References

Please list two references that are **not related to you** and that have knowledge of your relevant experience for the type of volunteer activity you are interested in.

Reference 1

First Name	Rob
Last Name	Pell
Address	
City	Grants Pass
State	OR
Zip Code	97526
Phone Number	
Relationship	Friend

Years Known 43

Reference 2

First Name Steve

Last Name Sherrell

Address



City Lake Oswego

State OR

Zip Code 97034

Phone Number



Relationship Friend, former supervisor

Years Known 18

Emergency Information

Name and contact information for the person(s) to reach in the event of an emergency.

Name LeeAnn McKenna

Phone Number



Relationship friend

Name Rob Pell

Phone Number



Relationship friend

I understand and agree to the following:

- I will keep all issues pertaining to city business confidential
- I may be subject to background and motor vehicle record checks.
- I will adhere by Oregon Occupational Safety and Health Division (OR-OSHA) safety standards and training I am provided.
- I have read and understand the Volunteer Policy.

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Signature Dan Sterling

Date 3/22/2023

Required for all Minors: Parent or Guardian's Authorization for Medical Care & Consent to Agreement

I PARENT/GUARDIAN as parent or legal guardian, hereby grant permission for MINOR to do volunteer work for City of Yachats. In the event of an emergency, accident, or illness, I authorize City of Yachats and its employees to administer emergency medical care to my child and/or, if deemed necessary, to secure emergency medical services and incur expenses for which I will be responsible for payment. My signature in the following hereby represents that I have read, understand, and to this agreement.

Parent/Guardian Field not completed.

Minor Field not completed.

Signature Field not completed.

Date Field not completed.

Version 2022-10-01

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CITY OF YACHATS
PARKS AND COMMONS COMMISSION
March 7, 2023

Meeting Summary

Guests/Audience: 16

1. Chair Adam Altson called this meeting to order on this March 7, 2023, of the Parks and Commons Commission at 2:00 pm. Members present: Michael Hempen, Meg Simans, Ron Simans, and Dean Shrock. Trails - Joanne Kittel and Bob Langley. Staff: Kimmie Jackson, Recorder, Holly Hamilton (CIP Coordinator)
2. (0:00:50) No Correspondence.
3. (0:00:59) No Citizens Concerns
4. (0:01:20) Update from the monthly Chair Meeting with the City Manager February 22nd – discussed the City needing a Child Protective Policy for insurance purposes. The City Manager will forward a sample policy. Members that are around kids may need to undergo background checks; charge letters from the City are coming to the Commissions that will give direction; Skate Park Update is having a second meeting set for April 14th from 6:00pm to 7:30pm at the Commons to discuss design plans and offering free pizza; and adding the Walkway to the Master Plan and that will make it easier to apply for grants.

The Commissioners discussed naming the walkway “Bayside Walkway” to make it distinct from the Wetlands Walkway.

5. (0:08:00) Goals – Topics completed and discussed at prior meetings were to complete Pocket Parks, Sunset Park North 6th Street and South 4th Street, and the need to get the plants in the ground. The project is on hold until the road is turned over to the City. Still waiting on two easements to be completed; need to get information on grants; the bids for contractors have been received to scrape gravel and lay down the soil, move rocks and benches; plan on purchasing a few more benches, moving a bench on 6th Street back 4-6 feet and include signage. Commission with work with CIP Coordinator for placement locations. Generate plant list for Wally Orchard, who is an expert to identify where the plants should be placed; to move Bayside Walkway further along in the process, it has been brought to Council and was approved back on May 5th.

Commission continued discussion as to how the CIP process is working moving forward for the projects that are already in progress and the Chair will work with the City Manager and CIP Coordinator. There is a concern if the two residents don't sign the easements, what's the alternative – the Chair will confer with the



1 City Manager to get some direction from the city attorney on how to move
2 forward if the easements are not signed. Will keep the Green Space on the list
3 and identify some steps to get this project moving. There was already public
4 engagement on September 9th, 2021, with a presentation and there was an
5 extensive survey done as well.

6
7 The bike rack installation placements: one at City Hall, one by the Pavilion and
8 the other on the corner of Hwy 101 N. & 4th Street by the Seal statue; keep the
9 Green Space and Commons North Entrance on the goal list. The last concern to
10 address is to know if the Parks & Commons will continue on as both or just
11 Parks. As for the Master Plan, the CIP Coordinator would like to get started and
12 plan for community engagement withing the next 4/6 months; can try to get some
13 grant funding in the process.

- 14
15 6. (1:21:33) Possible Memorial on Prospect Trail request by Benjamin Moore,
16 Resident. Mr. Moore would like to have rock memorial with Laird's name on it,
17 something low profile, about 17 inches by 20 inches. After committee discuss
18 request they were all in favor, but the City needs a policy moving forward.

19
20 The Motion was made to approve the placement of a memorial rock as
21 discussed located at Prospect Park. The vote was called and passed
22 unanimously.

- 23
24 7. (1:38:15) Community Garden Request by Carita Edson, Radar Road Resident,
25 Master Gardener announced that the Community Garden has to be relocated.
26 The Presbyterian Church will be using the property for housing. The Community
27 Garden would like to use some of the Green Space, approximately .3 of an acres
28 possibly. The CIP Coordinator stated she will speak to the City Manager about
29 the presentation request.

- 30
31 8. (2:08:26) Trails report is attached to the inline packet.

- 32
33 9. (2:09:14) Dark Sky Initiative – Ms. Stott is holding a meeting on March 18th at the
34 Commons. This commission would like further information and defer this item to
35 the next meeting.

36
37 Chair Altson adjourned the meeting at 2:47pm.

38
39 Prepared by Kimmie Jackson on March 15, 2023
40