

1. 2:00 P.M. Agenda

Documents:

[2024-08-06 Parks And Commons Agenda.pdf](#)

2. 2:00 P.M. Meeting Material
[2024-061-Financial-Report-General-Fund](#)

Documents:

[July 2024 Staff Report.pdf](#)



CITY OF YACHATS
PARKS & COMMONS COMMISSION
441 Hwy 101 N. Commons Civic Meeting Room 1
Yachats, OR 97498
Tuesday, August 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)
- Concerns/issues may be considered for inclusion in future agendas by PCC

IV. Reports

- a. Trails (5 min.)
- b. City Manager (5 min.) [Click here](#)
- c. City Coordinator (Krystal) (5- 10 min.) [Click here](#)

V. New Business

1. Discussion: Yachats City Parks Oversight (35 - 45 min)

- There are six city parks in Yachats: Prospect Park, Sunset Parks N & S, Overview Drive ("Peace") Park, Ya'Xaik Trail - Gerdemann Garden Preserve, Wetlands Boardwalk Park, and Whale Park.
 - What is the best way to track upcoming or urgent needs for each of these parks?
 - Should we propose/create a framework that will monitor benchmarks for each park based on its unique features, uses, and location?
 - If so, are PCC members interested in contributing individually or collectively to the monitoring of our city parks, (e.g., 'adopt a park')?
 - Proposals for improvements/maintenance/care would be communicated to the City Manager who would determine the priority and the mechanism of care.

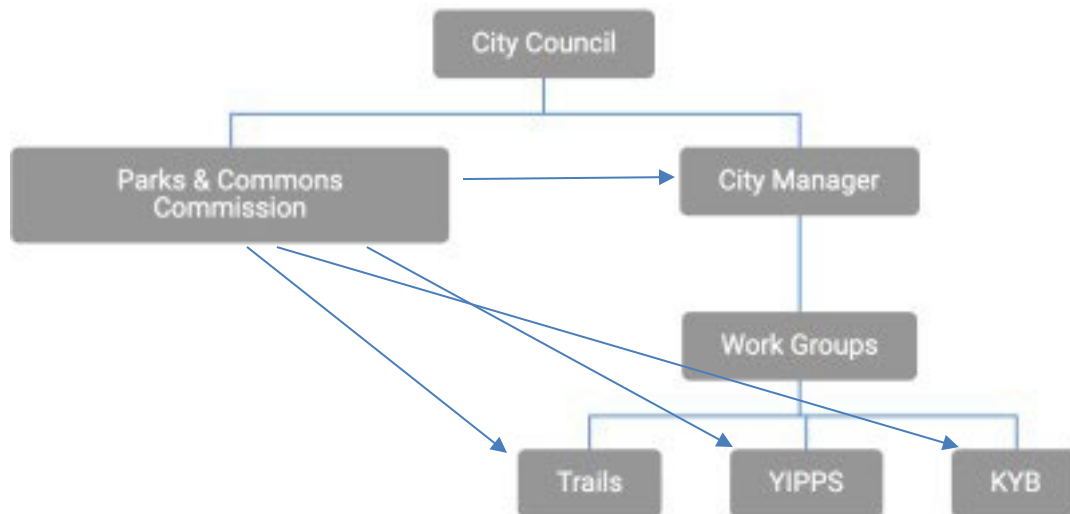
2. Discussion: Clarifying and Defining the Roles of Trails, YIPPS, and the City as we move toward a Period of Transition of Some Key Players (20-25 min)

- Within the next year, Joanne, Wally, and Loren will be transitioning from leadership roles. The institutional knowledge that they have is priceless. As Yachats moves toward a more

organized form of city governance under the current City Manager,

articulating the roles of each group and bridging any resulting gaps (in conjunction with the City Manager) will be crucial to ensure a smooth transition for everyone. ○ One idea could be for Trails and YIPPS to meet with some PCC members to clarify the respective roles and responsibilities of the Trails and YIPPS teams as they see them.

- Here's an abbreviated organizational chart of how PCC, Trails, YIPPS, and Keeping Yachats Beautiful (all budgeted from PCC) are currently configured within the city's governance:



3. Parking Lot Items for Future Consideration

- Prospect Park Work Group Transition Planning
- Admin Policy 5 (continuation)

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 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 02/29/24
By: Kimmie Jackson, Deputy City Recorder



City of Yachats City Staff Report | July 2024
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CITY MANAGER (Bobbi Price)

Finance Committee

The Finance Committee has identified several sustainable long-term revenue sources capable of funding all the Enterprise projects outlined in the recently completed Master Plans for Water and Wastewater. The projects in the Master Plans total over \$21 million and are spread over 20 years.

However, the Finance Committee has concluded that significant demands on general fund revenue will likely prevent the annual transfer of \$200,000 from the General Fund to Water sustainability. In response, the Finance Committee has been working on a series of steps that Yachats could consider to replace the Sustainability funds and free up those dollars for some of the new priorities being considered by the current Council.

The City Manager is currently developing an implementation and communication strategy to share the needs and process with the council and citizens. The goal of these steps is to achieve equity for residential and commercial users.

Budget Schedule

The City Deputy Recorder has submitted budget forms and resolutions to Lincoln County.

Little Log Museum

The building permits have been transferred from the County Technicians' desk to the Building Officials' desk. The Building Officials now have all the necessary information to issue the permits.

Upon issuance of the permits, Civil West will prepare a bid for the RFP and post it on Oregon Buys to secure a contractor for the project.

Additionally, we are collaborating with Lincoln County Transit to evaluate the possibility of relocating the bus stop situated in front of the LLM.

Communication Survey

A communications strategy survey has been developed by the city manager and disseminated through various channels, including the Yachats Village Residents Facebook page, the city's website, emails to volunteers, committee members, and council members. As of Friday, July 12th, 90 responses have been collected, providing valuable feedback on the preferred types of information, frequency of updates, and preferred communication channels for receiving city updates.

Communication Strategy

The city manager is using the data from the communication survey to develop a comprehensive communication and content calendar. As part of this process, the city team is creating a style guide that will provide a template for the visual elements, tone, and color scheme of all communication materials.

Additionally, the team is working on developing both external and internal communication policies that will align with the overall communication strategy and goals of the city. These policies will help ensure consistency and effectiveness in all communication efforts.

Effective communication allows the City of Yachats to inform the public, promote important City programs, and provide timely and coordinated information. Building, maintaining and coordinating communication can best serve the City by:

- Ensuring that accurate information is conveyed to the public with transparency.
- Expanding the general visibility of the City.
- Informing the public of services and resources available to them.
- Promoting the City's achievements, activities, celebrating volunteers, staff and events of significance.
- Ensuring that accurate information is conveyed to the public with transparency.
- Providing information in anticipation of, during, or after an emergency or significant event, including actions to build community resilience.

Municipal Judge & Code Enforcement

The city manager is currently drafting a contract with a local attorney to assume the role of Municipal Judge for Yachats. This step is crucial to effectively enforce the city's codes and regulations.

Furthermore, we have received an application from an individual seeking the field utilities position who possesses a background that aligns well with our code enforcement

requirements. To optimize resources, we are exploring the possibility of creating a combined job description that would allocate time between dedicated code enforcement duties and utility support tasks..

Heating Oil Tank

The removal of the underground heating oil tank behind the Commons building has commenced. During this process, there will be limited parking availability in the rear parking lot of the Commons until the removal is completed.

County Road Transfer of Ocean View Drive

The transfer process for Ocean View County Road continues to unfold. During their July 17th meeting, the Board of Commissioners will receive a presentation that marks the commencement of the formal transfer process.

Emergency Water Shortage Policy

In a collaborative effort, the Chair of Public Works & Streets, the Water Lead, the City Manager, and the Mayor convened to discuss revisions to the emergency water shortage policy. The staff responsible for implementing these edits

Trolley Grant

The City's application for a grant from the US Department of Transportation to fund the Trolley project was unsuccessful. In August, we'll meet with grant administrators to discuss their decision not to support the Yachats Trolley.

The Chamber, however, received a \$100,000 grant from Travel Oregon for the Trolley system.

The City Manager will present a backup plan to the Yachats Area Chamber of Commerce Board of Directors on July 18th.

This backup plan involves using an artistically wrapped passenger van that follows the proposed trolley schedule and route.

This pilot program will allow us to test the need and desire for transportation systems in Yachats, collect valuable data, and survey users and business owners.

The City Manager and Chamber Director are collaborating to develop a budget and proposal for this plan.

Edmunds Property

During the July meeting, the council will consider the purchase of this property, which is funded by the FY 24/25 CIP budget.

City Council Infrastructure Tour

On July 8th at 9:30 AM, the Yachats City Council embarked on a comprehensive tour of the city's essential infrastructure. This exceptional opportunity allowed the council members to witness firsthand the intricate operations and daily functions of the Wastewater Treatment Plant, Water Plant, and various city facilities.

SLWDPUD

SLWDPUD representation provided the requested fees associated with a supplemental water agreement allows water purchases during potential droughts. This serves two main purposes: preventing the initiation of a water shortage ordinance and fostering trust in our relationship with them. This will be beneficial should we ever need to take our Million Gallon tank offline for repairs and reconstruction.

Public Art Workgroup

We have the beginning of a public art workgroup, identifying possible locations and grant funding opportunities for different types of public art. If there members of the community that would like to join, please contact the city manager.

Temporary Public Safety

One of the 2024 City Council Goals is to look at the safety of Ocean View Drive from Beach Street to Hwy 101. Councilor Carey and the City Manager are looking at ways to improve this safety until the walkway is built.

Oregon City/County Managers Association

On June 24-27, the City Manager took part in the OCCMA Conference, an exceptional opportunity to engage with other city managers from across the state. The conference provided a platform for learning, sharing insights, and fostering collaboration among municipal leaders.

Volunteer & Staff Appreciation

On August 15th, from 11 am to 1 pm, the city manager will host a barbecue at the pavilion to express gratitude to city staff and volunteers. All volunteers, volunteer groups, and committee members are cordially invited to attend this special event.

Union Contract

A new two-year AFSCME Union contract was negotiated by the city manager in collaboration with the attorney. Attached is a draft copy of the contract for your review.

CITY DEPUTY RECORDER (Kimmie Jackson)

June utility bills were processed and sent out on time; Attended commission/committee meeting for the month; update agenda website agenda center with audios and summaries; staff moving project to accommodate additional staff; Started training with Becca Parrish, the new billing clerk; Assisted where needed in office and worked on general daily business.

PUBLIC WORKS (Rick McClung and Dave Buckwald)

Public Works welcomes its newest team member, Barry Arnold, to its ranks. Barry joins the crew with many years of utility experience and a grade 2 Water Treatment Certification. Welcome Barry!

Rainfall at Yachats Public Works:

Inches

	2024	2023	2022	2021
June	3.03	0.29	4.66	2.08
Rain year to date:	46.50	33.73	35.51	29.60

Total water produced: **4,066,00 gallons**

Total water accounted for: **3,921,091 gallons** Water loss efficiency:
96.4%

Total wastewater treated: **4,275,000 gallons**

The following is a list of what was done by Public Works staff in June 2024.

Streets:

- Filled potholes at multiple locations.
- Side arm mowing.
- Gutter cleaning.

Storm Drainage:

- Culvert inspections on Spruce Ave.

Water Treatment Plant:

- Water systems operations.
- Water plant maintc.

Distribution Sys:

- Meter reading and rereads.
- Meter maintc.
- Meter replacements and new meter installation.
- Water service installed on Spruce Ave.
- Water leak investigations.

Wastewater Treatment Plant:

- Wastewater systems operations.
- Plant maintc. & clean-up.
- Biosolids operations.

Collection Sys:

- Lift station inspections.
- Assisted contractors with sewer lateral repair on Horizon Hill.
- CCTV inspection 200 feet on Hwy 101 N.

Public Works:

- Shop maintc. and clean up.
- Fleet maintc. & repair.
- Equipment maintc. and repair.
- Multiple locates.
- Brush box handling.
- PW administration.
- Piles picked up for Trails crew.
- Garbage removal at the Commons.
- Samples to Newport.
- Crew worked on Request Tracker list.
- Cleaned garbage from brush box.
- City Hall and Commons work.
- Curb cleaning and prepping for paint.

- Tree limb removal at LLCM (storm damage).
- Crosswalk flasher repair.
- Code Enforcement lot vegetation inspections.
- Summer banner installation.

WASTEWATER CIP PROJECTS

- **The Submersible Pump Plug Project:**
Control boxes are estimated to arrive in mid-July.
- **The Public Works Roll-up Door Project:**
Ten of the eleven doors have been installed. Waiting for parts for the eleventh door.
- WWTP generator is waiting for parts to be completed.

WATER TREATMENT PLANT

- Cross training
- General plant maintenance
- CL2 system improvements

WATER CIP PROJECTS:

- **Water Tank Seismic Engineering** Geotech found soft soil at 35 ft, additional analysis will be done soon, about 3 weeks.
- **Water Plant Clarifier Rehabilitation** Working on RFP
- **The Annual Hydrant Replacements** Contractor has been selected; this will also be a training exercise for the new public works crew.
- **E.2nd Phase 3 Waterline engineering** Westec beginning engineering analysis
- **Analysis / Engineering SWLCWPUD** City Manager is working with the PUD on the annual summer season agreement.
- **Plant Backwash Recycle System** Electrical warranty work near complete.
- **WTP Upgrade CIP Annually** Rebuilding the chlorine room and injection system.
- **SCADA Upgrade** Connected earthquake value to the SCADA system, Backwash system will be next.
- **Property Acquisition** Council and CM to make final decision

STREETS/STORMWATER CIP

- **Gimlet Gates-** Project has been completed.

- **E 2nd St phase 3 street engineering** Initial engineering has begun, cost estimates will be given later this month.
- **Storm Drain Master Plan-** Draft is complete, reviewed by the PW commission and sent back to the engineers for edits.
- **101 Delineators ODOT permit process is now complete**, in the process of soliciting contractors

COMMUNITY PROJECTS

- **The Boardwalk** Local Government Grant Program (LGGP) application submitted.
- **The Little Log Church Museum** County building permit process has been ironed out and RFP should be going out soon.

Grants applications being worked on

- **\$250,000 ODOT Small City Allotment** To be applied to the phase 3 E. 2nd St. project
- **\$200,000 ODOT TGM Transportation Growth Management** To be applied to a TSP Transportation Systems Plan for the city

FINANCE (Diane Gruver)

As we are wrapping up Fiscal Year 2024, I've been double checking files, getting expenses for FY24 entered into the system as well as July expenses, and getting ready for our annual payroll changes. These involve a cost of living raise as well as annual salary adjustments, and this month we are also adding our new Utility Billing Clerk and Water Technician into our payroll system. Otherwise, my time has been occupied with the regular accounts payable routines, and continuing to improve the organization of the finance office.

PLANNING (Katherine Guenther)

- Continued high volume of general inquiries and pre-application meetings with builders/property owners.

- Held two public hearings this month. One Home Occupation and one Townhouse PUD.

- Continued work with the Planning Commission on Title 9 code amendments. First public hearing scheduled for July 16th.

- Met with DLCD Estuarine Resiliency Coordinator about upcoming action planning process in Lincoln County.

- Working with YRFPD to streamline process for handling new Lincoln County “Fire Form” required for new construction.

-LIBRARY (Traci Altson)

This past month we have been settling into our new space. While quiet at first, patron visits seem to be picking up. This week begins a number of children’s activities lead by Kelly Simmons (our children’s librarian) with help from some of our volunteers. Today we had a presentation regarding reintroducing the sea otter to Oregon, designed primarily for children however a number of adults attended as well. There were roughly 45 people in attendance. And Kelly has also designed a summer reading program which begins this Wednesday.

Last month the library and chamber launched the Yachats Mission on the Agents of Discovery app. You may have seen posters around town or Kelly’s husband John in a sea otter costume handing out flyers. As of July 8th the app has been played 100 times. We feel this is a good adoption rate given that it’s only been live for 3 weeks. We will be watching the numbers throughout the summer and additionally until next June when our contract ends.

On a personal note I will be out of the office 7/17-8/8 for surgery but plan to be available via phone or email for the second two weeks of this span of time.

CITY UTILITY CLERK (Becca Parrish)

I started my new position here with the city last week. I am training with Kimmie, it has been non-stop busy. I am processing payments, running morning reports and updating customer accounts. Still learning the ropes, all in all things are going good in utilities!

CIP UPDATE (Neal Morphis)

Received word back on the federal Department Of Transportation grant for the trolley, we were not selected.

Made updates to the city website for commission members.

Arranging for vehicle radios to be installed soon.

Working on financial tracking – spending on projects. Did CIP Amendment to cover the cost of the Radio Antenna install and radios with Capital Improvement funds.

Working on creation of a Gantt chart to track the progress and upcoming tasks for projects.

Sent out multiple letters for code enforcement including vegetation fire hazards and hedge height.

Updating the electronic reader board sign in front of the commons.

Meeting with commons rental customers.

CITY HALL (Lorraine Fritz Barrett)

- Continue to greet people, answer phones and deal with emails in my exciting new location. (The last week of June we reconfigured the office).
- Neal and I are working together to perform the City Coordinator position while Krystal is out on sick leave.
- Neal learned how to program the reader board and has taught me.
- We met with Mike LeBare to learn how to use the sound board in the Commons. (at least we tried...)
- Attended a meeting with the Finance Committee and members of the vacation rental community to discuss their processes for collecting and paying out the TR taxes.
- Began receiving/processing F&B and TR taxes for the second quarter.
- Bobbi asked me to create a tax collection form for TRTs and I have started working on that.