

1. 2:00 P.M. Agenda

Documents:

[2023-11-07 Parks And Commons Agenda.pdf](#)

2. Meeting Material

Documents:

[2023-10-24 Special PandC Action Summary .Pdf](#)

[PandC Financials.pdf](#)

[Administrative_Policy 5.Pdf](#)

[Multi Purpose Room.pdf](#)

[Controlling Knotweed.pdf](#)



CITY OF YACHATS
PARKS & COMMONS COMMISSION
441 Hwy 101 N. Commons Civic Meeting Room 1
Yachats, OR 97498
Tuesday November 7, 2023, at 2:00pm
To Be Held In-Person & Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/82841590548>

Meeting ID: 828 4159 0548

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. Reports
 - a. Trails Report (5-10 minutes)
 - b. Monthly Meeting Summary of last month (3 minutes)
 - c. City Manager Report (5 minutes)
 - d. Report from Chairperson's Meeting (5 minutes)
 - e. Update City Coordinator (Krystal) (5- 10 minutes)
- V. Ongoing Business
 1. **Commons:**
 - a. Pavilion behind Commons (painting, enclosing, lighting) (5 minutes)
 - b. Discuss progress on Commons advisory committee (2 minutes)
 2. **Parks**
 - a. Sunset Park North and Sunset Park South - Dedication (10 minutes)
 - b. Memorial Benches (Administrative Policy #5) (10-15 minutes)
 - c. Peace Park review (5 minutes)

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 11/02/23 By: Kimmie Jackson, Deputy City Recorder

- d. Wetlands update – corkscrew machine? (5 minutes)
- VI. New Business
 - a. Question from someone about sign on Trail beside Fire Station (Trail closed?) (5 minutes)
 - b. Knotweed discussion (5 minutes)
- VII. Other Business
 - a. From Commission
 - b. From Staff
- VIII. Future Topics
 - 1. Commons
 - a. Painting the exterior
 - b. Electrical and lighting upgrades
 - c. Heating and Air system upgrades
 - d. Leveling pavement behind Commons for pickleball/basketball/tennis/etc.
 - e. sidewalk in front of Commons/Concrete steps near the marquee/design and construct north entrance to Commons
 - 2. Parks
 - a. Estuary (Ocean View Drive) boardwalk
 - b. developing a trail along Yachats River
 - c. Yachats Community Park/greenspace
 - d. rebuild horseshoe pits
 - e. relocate and/or enhance osprey pole
 - 3. Other
 - a. Process and communication, decision plan (December)

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CITY OF YACHATS SPECIAL PARKS & COMMONS COMMISSION

ACTION SUMMARY

Date:	October 24, 2023
Time:	10:00 am
Place:	441 Hwy 101 N., Commons Civic Meeting Room 1, Yachats OR 97498
Attending:	Commission Chair Altson, Commissioner Sterling, Co-Chair M. Simons (zoom), Commissioner R. Simons (zoom), Commissioner Giroux, Commissioner Hempen, and Commissioner Shrock
Absent	N/A

1. Agenda Item #1 Develop Wording for Carl Miller Memorial Plaque	
Decisions:	There were two proposals presented to choose from with or without changes. After commission discussion the wording has been changed as agreed upon.
	The plaque will be screed I to the wall next to the stage.
Action Items:	Motion was made to approve the following wording for the plaque and finalize the design, bronze with the name, dates at the bottom.
	Motion to approve the verbiage: Carl Miller Memorial Stage; "Sing and Dance" (in larger lettering); In recognition of his superlative contributions to theater and the arts in Yachats, this stage is dedicated in his honor. To include Carl Foster miller (1939-2023)n at the bottom.
	Aye: Shrock, Hempen, Sterling, R. Simons and M. Simans Nay: Altson Abstain: Giroux
Adjourned Meeting	10:54 a.m.
Prepared By:	Kimmie Jackson, Deputy City Recorder

Commons 100-1020

Monthly Financial Detail Report

AUGUST 2023

Printed: 09/19/2023

Period 02 - 02

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	\$ 123,665.32	\$ -	\$ -	\$ -	0.00%	Beginning Balance - Unaudited
100	1020	304335	Rents or Fees	\$ 18,000.00	\$ 2,928.00	\$ 1,247.50	\$ 4,175.50	23.20%	
100	1020	304480	Gifts/Donations	\$ 5,000.00	\$ 73.00	\$ 1,712.00	\$ 1,785.00	35.70%	
100	1020	314861	Transfer in General Fund	\$ 70,000.00	\$ -	\$ -	\$ -	0.00%	Quarterly transfer from 100-1010
100	1020	314863	Transfer in Visitor Amenity	\$ 30,000.00	\$ -	\$ -	\$ -	0.00%	Quarterly transfer from 100-1045
			REVENUE	\$ 246,665.32	\$ 3,001.00	\$ 2,959.50	\$ 5,960.50	2.42%	
100	1020	105110	Water Lead	\$ 1,200.00	\$ -	\$ -	\$ -	0.00%	
100	1020	105111	Wastewater Lead	\$ 500.00	\$ 266.75	\$ 44.46	\$ 311.21	62.24%	
100	1020	105113	Field Utility 1	\$ 300.00	\$ 55.64	\$ -	\$ 55.64	18.55%	
100	1020	105114	Field Utility	\$ 300.00	\$ 40.90	\$ 272.66	\$ 313.56	104.52%	
100	1020	105115	Commons Coordinator	\$ 39,000.00	\$ -	\$ -	\$ -	0.00%	
100	1020	105140	Fringe Benefits	\$ 4,400.00	\$ 26.43	\$ 23.10	\$ 49.53	1.13%	
100	1020	105141	Insurance Benefits	\$ 13,600.00	\$ 104.50	\$ 91.22	\$ 195.72	1.44%	
100	1020	105142	Regular PERS System	\$ 6,600.00	\$ 47.05	\$ 41.07	\$ 88.12	1.34%	
			PERSONNEL	\$ 65,900.00	\$ 541.27	\$ 472.51	\$ 1,013.78	1.54%	
100	1020	205222	Insurance	\$ 5,000.00	\$ -	\$ -	\$ -	0.00%	Annual Property/Liability Renewal FY24
100	1020	205240	Office Materials & Supplies	\$ 600.00	\$ -	\$ -	\$ -	0.00%	
100	1020	205251	Telephones/Cell Phones/DSL	\$ 1,500.00	\$ 121.11	\$ 152.60	\$ 273.71	18.25%	
100	1020	205252	Utilities	\$ 7,500.00	\$ -	\$ 429.28	\$ 429.28	5.72%	
100	1020	205260	Contract Expense (all Professional, IGA & Personal Svcs)	\$ 7,500.00	\$ 10,810.76	\$ -	\$ 10,810.76	144.14%	
100	1020	205317	Tools and Small Equipment	\$ 1,200.00	\$ -	\$ 301.49	\$ 301.49	25.12%	
100	1020	205330	Building and Land Maintenance	\$ 45,000.00	\$ 1,650.00	\$ 11,887.73	\$ 13,537.73	30.08%	
100	1020	205335	Custodial Support/Supplies	\$ 15,000.00	\$ 1,831.02	\$ 1,404.98	\$ 3,236.00	21.57%	
100	1020	205421	Parks/Grounds Maintenance	\$ 7,000.00	\$ -	\$ -	\$ -	0.00%	
100	1020	205439	Comm Support/Beautification	\$ 30,000.00	\$ 7,500.00	\$ 211.00	\$ 7,711.00	25.70%	
100	1020	205474	Mowing	\$ -	\$ 140.00	\$ -	\$ 140.00	0.00%	
100	1020	205490	Material and Services	\$ 1,200.00	\$ 390.85	\$ -	\$ 390.85	32.57%	
100	1020	208000	Operating Contingency	\$ 15,000.00	\$ -	\$ -	\$ -	0.00%	

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
			MATERIALS AND SERVICES	\$ 136,500.00	\$ 22,443.74	\$ 14,387.08	\$ 36,830.82	26.98%	
100	1020	217126	Transfer out Cap Res	\$ 10,000.00	\$ -	\$ -	\$ -	0.00%	Quarterly transfer to 150-1020
			TRANSFERS	\$ 10,000.00	\$ -	\$ -	\$ -	0.00%	
			EXPENSE	\$ 212,400.00	\$ 22,985.01	\$ 14,859.59	\$ 37,844.60	17.82%	
			Revenue Total	\$ 246,665.32	\$ 3,001.00	\$ 2,959.50	\$ 5,960.50	2.42%	
			Expense Total	\$ 212,400.00	\$ 22,985.01	\$ 14,859.59	\$ 37,844.60	17.82%	
			NET GAIN/(LOSS)	\$ 34,265.32	\$ (19,984.01)	\$ (11,900.09)	\$ (31,884.10)	-93.05%	

Commons Reserve 150-1020

Monthly Financial Detail Report

AUGUST 2023

Printed: 09/19/2023

Period 02 - 02

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	\$ 112,467.87	\$ -	\$ -	\$ -	0.00%	Beginning Balance - Unaudited
150	1020	314861	Transfer in General Fund	\$ 172,000.00	\$ -	\$ -	\$ -	0.00%	Quarterly Transfer from 100-1010
150	1020	314863	Transfer in Visitor Amenity	\$ 73,000.00	\$ -	\$ -	\$ -	0.00%	Quarterly Transfer from 100-1045
150	1020	314869	Transfer in Commons Operations	\$ 10,000.00	\$ -	\$ -	\$ -	0.00%	Quarterly Transfer from 100-1020
			RESOURCE	\$ 367,467.87	\$ -	\$ -	\$ -	0.00%	
150	1020	407922	Capital Outlay - Improvement	\$ 30,000.00	\$ -	\$ -	\$ -	0.00%	
150	1020	407942	Capital Outlay - Buildings	\$ 215,000.00	\$ -	\$ -	\$ -	0.00%	
			CAPITAL OUTLAY	\$ 245,000.00	\$ -	\$ -	\$ -	0.00%	
			EXPENSES	\$ 245,000.00	\$ -	\$ -	\$ -	0.00%	
			Resource Total	\$ 367,467.87	\$ -	\$ -	\$ -	0.00%	
			Expense Total	\$ 245,000.00	\$ -	\$ -	\$ -	0.00%	
			NET GAIN/(LOSS)	\$ 122,467.87	\$ -	\$ -	\$ -	0.00%	

Little Log Church & Museum 100-1025

Monthly Financial Detail Report

AUGUST 2023

Printed: 09/19/2023

Period 02 - 02

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	\$ 13,534.71	\$ -	\$ -	\$ -	0.00%	Beginning Balance - Unaudited
100	1025	314861	Transfer in General Fund	\$ 5,000.00	\$ -	\$ -	\$ -	0.00%	Quarterly transfer from 100-1010
100	1025	314863	Transfer in Visitor Amenity	\$ 15,000.00	\$ -	\$ -	\$ -	0.00%	Quarterly transfer from 100-1045
			RESOURCE	\$ 33,534.71	\$ -	\$ -	\$ -	0.00%	
100	1025	105110	Water Lead	\$ 500.00	\$ -	\$ -	\$ -	0.00%	
100	1025	105140	Fringe Benefits	\$ 100.00	\$ -	\$ -	\$ -	0.00%	
100	1025	105141	Insurance Benefits	\$ 200.00	\$ -	\$ -	\$ -	0.00%	
100	1025	105142	Regular PERS System	\$ 100.00	\$ -	\$ -	\$ -	0.00%	
			PERSONNEL	\$ 900.00	\$ -	\$ -	\$ -	0.00%	
100	1025	205220	Marketing/Road Sign	\$ 200.00	\$ -	\$ -	\$ -	0.00%	
100	1025	205222	Insurance	\$ 2,700.00	\$ -	\$ -	\$ -	0.00%	Annual Property/Liability Renewal FY24
100	1025	205251	Telephones/Cell Phones/DSL	\$ 200.00	\$ 2.12	\$ 2.12	\$ 4.24	2.12%	
100	1025	205252	Utilities	\$ 2,000.00	\$ -	\$ 34.19	\$ 34.19	1.71%	
100	1025	205330	Building and Land Maintenance	\$ 10,000.00	\$ 700.00	\$ 720.00	\$ 1,420.00	14.20%	
100	1025	205474	Mowing	\$ 600.00	\$ -	\$ 43.00	\$ 43.00	7.17%	
			MATERIALS AND SERVICES	\$ 15,700.00	\$ 702.12	\$ 799.31	\$ 1,501.43	9.56%	
			EXPENSE	\$ 16,600.00	\$ 702.12	\$ 799.31	\$ 1,501.43	9.04%	
			Resource Total	\$ 33,534.71	\$ -	\$ -	\$ -	0.00%	
			Expense Total	\$ 16,600.00	\$ 702.12	\$ 799.31	\$ 1,501.43	9.04%	
			NET GAIN/(LOSS)	\$ 16,934.71	\$ (702.12)	\$ (799.31)	\$ (1,501.43)	-8.87%	

Little Log Church & Museum Reserve 150-1025

Monthly Financial Detail Report

AUGUST 2023

Printed: 09/19/2023

Period 02 - 02

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	\$ 175,077.50	\$ -	\$ -	\$ -	0.00%	Beginning Balance - Unaudited
			RESOURCES	\$ 175,077.50	\$ -	\$ -	\$ -	0.00%	
150	1025	407942	Capital Outlay - Buildings	\$ 154,000.00	\$ 2,230.38	\$ 284.00	\$ 2,514.38	1.63%	Aug - C. Baumand storage rent during LLCM Reconstruction \$284
			CAPITAL OUTLAY	\$ 154,000.00	\$ 2,230.38	\$ 284.00	\$ 2,514.38	1.63%	
			EXPENSE	\$ 154,000.00	\$ 2,230.38	\$ 284.00	\$ 2,514.38	1.63%	
			Resource Total	\$ 175,077.50	\$ -	\$ -	\$ -	0.00%	
			Expense Total	\$ 154,000.00	\$ 2,230.38	\$ 284.00	\$ 2,514.38	1.63%	
			NET GAIN/(LOSS)	\$ 21,077.50	\$ (2,230.38)	\$ (284.00)	\$ (2,514.38)	-11.93%	

Parks & Trails 100-1035

Monthly Financial Detail Report

AUGUST 2023

Printed: 09/19/2023

Period 02 - 02

Fiscal Year 2023

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
100	1035	300101	Beginning Balance	\$ 27,446.14	\$ -	\$ -	\$ -	0.00%	Beginning Balance - Unaudited
100	1035	314863	Transfer in Visitor Amenity	\$ 15,000.00	\$ -	\$ -	\$ -	0.00%	Quarterly transfer from 100-1045
			RESOURCES	\$ 42,446.14	\$ -	\$ -	\$ -	0.00%	
100	1035	105110	Water Lead	\$ 3,000.00	\$ -	\$ -	\$ -	0.00%	
100	1035	105111	Wastewater Lead	\$ 200.00	\$ -	\$ 22.23	\$ 22.23	11.12%	
100	1035	105113	Field Utility 1	\$ 500.00	\$ 125.19	\$ -	\$ 125.19	25.04%	
100	1035	105114	Field Utility	\$ 200.00	\$ 27.27	\$ 95.43	\$ 122.70	61.35%	
100	1035	105140	Fringe Benefits	\$ 400.00	\$ 11.03	\$ 8.57	\$ 19.60	4.90%	
100	1035	105141	Insurance Benefits	\$ 1,300.00	\$ 74.96	\$ 34.07	\$ 109.03	8.39%	
100	1035	105142	Regular PERS System	\$ 600.00	\$ 19.72	\$ 15.22	\$ 34.94	5.82%	
			PERSONNEL	\$ 6,200.00	\$ 258.17	\$ 175.52	\$ 433.69	7.00%	
100	1035	205214	Marketing	\$ -	\$ -	\$ 144.00	\$ 144.00	0.00%	
100	1035	205222	Insurance	\$ 1,400.00	\$ -	\$ -	\$ -	0.00%	Annual Property/Liability Renewal FY24
100	1035	205224	Trails Maintenance/Supplies/Services	\$ 5,000.00	\$ 545.00	\$ 224.86	\$ 769.86	15.40%	
100	1035	205230	Printing (Maps & Signs)	\$ 3,000.00	\$ -	\$ -	\$ -	0.00%	
100	1035	205252	Utilities	\$ 200.00	\$ -	\$ 30.89	\$ 30.89	15.45%	
100	1035	205255	Education and Training	\$ 600.00	\$ -	\$ -	\$ -	0.00%	
100	1035	205270	Travel	\$ 2,000.00	\$ -	\$ -	\$ -	0.00%	
100	1035	205317	Tools and Small Equipment	\$ 750.00	\$ -	\$ -	\$ -	0.00%	
100	1035	205421	Parks/Grounds Maintenance	\$ 5,000.00	\$ 262.50	\$ -	\$ 262.50	5.25%	
100	1035	205474	Mowing	\$ 3,000.00	\$ 379.00	\$ 730.00	\$ 1,109.00	36.97%	
100	1035	205475	Tree Removal/Trimming	\$ 1,000.00	\$ -	\$ -	\$ -	0.00%	
100	1035	208000	Operating Contingency	\$ 3,000.00	\$ -	\$ -	\$ -	0.00%	
			MATERIALS AND SERVICES	\$ 24,950.00	\$ 1,186.50	\$ 1,129.75	\$ 2,316.25	9.28%	
			EXPENSE	\$ 31,150.00	\$ 1,444.67	\$ 1,305.27	\$ 2,749.94	8.83%	
			Resource Total	\$ 42,446.14	\$ -	\$ -	\$ -	0.00%	
			Expense Total	\$ 31,150.00	\$ 1,444.67	\$ 1,305.27	\$ 2,749.94	8.83%	
			NET GAIN/(LOSS)	\$ 11,296.14	\$ (1,444.67)	\$ (1,305.27)	\$ (2,749.94)	-24.34%	

Parks & Trails Reserve 150-1035

Monthly Financial Detail Report

AUGUST 2023

Printed: 09/19/2023

Period 02 - 02

Fiscal Year 2023

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	
150	1035	300101	Beginning Balance	\$ 517,406.52	\$ -	\$ -	\$ -	0.00%	Beginning Balance - Unaudited
			RESOURCES	\$ 517,406.52	\$ -	\$ -	\$ -	0.00%	
150	1035	105110	Water Lead	\$ -	\$ 89.40	\$ -	\$ 89.40	0.00%	
150	1035	105140	Fringe Benefits	\$ -	\$ 6.50	\$ -	\$ 6.50	0.00%	
150	1035	105141	Insurance Benefits	\$ -	\$ 27.27	\$ -	\$ 27.27	0.00%	
150	1035	105142	Regular PERS System	\$ -	\$ 18.76	\$ -	\$ 18.76	0.00%	
			PERSONNEL	\$ -	\$ 141.93	\$ -	\$ 141.93	0.00%	
150	1035	407942	Capital Outlay-Infrastructure	\$ 60,000.00	\$ 2,446.70	\$ 238.10	\$ 2,684.80	4.47%	Aug- Michael Hempen (gravel and mileage) \$238.10
			CAPITAL OUTLAY	\$ 60,000.00	\$ 2,446.70	\$ 238.10	\$ 2,684.80	4.47%	
			EXPENSE	\$ 60,000.00	\$ 2,588.63	\$ 238.10	\$ 2,826.73	4.71%	
			Resource Total	\$ 517,406.52	\$ -	\$ -	\$ -	0.00%	
			Expense Total	\$ 60,000.00	\$ 2,588.63	\$ 238.10	\$ 2,826.73	4.71%	
			NET GAIN/(LOSS)	\$ 457,406.52	\$ (2,588.63)	\$ (238.10)	\$ (2,826.73)	-0.62%	

Visitor Amenity 100-1045
Monthly Financial Detail Report
AUGUST 2023

Printed: 09/19/2023

Period 02 - 02

Fiscal Year 2023

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
100	1045	300101	Beginning Balance	\$ 1,355,540.93	\$ -	\$ -	\$ -	0.00%	Beginning Balance - Unaudited
100	1045	301500	Interest Earned	\$ 10,000.00	\$ 1,655.08	\$ 1,793.42	\$ 3,448.50	34.49%	LGIP Interest
100	1045	304240	Tax - Transient Lodging	\$ 526,000.00	\$ -	\$ -	\$ -	0.00%	
			REVENUE	\$ 1,891,540.93	\$ 1,655.08	\$ 1,793.42	\$ 3,448.50	0.18%	
100	1045	105111	Wastewater Lead	\$ 200.00	\$ -	\$ -	\$ -	0.00%	
100	1045	105113	Field Utility 1	\$ 1,500.00	\$ 41.73	\$ -	\$ 41.73	2.78%	
100	1045	105114	Field Utility	\$ 1,000.00	\$ -	\$ -	\$ -	0.00%	
100	1045	105140	Fringe Benefits	\$ 300.00	\$ 3.02	\$ -	\$ 3.02	1.01%	
100	1045	105141	Insurance Benefits	\$ 800.00	\$ 19.72	\$ -	\$ 19.72	2.47%	
100	1045	105142	Regular PERS System	\$ 400.00	\$ 5.41	\$ -	\$ 5.41	1.35%	
100	1045		PERSONNEL	\$ 4,200.00	\$ 69.88	\$ -	\$ 69.88	1.66%	
100	1045	205202	Visitor Center Operations	\$ 45,000.00	\$ 11,250.00	\$ -	\$ 11,250.00	25.00%	
100	1045	205214	Marketing (Grants/Prgm/Events)	\$ 75,000.00	\$ 60,000.00	\$ -	\$ 60,000.00	80.00%	
100	1045	205260	Contract Expense (all Professional, IGA & Personal Svcs)	\$ 110,000.00	\$ -	\$ -	\$ -	0.00%	
100	1045	205439	Comm Support/Beautification	\$ 10,000.00	\$ 100.00	\$ 120.00	\$ 220.00	2.20%	
100	1045	205490	Material and Services	\$ 2,000.00	\$ -	\$ 33.54	\$ 33.54	1.68%	
			MATERIALS AND SERVICES	\$ 242,000.00	\$ 71,350.00	\$ 153.54	\$ 71,503.54	29.55%	
100	1045	217123	Transfer out LLCM	\$ 15,000.00	\$ -	\$ -	\$ -	0.00%	Quarterly Transfers to 100-1025
100	1045	217124	Transfer out Commons	\$ 103,000.00	\$ -	\$ -	\$ -	0.00%	Quarterly Transfers to 100-1020
100	1045	217127	OP Transfer - Parks & Trails Operations	\$ 15,000.00	\$ -	\$ -	\$ -	0.00%	Quarterly Transfers to 100-1035
			TRANSFERS	\$ 133,000.00	\$ -	\$ -	\$ -	0.00%	
			EXPENSE	\$ 379,200.00	\$ 71,419.88	\$ 153.54	\$ 71,573.42	18.87%	
			Revenue Total	\$ 1,891,540.93	\$ 1,655.08	\$ 1,793.42	\$ 3,448.50	0.18%	
			Expense Total	\$ 379,200.00	\$ 71,419.88	\$ 153.54	\$ 71,573.42	18.87%	
			NET GAIN/(LOSS)	\$ 1,512,340.93	\$ (69,764.80)	\$ 1,639.88	\$ (68,124.92)	-4.50%	

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 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.

SUGGESTIONS FOR IMPROVEMENTS TO THE ALL PURPOSE ROOM.

Researched into how art is hung in galleries including several in Yachats, Eugene, The Runyan at the Visual Arts Center and gallery at the Performing Arts Center.

Without exception all use conventional picture hooks which of course are not permitted in the Main Room.(although using push pins in the walls is allowed).

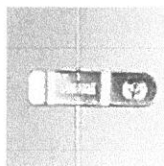
NOTE: Conventional picture hangers use a little nail the same diameter as push pins. See included hangers).

Having looked at several hanging systems including those by STAS and Gallery One, COST is the main drawback. 31' costs \$345 and several extra cords and hooks would be needed for each unit, multiply that by at least 5 so figure \$2,000 which doesn't include labor just for the Main room. (This would also render our existing cords and hooks obsolete).

Hanging systems can be difficult and time consuming to install and the cords and hooks would need to be stored by the City and installed onto the rails before each show by staff and taken down afterwards.

Another problem with hanging systems is that the paintings tend to hang outward from the wall unless a small clip is screwed across the cable and into the wall (see image below) to hold the painting flat to the wall

Accessories



HangRight Clips - pack of 10

A simple, effective way to ensure that pictures don't lean forward — the simple HangRight clip holds the hanging system cable close to the rear of the artwork, keeping it flat to the wall. Easy one-screw installation.

SKU: HOHR

\$15.49

Qty

HANGING SYSTEMS.

After researching the above mentioned alternatives, the conclusion is that the existing hanging system actually works well, it functions exactly like a picture rail system which has been used for decades in art museums. The WSO members looked at it during their visit, if they intend to hang paintings there will be a need for more cables and hooks which are fairly inexpensive. (See attached example) which the City could provide.

The eyebolts on the North and South walls support lengths of rebar on the two longest walls, S hooks hang on the rebar to which we attach 5' long wires which have adjustable sliding hooks on which we hang paintings. (see included example)

This simple but effective system needs to have new eyebolts screwed into the studs on the North, South (and East which has none) walls, because many of the existing eyebolts are loose and just screwed into plaster. Rebar could possibly be replaced by galvanized pipe or similar to look better.

(YAG members have volunteered to do the work and provide eyebolts)
(NOTE Some groups who use the Commons for events use the eyebolts for attaching decorations).

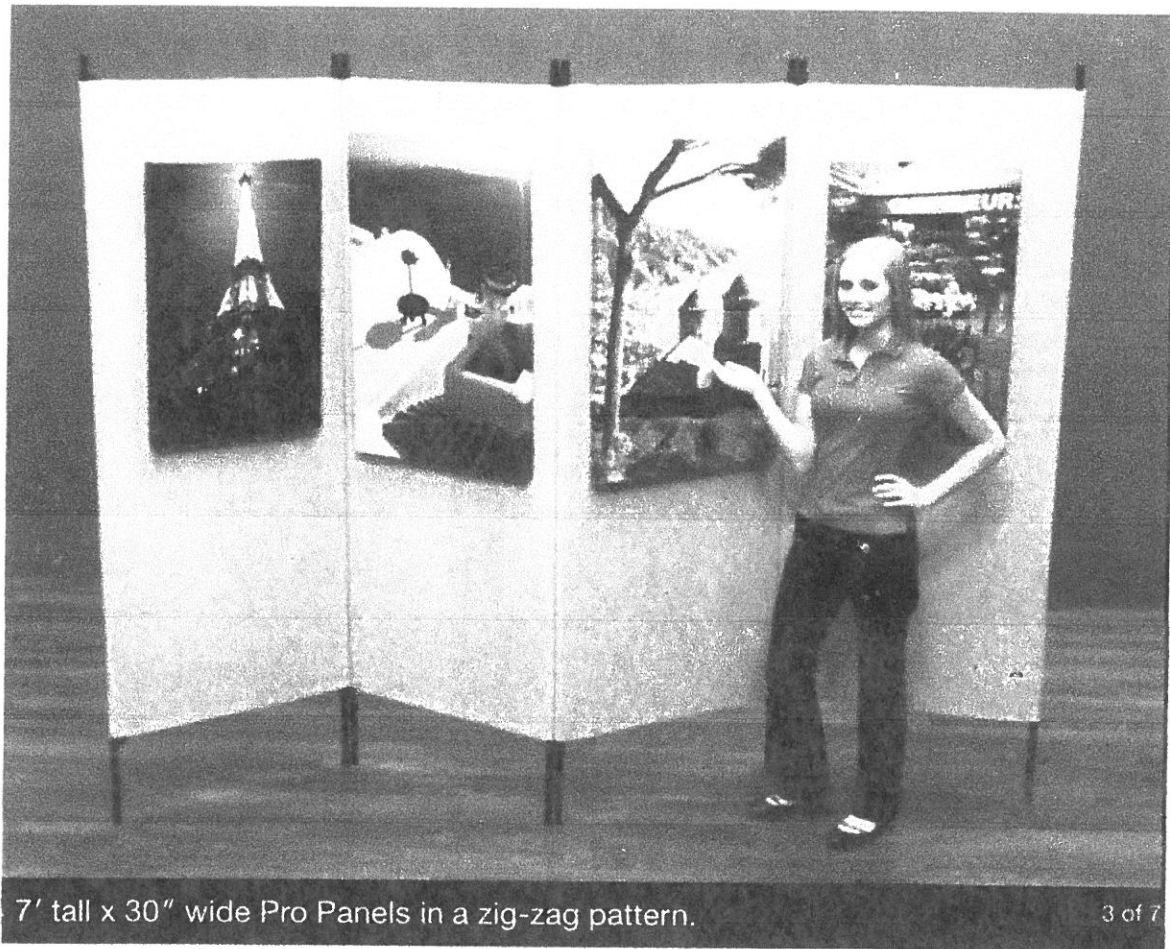
YAG has its own cables, hooks etc. and we use push pins to hold the cables against the wall. They are inexpensive and can all be ordered via Amazon.

*Note - Hangers & cables would
cost about \$250*

Need Galvanized Pipe 3/4" 150' max

NEED TO INCREASE HANGING SPACE AND CREATE A MORE ATTRACTIVE APPEARANCE FOR SHOWS IN THE MAIN ROOM

The third issue is the HUGE TV cupboard and the storeroom doors. Both take away a considerable display area which could be remedied by free standing Pro Panels (see info below) in front of both areas. Several members of YAG have had direct experience with these panels which are frequently used by artists displaying work at art shows and fairs.



NOTE: There are four sets of double doors and two single doorways in the Main room we are suggesting panels ONLY for the double storeroom doors and the TV cabinet....two four panel sets. The cost for two sets of four panels would be \$1448 plus shipping.

NOTE It may be possible to find used panels)

LIGHTING

An important issue is lighting especially on the East wall.

Lighting for this wall would be relatively inexpensive...Big box hardware stores like Home Depot carry a wide range of suitable lighting that is easy to install. See attached info.

11:40 AM Thu Oct 26

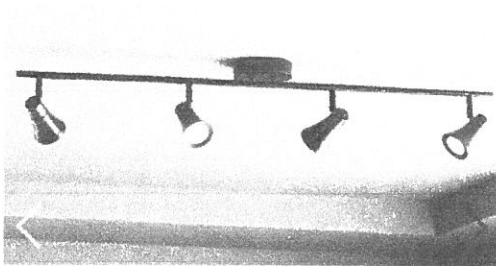
lampsplus.com

65

The Nation's Largest Lighting Retailer

Chandeliers Ceiling Lights Lamps Wall Lights Outdoor Lights Ceiling Fans Furniture Mirrors & Décor Luxury Lighti

/ Track Lighting / Style # 89E65



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2 Reviews

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[Open Box Available](#)

There is already a location where this system could be easily installed.

We would also like to know if the overhead spotlights can be easily angled to provide more light on the north and south walls.

CONCLUSION.

Making the main room more functional and attractive will benefit not only the shows and vendors that already exhibit at the Commons, but Community events too.

If the WSO has a great experience during the 2024 conference, word will spread through the extensive West Coast art community and may well help to attract similar events especially as there is an ongoing effort to promote Yachats as an Arts destination through Polly Plumb.

Controlling Knotweed

Fun facts:

- Reproduction of knotweed by seed is not typically an issue. Although seeds can and do germinate, they rarely survive.
 - How, then, does knotweed spread? By way of rhizomes, a continuously growing horizontal underground stem that puts out lateral shoots and roots at random intervals, underground.
- Mowing/Cutting alone will not eradicate Japanese knotweed and, therefore, should only be used in combination with herbicide applications or smothering. Cutting the above-ground portion of the plant usually stimulates dormant lateral buds along the rhizome system, which then send up new shoots further away from the crown, essentially increasing the total number of stems and extending the limits of the stand. This can have a serious impact to buildings and roadway infrastructure.
 - Cut portions of Japanese knotweed can be left in place and dried in the sun. Once the cut stems turn tan to brown in color they are no longer a threat. If freshly cut portions of the plant are moved to another location, ensure they do not come in contact with moist soil, wetlands or surface waters where they can regenerate.
- Hand pulling or digging should be limited to new populations that came in with soil containing propagules of Japanese knotweed. or small young populations where only a handful of stalks occur. New occurrences in construction sites or work areas can easily be removed by grasping onto the emerging stalks and pulling. If they resist then using a shovel or spade dig adjacent to the stalk to access the rhizome. Ensure that all dug plant material is destroyed before disposing of.
- If herbicide was used as a control method, it may take 3-5 years to determine if the management was 100% successful. Japanese knotweed has always been considered difficult to eradicate, *even with herbicides*.
- The proper timing for removing Japanese knotweed depends on which strategy you employ. Severe infestations may require repeated attacks throughout the year.
 - Smothering: Spring
 - Cutting: Throughout the summer
 - Digging: Anytime, especially just before using the smothering technique
 - Herbicide: Summer or early fall
- Knotweed rhizomes that have not been completely killed off may send up new shoots as many as three years later. In all cases, monitoring and follow-up treatment will be required for four to ten years, depending on the size and age of the population being treated.

Smothering technique

Smothering is a very effective alternative to using herbicides. Not only does it eliminate the need for chemicals, but there are also no soil disturbance/erosion issues. Here are the general guidelines. Although this method is time-consuming it has been very successful for use in sensitive areas (instructions below are based upon growth in New Hampshire, which is close in latitude to Yachats, although it's colder; it's possible that our timeline would need to be moved up a couple of weeks):

1. Allow the knotweed to grow in the spring without attempting to control it;
2. Cut the knotweed at the base and close to the ground around the first week in June (allowing for early rapid growth causes the plant to exhaust the stored carbohydrates thus weakening the rhizome system);

3. Pile all of the stems on an impervious surface such as a tarp, plastic, pavement, etc. so they can dry (after turning brown the stems are no longer viable or a threat);
4. Spread an adequate layer of mulch, grass clipping or bark chips (3" - 4") over the cut stems to prevent them from puncturing the tarp (or old carpet), which will be applied in the next step;
5. Cover the entire area with the biggest heavy-duty dark-colored tarp you can find, or use large sheets of thick (7-mil or thicker) black plastic. If more than one tarp or sheet of plastic is used make sure to have a wide overlap of 2' between sheets to prevent sunlight from penetrating. Also, ensure the cover material extends a few feet beyond the limit of knotweed in all directions. *Note: even thick plastic may not be strong enough to withstand woody stems of knotweed, but a tarp (or discarded carpet) should work;*
6. Weight the top of the tarp/plastic and seal the edges with rocks, sticks, soil, sand, mulch, etc. Do not puncture the tarp/plastic as this can allow knotweed stems to survive. If any tears or holes develop, patch them.
7. If aesthetics is an issue, the tarp/plastic can be covered with attractive bark mulch or other material. If it's on a steep slope some method of anchoring will be required to ensure the mulch doesn't slide off into the surface water. *Mulch also protects the plastic from UV photo-degradation.*
8. After 5 years the covering material can be removed and the area replanted.

Mesh technique (used in UK):

- The method has been offered commercially for a few years in Great Britain, a country where Japanese knotweed has had significant economic and environmental impacts.
- It involves selecting a patch of knotweed and clearing out the surface growth from previous growing seasons. The cleared-out section is then covered with a wire fence mesh with ½ inch x ½ inch openings. The fencing material will have to be fastened down in some method to stay put throughout the growing season. And that's all you do.
- The knotweed stems will emerge from buds on the underground rhizome in early spring and will grow through the steel mesh. As the stems continue to grow, they will expand in diameter. At a certain point, the stems will push against the steel mesh and girdle themselves. The surface growth (stems and leaves) of the plant wilts and will eventually die, but the rhizome will continue to push new stems up through the ground (and wire mesh). This will continually kill the stems and will lead to the depletion of rhizome carbohydrate stores, which are required by the stems for growth. This cycle will repeat until the end of the growing season when the plant enters a period of dormancy. *Normally, the knotweed will have a plentiful store of carbohydrates stored in its rhizome to begin growing again in the spring.* There will be a noticeable difference in the vigor and growth of the plant after the first year of trying the MeshTechnique, but total control of the plant will still take over 5 years. *Other control methods have similar timelines to see semi-permanent results. Still, this method has the potential to make a difference in knotweed infestations where other methods such as chemical or mechanical treatments are not desired or appropriate.*

Chemical technique

- **Glyphosate:** Although glyphosate (e.g., Roundup®, Aquamaster®) kills knotweed foliage quickly, *the herbicide is not effectively transported to the roots. In most cases, the plant rebounds the following year.* In other cases, regrowth is reduced, but stems and foliage are deformed and do not provide enough surface area for re-treatment. With less surface area, less herbicide will reach the roots and eventually the plant will grow back.

- **Imazapyr:** Imazapyr (e.g., Arsenal®) has shown the greatest documented effectiveness on this species to date. It acts slowly, reaching the massive root system before damaging the leaves. Although it appears not to be working initially, it results in significantly higher die-off rates a year later. Spray should be directed toward the actively growing portions of the plant.
 - *Imazapyr persists in the soils for long periods of time—an advantage in providing greater control. However, since it is non-selective it can also kill valuable non-target species.* Imazapyr can move within roots and be transferred between intertwined root systems of different plants and other species. *It has the potential to cause significant damage or death to trees and other species in the area.* This movement of herbicide is exacerbated when imazapyr is incorrectly over-applied. Because of its potential for collateral damage, imazapyr may not be appropriate for use in high-quality areas, with many desirable native species.
 - Sites where imazapyr has been used should not be planted for at least one year, because of its lingering effects. Imazapyr is available in several wetland-approved formulations but they must be applied by a certified pesticide applicator. Wetland approved formulations must be used wherever standing or open water is present.
- **Imazamox:** Imazamox (e.g., Clearcast®) is also effective against Japanese knotweed, although there has been less research on it than imazapyr to date. Some imazamox formulations are approved for aquatic and wetland sites and can be used in upland settings also. Because it is non-selective, it may kill or harm desirable non-target species, although its impacts vary with concentration and mode of application. **Aminopyralid:** Aminopyralid (e.g., Milestone®), a broadleaf herbicide, is being tested on Japanese knotweed and appears to provide effective control. *Although it does not kill established native grasses, it may damage nearby trees.* As it remains active in the soil for a long period of time, a soil bioassay is needed before planting wildflowers or legumes, which are particularly vulnerable to it.

Injection Technique

Injection Injection is extremely labor intensive and impractical for most situations. It may be useful for applying herbicide on sensitive sites with very small knotweed populations.

Typically, a measured amount of herbicide is injected into the plant stem between the second and third node or into the hollow of a cut stem. Stems that are not treated are not killed. For each type of herbicide, there is a maximum amount that can be applied safely per acre, per year, and with large populations, it is possible to reach this amount before all stems have been treated.

Zapping Technique

- Uses a proprietary electric rod ([Root Wave](#)) to electrify the plant, killing it nearly instantly and often permanently. This unit is manufactured in Europe. If able to be purchased in the US, it would be well suited for our needs in Yachats, given the infestations of knotweed (and other weeds too). The type of generator needed to run it would need to be investigated to ensure that it would be compatible with US versions.
- Greatly reduces the need for manpower, compared with other methods of removal.
- [The highly portable unit](#) would have many applications in Yachats and could be a good investment.
- The commercially available rod unit made in the US that I found ([WeedZapper](#)) was designed for use on flat fields (like on a farm), but our Facilities people have sources for equipment that might include something closer to the RootWave. If found and if affordable, *this could be the most effective technique for eradicating knotweed due to the speed, permanence, and chemical-free nature of its application.*