

1. 10:00 A.M. Agenda

Documents:

[2024-04-11 Library Commision Agenda.pdf](#)

2. Meeting Material

Documents:

[2024-01-11 Library Action Summary.pdf](#)

[2024-02 Library Financial Report.pdf](#)

[Urban Renewal Amendments.pdf](#)

[2024 Council Goals.pdf](#)



CITY OF YACHATS
YACHATS LIBRARY COMMISSION MEETING
Thursday, April 11, 2024, at 10:00 am
To Be Held Via Zoom & In Person Located at:
Commons Bldg., Civic Meeting Room 1
441 Hwy 101 N., Yachats OR 97498

Join Zoom Meeting

<https://us02web.zoom.us/j/83990524948>

Meeting ID: 839 9052 4948

AGENDA

- I. Meeting Called to Order
- II. Announcements and Correspondence
- III. Reports
 - a. Budget Report
 - b. Update on financing the library expansion project.
 - c. Discussion regarding efficiently moving forward on the library expansion project.
 - i. Moving the library to its temporary quarters in the Commons building
 - ii. Arranging for demolition
 - d. Discussion and vote on risking funds (possibly in the tens-of-thousands of dollars) to move forward immediately on the library expansion, even though final approval for using Urban Renewal District funds will not take place until May 2024.
 - e. Any other library expansion discussion.
 - f. From the library administrator (in absentia)
 - g. From Friends of Yachats Library
- IV. Other Ongoing Business
- V. New Business
 - a. 2024 City Council Goals & Objective
- VI. Adjournment

*The Library Commission Meeting is held quarterly on the 2nd Thursday at 10:00 am
(January-April-July-October)*

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. 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.; 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: 04-082024 By: Kimmie Jackson, Deputy City Recorder

ACTION SUMMARY

Date:	January 11, 2024
Time:	10:00 a.m.
Place:	441 Hwy 101 N., Civic Meeting Room 1
Attending:	Chair David Rivinus, Naomi Steenson, Co-Chair, Marion Godfrey, Street Schellhase, and Viki West
Absent	

CALL MEETING TO ORDER:

1. Agenda Item - Announcements or Correspondence	
Topic	
	Acknowledged and expressed thanks to Commissioners Naomi Steenson and Viki West for their continued service on the commission as they enter their second term.
2. Agenda Item Citizens Concerns	
	None
3. Elections	
	Naomi Steenson and Viki West are continuing their service for another term ending in 12/31/2026.
	Nominations of Chair and Co-/Chair for 2024
Action Items:	None
	Motion was made to re-elect David Rivinus as Chair and Naomi Steenson as Co-Chair.
4. Agenda Item Reports	
	Budget Report is attached to online packet; Discussed and have a possible vote regarding whether to continue with the library expansion/replacement project; or to ask for direction from Council. The commission has been approached by the Resiliency group and

CITY OF YACHATS PUBLIC LIBRARY COMMISSION

	<p>will now have to take into consideration the resiliency project and incorporate the possible changes and needs it would have on the expansion or preplacement. Commissioner Schellhase reported on the engineering upgrades needed if the library roof were made suitable as a tsunami evacuation gathering site.</p> <p>The Friends of the Library group will support what the commissions desires and mentioned that this could go out for an advisory vote to the residents..</p>
	<p>The next steps would be to talk to the grant writers and come to the finance committee to discuss further. Chair Rivinus did meet with staff regarding CIP needs. The consensus is that It is too soon to report back to Council at this time and will speak with the grant writers for options. The City Manager suggested a presentation to City Council what the Library Commission would like to see moving forward.</p>

Action Items:	
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5. Agenda Item Other Business

	<p>The Commission has been charged by the City Manager to create documents or manual for new members.</p>
	<p>The Library Administrator Tracy Altson reviewed the library report that is attached to the online packet.</p>
	<p>Friends of the Library reported that they are working of the book sale March 29th & 30th; between 10a-4p; have over 300 high-end comprehensive books that should sale around \$60.00, this sale is over the spring break, the ladies club is have a Bazaar event that weekend. Take into consideration of the time lapse on the existing grants.</p>

Action Items:	

Adjournment:	11:20 a.m.
Prepared By:	Kimmie Jackson, Deputy City Recorder

Library 100-1030
Monthly Financial Detail Report
FEBRUARY 2024

Printed: 03/07/2024
 Period 08
 Fiscal Year 2023

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
100	1030	300101	Beginning Balance	\$ 27,751.55	\$ 27,649.10	\$ -	\$ 27,649.10	99.63%	Beginning Balance - Unaudited
100	1030	304480	Gifts/Donations	\$ 150.00	\$ -	\$ -	\$ -	0.00%	
100	1030	304481	Grants	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 5,000.00	100.00%	
100	1030	304690	Other State Sources	\$ 1,000.00	\$ -	\$ -	\$ -	0.00%	
100	1030	314861	Transfer in General Fund	\$ 25,000.00	\$ 12,500.00	\$ -	\$ 12,500.00	50.00%	Quarterly transfer from 100-1010
			REVENUE	\$ 58,901.55	\$ 40,149.10	\$ 5,000.00	\$ 45,149.10	76.65%	
100	1030	105110	Water Lead	\$ -	\$ 44.70	\$ -	\$ 44.70	0.00%	
100	1030	105111	Wastewater Lead	\$ -	\$ 244.53	\$ -	\$ 244.53	0.00%	
100	1030	105114	Field Utility A	\$ -	\$ 122.70	\$ 19.25	\$ 141.95	0.00%	
100	1030	105116	Librarian Part Time	\$ 13,800.00	\$ 8,652.00	\$ 1,406.25	\$ 10,058.25	72.89%	
100	1030	105121	Field Utility Journeyman	\$ -	\$ 30.23	\$ -	\$ 30.23	0.00%	
100	1030	105140	Fringe Benefits	\$ 1,000.00	\$ 680.26	\$ 104.95	\$ 785.21	78.52%	
100	1030	105141	Insurance Benefits	\$ 100.00	\$ 111.25	\$ 3.01	\$ 114.26	114.26%	
100	1030	105142	Regular PERS System	\$ -	\$ 1,019.72	\$ 218.12	\$ 1,237.84	0.00%	
100	1030		PERSONNEL	\$ 14,900.00	\$ 10,905.39	\$ 1,751.58	\$ 12,656.97	84.95%	
100	1030	205222	Insurance	\$ 3,100.00	\$ 3,800.75	\$ -	\$ 3,800.75	122.60%	Annual Property/Liability Renewal FY24
100	1030	205240	Office Materials & Supplies	\$ 300.00	\$ 789.80	\$ 94.74	\$ 884.54	294.85%	
100	1030	205251	Telephones/Cell Phones/DSL	\$ 1,400.00	\$ 737.68	\$ 103.90	\$ 841.58	60.11%	
100	1030	205252	Utilities	\$ 1,600.00	\$ 523.83	\$ 232.95	\$ 756.78	47.30%	
100	1030	205260	Contract Expense (Prof Svc)	\$ 1,200.00	\$ 729.95	\$ -	\$ 729.95	60.83%	
100	1030	205282	Software	\$ 700.00	\$ 20.00	\$ -	\$ 20.00	2.86%	
100	1030	205313	Equipment Repair	\$ 300.00	\$ -	\$ -	\$ -	0.00%	
100	1030	205330	Building and Land Maintenance	\$ 2,600.00	\$ 981.79	\$ 425.00	\$ 1,406.79	54.11%	
100	1030	205335	Custodial Support/Supplies	\$ 3,700.00	\$ 1,854.18	\$ 240.00	\$ 2,094.18	56.60%	
100	1030	205340	Operating Materials & Supplies	\$ 400.00	\$ -	\$ -	\$ -	0.00%	
100	1030	205345	Books and Periodicals\Children's Books/Pt	\$ 3,000.00	\$ 6,346.52	\$ 1,293.72	\$ 7,640.24	254.67%	
100	1030	205474	Mowing	\$ 100.00	\$ 57.00	\$ -	\$ 57.00	57.00%	
100	1030	205490	Material and Services	\$ 300.00	\$ -	\$ -	\$ -	0.00%	
			MATERIALS AND SERVICES	\$ 18,700.00	\$ 15,841.50	\$ 2,390.31	\$ 18,231.81	97.50%	
			EXPENSE	\$ 33,600.00	\$ 26,746.89	\$ 4,141.89	\$ 30,888.78	91.93%	
			Revenue Total	\$ 58,901.55	\$ 40,149.10	\$ 5,000.00	\$ 45,149.10	76.65%	
			Expense Total	\$ 33,600.00	\$ 26,746.89	\$ 4,141.89	\$ 30,888.78	91.93%	
			NET GAIN/(LOSS)	\$ 25,301.55	\$ 13,402.21	\$ 858.11	\$ 14,260.32	56.36%	

Library Reserve 150-1030
Monthly Financial Detail Report
FEBRUARY 2024

Printed: 03/07/2024
 Period 08
 Fiscal Year 2023

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
150	1030	300101	Beginning Balance	\$ 358,369.60	\$ 103,085.16	\$ -	\$ 103,085.16	28.77%	Beginning Balance - Unaudited
150	1030	300105	Beginning Balance-Hall Bequest	\$ 150,000.00	\$ 150,000.00	\$ -	\$ 150,000.00	100.00%	Beginning Balance - Unaudited
150	1030	304481	Grants	\$ 400,000.00	\$ -	\$ -	\$ -	0.00%	
150	1030	314861	Transfer in General Fund	\$ -	\$ 265,000.00	\$ -	\$ 265,000.00	0.00%	Transfer from FY2023
			REVENUE	\$ 908,369.60	\$ 518,085.16	\$ -	\$ 518,085.16	57.03%	
150	1030	407942	Capital Outlay - Buildings	\$ 258,000.00	\$ 24,499.99	\$ -	\$ 24,499.99	9.50%	
			CAPITAL OUTLAY	\$ 258,000.00	\$ 24,499.99	\$ -	\$ 24,499.99	9.50%	
			EXPENSE	\$ 258,000.00	\$ 24,499.99	\$ -	\$ 24,499.99	9.50%	
			Revenue Total	\$ 908,369.60	\$ 518,085.16	\$ -	\$ 518,085.16	57.03%	
			Expense Total	\$ 258,000.00	\$ 24,499.99	\$ -	\$ 24,499.99	9.50%	
			NET GAIN/(LOSS)	\$ 650,369.60	\$ 493,585.17	\$ -	\$ 493,585.17	75.89%	

URD Amendments

	Actual & Remaining Revenue	City Admin Fee	Materials & Services	Sewer Plant, Pump Stations, Other Improvements	I & I	South Water Tank	Miscell Looping	Upgrade Size Waterline	New Hydrants	Replace Main Water Valve	Street Repair Restore	Storm Drain Imprvmnts	Sidewalks w/curbs 101	Trails	Parks, Comm Center Public Facilities	Fund Balance
Original URD Plan	7,824,600	322,400	68,600	3,700,000	266,650	1,333,350	133,350	133,350	66,650	66,650	266,650	667,000	333,300	133,350	333,300	0
Amendment #1	5,945,725	285,899	55,631	1,535,000	266,650	1,405,420	0	0	66,650	0	207,782	530,500	1,213,000	133,350	245,843	0
Amendment #2	3,122,900	214,899	21,000	2,717,725	0	600,000	0	0	0	0	0	0	0	0	0	442,430
Amendment #3	3,122,900	214,899	21,000	2,117,725	0	600,000	0	0	0	0	0	0	0	0	600,000	471,712

	Actual &		City	Materials	Sewer Plant, Pump	South	Street	Storm	Sidewalks	Parks,	Total	Fund				
	Remaining Revenue	Interest Income											Admin Fee	& Services	Stations, Other Improvements	I & I
FY 2008	112,210	0		2,500	417	100,000						102,917	9,293			
FY 2009	154,504	81		2,500	1,433	65,645						69,578	94,300			
FY 2010	180,294	50		2,500	1,401	91,897						95,798	178,846			
FY 2011	189,180	23		2,500	1,681	97,250						101,431	266,618			
FY 2012	189,203	26		2,500	1,538	95,000	104,193	33,272				236,503	219,344			
FY 2013	187,497	23		2,500	1,795	95,000		17,055				116,350	290,514			
FY 2014	193,276	24		9,000	1,411	95,000			110,000	120,000		87,457	422,868	60,946		
FY 2015	228,377	40		2,500	1,791	95,000	120,000	8,541	26,500				254,332	35,031		
FY 2016	233,701	174		10,000	1,503	95,000	100,000						206,503	62,403		
FY 2017	251,443	810		0	1,420	95,000			25,000	125,000			246,420	68,236		
FY 2018	278,317	0		0	1,538	95,000				46,000			142,538	204,015		
FY 2019	322,029	0		13,000	2,277	95,000	100,000	10,000			8,000		228,277	297,767		
FY 2020	374,059	897		13,000	7,488	95,000	25,000	100,000					240,488	432,235		
FY 2021	417,025	2,639		14,000	1,814	95,000	0	170,000		150,000			430,814	421,085		
FY 2022	462,658	4,182		15,000	1,750	95,000	50,000	100,000	12,000	0	50,000	230,000	8,000	36,000	597,750	290,175
FY 2023	497,095	15,441		16,000	0	95,000	25,000	100,000	4,000	13,000	50,000	0	8,000	20,000	331,000	471,711
FY 2024																
FY 2025																
FY 2026																
FY 2027																
FY 2028																
FY 2029																
Totals	4,270,868	24,410		107,500	29,257 0	1,494,792	100,000	894,193	16,000	81,868	261,500	671,000	24,000	143,457	3,823,567	471,711



2024 City Council Goals & Objective

Achieve water sustainability

2024 Objectives Workplan

Schedule and attend regular meetings with SWLCPUD during 2024-2025:

- Establish a long-term (10-year minimum) agreement for drought-related emergency supply
- Cost and resource-sharing arrangements
- Continuous water-sharing arrangements at reasonable prices

Invest in a property that:

- Provides potential locations for water storage and improves water quality in our facilities
- Establishes safe boundaries around water facilities

Budget

- Infrastructure for networking systems- CIP planning
- Personnel time
- Property purchase

Provide safe access to and use of city infrastructure, trails, and parks

2024 Objectives Workplan

Identified public safety items considered in the CIP process- Public restrooms, commons north entry, sidewalk curbs

Implement security systems and safety measures plans in City Hall and the Commons

Complete the 101 delineators and replace Oceanview delineators

Improve crosswalk safety

Decide on a plan to utilize and enhance the green open space behind City Hall

Ensure a safety plan for Oceanview Drive from Beach St. to Highway 101—examine ways to alert people to the hazards

Budget

CIP Budget- Budgeting for listed projects

Materials and services budget: ADA audit, materials for projects, consultants

Environmentally responsible in all that we do

2024 Objectives Workplan

Develop Master Parks/Civic Campus plan, including distributed open spaces

Finalize the wetlands assessment

Provide education on Wetlands Pond

Develop a policy for low-maintenance, long-life materials

Develop effective controls for city-owned amenities (e.g., brush box)

Budget

CIP Budget- Budgeting for projects that come out of the master planning

Materials and services budget: materials for projects, consultants

Personnel time

Deliver efficient, effective, transparent municipal services

2024 Objectives Workplan

Ensuring documents are publicly available and searchable per Oregon Public Record requirements

Surveying the community for overall performance and service request satisfaction

Summary meeting minutes that include the conversation topics, why the decision was made, and other key discussion points

Budget

Personnel time

Effectively manage and plan for the city's financial needs

2024 Objectives Workplan

Identify strategies for the city to encourage the development of workforce housing

Explore administrative overhead allocations to fund budgets

Budget

Personnel time

Synchronize and update city policies and administrative rules

2024 Objectives Workplan

Review and update Council Rules pages 1 – 15 by September 2024 (Last Amended 2018). City Councilors

Develop recommendations for equitably distributing Beautification and Community Support Funds: August 2024 City Manager and Councilors

Review and revise, if appropriate, the Food and Beverage Penalty Rate and Occupancy Tax: Ordinance 3.12.060 and 3:08:080 by November 2024.

Review and Revise, if appropriate, Water Shortage Emergency Regulations. Specifically: the determination standards and Phase 1 and 2 restrictions. City Manager and Counselors, July 2024.

Budget

Personnel time

Additional Goals

2024 Objectives Workplan

Develop a Diversity, Equity, and Inclusion Strategy

Develop an ADA Transition Plan

Budget

Personnel time

Consultant