

1. 2:00 P.M. Agenda

Documents:

[2024-02-06 Parks And Commons Agenda.pdf](#)

2. Meeting Material

Documents:

[02\\_Parks\\_And\\_Commons\\_February\\_9\\_2024.Pdf](#)

[1.17.24 CM Report City Council Regular Meeting.pdf](#)

[Copy Of Community Services Coordinator Report 1.17.24.Pdf](#)

[FY23-24 Page A80 Budget Adopted By Council.pdf](#)



CITY OF YACHATS  
PARKS & COMMONS COMMISSION  
441 Hwy 101 N. Commons Civic Meeting Room 1  
Yachats, OR 97498  
Tuesday, February 6, 2024, at 2:00 pm  
**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**

**III. Citizens' Concerns**

- Limited to items not on the agenda
- 5 min. limitation per person
- Issues will be considered for inclusion in future agendas by PCC

**IV. Reports**

- a. Trails (5 min.)
- b. City Manager (5 min.)
- c. Community Services Coordinator (Krystal) (5- 10 min.)

**V. New Business**

1. CIP Budget for 2024-25 fiscal year
2. Determine overall goals of the Parks & Commons Commission for this coming year.  
Some considerations:
  - a. Pavilion: \$10k for engineering \$30k for construction
  - b. Greenspace
  - c. Commons Improvements
    - Entrance (NE entrance): \$75k
    - Stairway from sidewalk: \$15k
    - Retaining wall along the sidewalk: \$15k
    - Commons storage upgrades: \$5k
    - Reader board - electronic \$40k
3. Memorial Benches & Plaques: Revise Admin Policy No. 5 to reflect changes approved by PCC in November
  - a. Review the decision-making process for approval of plaque requests
    - The subcommittee will revise Admin Policy No. 5 to reflect changes

- PCC will send the revised admin policy to the City Manager for input
- City manager will submit the proposed revised Admin Policy No. 5 to City Council for their consideration

## **VI. Other Business**

- From Commission
- From Staff

### **Attachments:**

[2024-5 Materials & Services Budgets](#)

CIP budget for Commons and Parks & Trails

## TRAILS REPORT – Parks and Commons Commission – February 9, 2024

YIPS! – Ongoing removal of invasives from various site.

Trails – Placement of gravel on various trails.

14<sup>th</sup> annual Peace Hike - Each of the 38 volunteers, organized by Loren, did a great job. Great weather led to a record number of participants and, since 300 buttons was not enough, we will order more for next year. The post-hike meeting identified several areas of improvement: begin the hike in the Commons multipurpose to accommodate more people, improve quality of the sound system at the grotto, and ask for a slightly larger budget for the 15<sup>th</sup> hike.

Yachats River Estuary Walkway –

Bob has been studying the LGGP manual and has contacted the grant administrator for clarification about a number of things.

Civil West Engineering has agreed to be the primary grant writer but it hasn't yet been determined exactly what that means or how much assistance they may need from the Walkway work group.

Bob and Joanne are collecting and cataloging letters of support, of which >50 had been received as of the end of January.

Loren has been researching and organizing information about lighting options; the final decision about lighting will be up to City staff with input from engineers at Civil West.

On January 29, an archaeological site evaluation began at the west edge of the project area (just south of Beach Street).

Special thanks - It's a little known, but not surprising, fact that Trails Crew members regularly contribute much more than just their time, energy, and expertise. Work sites often are too far from town to feasibly walk to and volunteers drive there in their own vehicles (carpooling of course!). Volunteers sometimes use their own tools, vehicles trailers, and, on occasion, even a tractor (at the work site, not getting to it).





*City Council Regular Meeting  
Meeting Date: January 17, 2024*

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**ITEM TITLE: City Manager Report**

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**DISCUSSION/BACKGROUND/ISSUE:**

1. **Commons Reader board sign-** The Parks & Commons Commission has been considering the implementation of a static message reader board. This electronic board, which can be updated remotely using an app, offers several advantages.

Safety is a primary concern. As the use of the commons increases, so does the importance of effective communication. The current reader board is often difficult to read due to rain and its location on a steep incline, posing a potential safety hazard.

The city offers a service to renters to ensure the safety of both city staff and renters. This service involves working with multiple renters to craft and post a message, which requires a significant investment of staff time.

This method can be utilized to share time-sensitive and essential safety messages concerning both the state of the roads and the weather.

2. **City Hall Sign-** The City Hall is currently an unidentifiable building from the road and needs to be recognized as City Hall.
3. **Trolley Grant-** In August 2023, following substantial community engagement and feedback on the advantages and disadvantages of implementing a trolley system in Yachats, the City Council approved applications from the Chamber and the City for \$100,000 Travel Oregon grants. While the Chamber successfully secured their grant, unfortunately, the City's application was not approved.

The City has identified a US Department of Transportation grant that meets this project's eligibility requirements. Notably, the application for the reimbursable grant is due in February, with an approximate funding range of \$1-25 million.

This substantial funding presents an opportunity to consider adopting fully electric trolleys. This may involve procuring two trolleys as a backup, enhancing route efficiency. Moreover, all operational costs associated with these trolleys could be covered for several years.

4. **February Work Session-** In February, the council should schedule a work session to establish annual goals and objectives and provide training on implementing council-issued iPads. Additionally, a review of the city's electronics policy will be conducted during this session.
  5. **CIP Projects-** Reports from Rick, Dave & Neal
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**FISCAL IMPACT:**

1. The Commons reader board bid is \$30k
  2. The City Hall sign has a bid for just under \$10k, and it was identified that the CIP for Masterplan Project Implementations could be used for these purchases.
  3. Staff time or hired contractor for the application process after review of capacity.
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**RELEVANCE TO 2023 COUNCIL GOALS:**

- a. Achieve water sustainability
  - b. Deliver efficient, effective, transparent municipal services - Signs
  - c. Provide safe access to and use of city infrastructure, trails, and parks- Signs
  - d. Environmentally responsible in all that we do - Trolley
  - e. Effectively manage and plan for the city's financial needs
  - f. Synchronize and update city policies and administrative rules.
- 

**RECOMMENDATION:**

1. The city manager recommends the council's agreement to continue moving forward with purchasing and installing an electronic reader board with a non-scrolling message at the commons.
  2. The city manager recommends the council's agreement to continue moving forward with purchasing and installing a City Hall monument sign.
  3. The city manager recommends the council approve the city administration to apply for the US Department of Transportation grant for the Trolley System.
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**ALTERNATIVES:**

1. Do not agree to move forward with purchasing and installing an electronic readerboard for community messages.
  2. Do not agree to purchase and install a City Hall monument sign.
  3. Do not approve city administration to apply for the US Department of Transportation grant.
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**PREPARED BY:**

Bobbi Price  
Yachats City Manager

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**ITEM'S ATTACHED:** [City Hall Monument Sign Example](#)      [Commons Reader Board Sign Example](#)



*City Council Regular Meeting  
Meeting Date: January 17, 2024*

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**ITEM TITLE: Community Services Coordinator Report**

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**DISCUSSION/BACKGROUND/ISSUE:**

The project status spreadsheet for the Community Service Coordinator is attached to this cover sheet. The spreadsheet is composed of multiple tabs at the bottom of the page, which are utilized to categorize the work.

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**FISCAL IMPACT:**

I will assign costs to each project listed as I organize my work in this spreadsheet format. Each project has associated costs, and as I continue to report in this manner, the cost details will become more comprehensive.

All projects are from the Commons fund in the City budget or CIP budget.

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**RELEVANCE TO 2023 COUNCIL GOALS:**

- a. Achieve water sustainability
  - b. Deliver efficient, effective, transparent municipal services
  - c. Provide safe access to and use of city infrastructure, trails, and parks
  - d. Environmentally responsible in all that we do
  - e. Effectively manage and plan for the city's financial needs
  - f. Synchronize and update city policies and administrative rules.
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**PREPARED BY:**

Krystal Geisinger, Community Services Coordinator

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**ITEM'S ATTACHED:**

[Project Spreadsheet](#)

# CAPITAL IMPROVEMENT PLAN CITY HALL PROJECTS

City of Yachats

| PROJECTS<br>DEPARTMENT / DETAIL                                    | CIP BUDGET                    |                   |                             | FISCAL 2022-23            |                                         | SPEND or CARRY                   |                  | CIP 5 YEAR PROJECTION |                   |                   |                   |                   |            |            | FISCAL CIP >5YRS | TOTAL CIP |
|--------------------------------------------------------------------|-------------------------------|-------------------|-----------------------------|---------------------------|-----------------------------------------|----------------------------------|------------------|-----------------------|-------------------|-------------------|-------------------|-------------------|------------|------------|------------------|-----------|
|                                                                    | ORIGINAL<br>ESTIMATED<br>COST | ADOPTED<br>APPROP | APPROPS<br>AFTER<br>RECLASS | (ACTUAL)<br>SPEND TO DATE | (REMAINING)<br>AVAILABLE TO<br>YEAR END | ESTIMATED<br>SPENDING<br>APR-JUN | CARRY<br>FORWARD | FISCAL<br>CIP YR1     | FISCAL<br>CIP YR2 | FISCAL<br>CIP YR3 | FISCAL<br>CIP YR4 | FISCAL<br>CIP YR5 |            |            |                  |           |
|                                                                    | 2022-23                       | 3/2/2023          | @3/8/23                     | @3/8/23                   | @3/8/23                                 | 2022-23                          | 2023-24          | 2024-25               | 2025-26           | 2026-27           | 2027-28           | >2028             | 2023 >     |            |                  |           |
| CITY HALL                                                          |                               |                   |                             |                           |                                         |                                  |                  |                       |                   |                   |                   |                   |            |            |                  |           |
| Conex installation                                                 | 3,000                         | 20,000            | 20,000                      | 0                         | 20,000                                  | 0                                | 20,000           | 20,000                | -                 | -                 | -                 | -                 | -          | 20,000     |                  |           |
| 501 Gutters and Fascia, Building Repair                            | 20,000                        | 20,000            | 0                           | 0                         | 0                                       | 0                                | 20,000           | 20,000                | -                 | -                 | -                 | -                 | -          | 40,000     |                  |           |
| Exterior Rehabilitation; ADA Compliant/Code & Safety Review        | 60,000                        |                   |                             |                           |                                         |                                  |                  | 60,000                |                   |                   |                   |                   |            | 60,000     |                  |           |
| Security Upgrade                                                   | -                             | -                 | 20,000                      | 0                         | 20,000                                  | 10,000                           | 10,000           | 10,000                | -                 | -                 | -                 | -                 | -          | 10,000     |                  |           |
| TOTAL BEFORE CAPITALIZED LABOR                                     | 83,000                        | 40,000            | 40,000                      | 0                         | 40,000                                  | 10,000                           | 50,000           | 50,000                | 60,000            | 0                 | 0                 | 0                 | 0          | 130,000    |                  |           |
| PARKS & TRAILS                                                     |                               |                   |                             |                           |                                         |                                  |                  |                       |                   |                   |                   |                   |            |            |                  |           |
| Bayside Boardwalk Engineering                                      | 125,000                       | 110,000           | 110,000                     | 0                         | 110,000                                 | 0                                | 110,000          | 50,000                | 60,000            | -                 |                   | -                 | -          | 110,000    |                  |           |
| Extension of Walkway to State Park                                 | 750,000                       | -                 | 0                           | 0                         | 0                                       | 0                                | 0                | -                     | -                 | -                 | 350,000           | 400,000           |            | 750,000    |                  |           |
| Gateway Overlook and Improvements                                  | 450,000                       | -                 | 0                           | 0                         | 0                                       | 0                                | 0                | 0                     |                   | 350,000           | 100,000           |                   |            | 450,000    |                  |           |
| Boardwalk Construction                                             | 875,000                       | 150,000           | 150,000                     | 0                         | 150,000                                 | 0                                | 150,000          | -                     | 125,000           | 500,000           | 250,000           | -                 | -          | 875,000    |                  |           |
| Underground Utilities                                              | 200,000                       | 200,000           | 200,000                     | 0                         | 200,000                                 | 0                                | 200,000          | -                     | 0                 | 200,000           | -                 | -                 | -          | 200,000    |                  |           |
| Skate Park Improvements                                            | 25,000                        | 15,000            | 15,000                      | 0                         | 15,000                                  | 15,000                           | 0                | 10,000                | -                 | -                 | 0                 | -                 | -          | 10,000     |                  |           |
| Oceanview Dr Pocket Parks                                          | 29,000                        | 19,000            | 15,000                      | 2,860                     | 12,140                                  | 12,140                           | 0                | -                     | -                 | -                 | -                 | -                 | -          | 0          |                  |           |
| Archeological Testing                                              | -                             | -                 | 4,900                       | 4,900                     | 0                                       | 0                                | 0                | -                     | -                 | -                 | -                 | -                 | -          | 0          |                  |           |
| TOTAL BEFORE CAPITALIZED LABOR                                     | 2,454,000                     | 494,000           | 494,900                     | 7,760                     | 487,140                                 | 27,140                           | 460,000          | 60,000                | 185,000           | 1,050,000         | 700,000           | 400,000           | 0          | 2,395,000  |                  |           |
| COMMONS                                                            |                               |                   |                             |                           |                                         |                                  |                  |                       |                   |                   |                   |                   |            |            |                  |           |
| Gutters and Fascia and Roof Repair                                 | 50,000                        | 35,000            | 35,000                      | 0                         | 35,000                                  | 0                                | 35,000           | 35,000                | -                 | -                 | -                 | -                 | -          | 35,000     |                  |           |
| M/E/P Updates                                                      | 25,000                        | 0                 | 0                           | 0                         | 0                                       | 0                                | 0                | 25,000                | -                 | -                 | -                 | -                 | -          | 25,000     |                  |           |
| Fire & Safety Updates; Egress, Hardware and Lighting               | 25,000                        | 0                 | 0                           | 0                         | 0                                       | 0                                | 0                | 25,000                | -                 | -                 | -                 | -                 | -          | 25,000     |                  |           |
| Security Updates                                                   | 10,000                        | 0                 | 0                           | 0                         | 0                                       | 0                                | 0                | 10,000                | -                 | -                 | -                 | -                 | -          | 10,000     |                  |           |
| Sound / Lighting Updates                                           | 25,000                        | 0                 | 0                           | 0                         | 0                                       | 0                                | 0                | 25,000                | -                 | -                 | -                 | -                 | -          | 25,000     |                  |           |
| Generator Rehousing and Relocation - Resiliency Measure            | 15,000                        | 0                 | 0                           | 0                         | 0                                       | 0                                | 0                | 15,000                | -                 | -                 | -                 | -                 | -          | 15,000     |                  |           |
| Interior Remodel to Accommodate Childcare Facilities / Secure Area | 80,000                        | 0                 | 0                           | 0                         | 0                                       | 0                                | 0                | 80,000                | -                 | -                 | -                 | -                 | -          | 80,000     |                  |           |
| COMMONS Engineering Building Analysis                              | -                             | 0                 | 20,000                      | 1,287                     | 18,713                                  | 18,713                           | 0                | -                     | -                 | -                 | -                 | -                 | -          | 0          |                  |           |
| Wetlands Viewing Platform                                          | -                             | 0                 | 6,000                       | 1,268                     | 4,732                                   | 4,732                            | 0                | -                     | -                 | -                 | -                 | -                 | -          | 0          |                  |           |
| Park Plan / Civic Plan / Masterplan                                | -                             | 55,000            | 55,000                      | 0                         | 55,000                                  | 25,000                           | 30,000           | 30,000                | -                 | -                 | -                 | -                 | -          | 30,000     |                  |           |
| Masterplan Project Implementations                                 | 500,000                       | 0                 | 0                           | 0                         | 0                                       | 0                                | 0                | 0                     |                   | 100,000           | 200,000           | 200,000           |            | 500,000    |                  |           |
| Park Development                                                   | -                             | 50,000            | 24,000                      | 0                         | 24,000                                  | 0                                | 24,000           | 0                     | 24,000            | 36,000            | -                 | -                 | -          | 60,000     |                  |           |
| TOTAL BEFORE CAPITALIZED LABOR                                     | 730,000                       | 140,000           | 140,000                     | 2,555                     | 137,445                                 | 48,445                           | 89,000           | 245,000               | 24,000            | 136,000           | 200,000           | 200,000           | 0          | 805,000    |                  |           |
| LIBRARY                                                            |                               |                   |                             |                           |                                         |                                  |                  |                       |                   |                   |                   |                   |            |            |                  |           |
| Library Interior Design (Pellitier & Pellitier)                    | 40,000                        | -                 | 4,000                       | 3,246                     | 754                                     | 754                              | 0                | 0                     | 0                 | -                 | -                 | -                 | -          | 0          |                  |           |
| Library Grant Writer                                               | 6,000                         | 6,000             | 6,000                       |                           | 6,000                                   |                                  | 6,000            | 6,000                 |                   |                   |                   |                   |            |            |                  |           |
| Library Project Preparation/Storage                                | 3,000                         | 0                 | 0                           | 0                         | 0                                       | 0                                | 0                | 3,000                 | -                 | -                 | -                 | -                 | -          | 3,000      |                  |           |
| Library Architectural Design (M D Arch)                            | 32,000                        | 32,000            | 32,000                      | 13,810                    | 18,190                                  | 18,190                           | 0                | 6,000                 | -                 | -                 | -                 | -                 | -          | 6,000      |                  |           |
| Library Preconstruction, Permitting Fees and Prep                  | 5,000                         | 0                 | 0                           | 0                         | 0                                       | 0                                | 0                | 7,000                 | -                 | -                 | -                 | -                 | -          | 7,000      |                  |           |
| Library Rehabilitation and Addition                                | 600,000                       | 300,000           | 296,000                     | 0                         | 296,000                                 | 0                                | 296,000          | 236,000               | 300,000           | -                 | -                 | -                 | -          | 536,000    |                  |           |
| Sprinkler - Building Update: Fire/Safety                           | 85,000                        | 0                 | 0                           | 0                         | 0                                       | 0                                | 0                | 0                     | 85,000            | -                 | -                 | -                 | -          | 85,000     |                  |           |
| Library Operationalization                                         | 20,000                        | 0                 | 0                           | 0                         | 0                                       | 0                                | 0                | 0                     | 20,000            | -                 | -                 | -                 | -          | 20,000     |                  |           |
| TOTAL BEFORE CAPITALIZED LABOR                                     | 791,000                       | 338,000           | 338,000                     | 17,056                    | 320,944                                 | 18,944                           | 302,000          | 258,000               | 405,000           | 0                 | 0                 | 0                 | 0          | 657,000    |                  |           |
| LLCM                                                               |                               |                   |                             |                           |                                         |                                  |                  |                       |                   |                   |                   |                   |            |            |                  |           |
| LLCM Engineering Study                                             | 9,000                         | 0                 | 13,000                      | 12,848                    | 152                                     | 12,848                           | -                | -                     | -                 | -                 | -                 | -                 | -          | 0          |                  |           |
| LLCM Rehabilitation                                                | 500,000                       | 187,000           | 174,000                     | 0                         | 174,000                                 | 20,000                           | 154,000          | 154,000               | -                 | -                 | -                 | -                 | -          | 154,000    |                  |           |
| TOTAL BEFORE CAPITALIZED LABOR                                     | 509,000                       | 187,000           | 187,000                     | 12,848                    | 174,152                                 | 32,848                           | 154,000          | 154,000               | 0                 | 0                 | 0                 | 0                 | 0          | 154,000    |                  |           |
|                                                                    |                               |                   |                             |                           |                                         |                                  |                  |                       |                   |                   |                   |                   |            |            |                  |           |
| ENTERPRISE FUNDS TOTAL                                             | 20,667,500                    | 1,090,497         | 1,099,120                   | 242,993                   | 856,127                                 | 362,695                          | 494,044          | 1,771,419             | 1,209,000         | 1,443,000         | 923,000           | 818,000           | 12,645,000 | 18,794,419 |                  |           |
| GENERAL FUNDS TOTAL                                                | 5,112,000                     | 1,489,000         | 1,489,900                   | 47,942                    | 1,441,958                               | 261,731                          | 1,212,022        | 987,281               | 734,000           | 1,253,000         | 1,020,000         | 600,000           | 110,000    | 4,718,281  |                  |           |
| GRAND TOTAL                                                        | 25,779,500                    | 2,579,497         | 2,589,020                   | 290,935                   | 2,298,085                               | 624,426                          | 1,706,067        | 2,758,700             | 1,943,000         | 2,696,000         | 1,943,000         | 1,418,000         | 12,755,000 | 23,512,700 |                  |           |

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