

1. 2:00 P.M. Agenda

Documents:

[2024-11-05 Parks And Commons Agenda.pdf](#)

2. Meeting Material

Documents:

[October 2024 City Staff Report.pdf](#)

[2024-10-01 Parks And Commons Minute Summary.pdf](#)

[V2 Working Copy Of Admin Policy 5 Comments Matrix.pdf](#)

[PCC Working Copy Of Administrative Policy 5 Including Approved Language About Benches Rocks Per Joanne Kittel.pdf](#)

[2025-2026 Capital Improvement Plan CIP Budget - Commons.pdf](#)

[Budget Maintenance And Services For 2025-26.Xlsx - Commons.pdf](#)

[2025-2026 Capital Improvement Plan CIP Budget - Parks Trails.pdf](#)

[Budget Maintenance And Services For 2025-26.Xlsx - Parks Trails.pdf](#)

[Volunteer Agreement.pdf](#)



CITY OF YACHATS
PARKS & COMMONS COMMISSION
441 Hwy 101 N. Commons Civic Meeting Room 1
Yachats, OR 97498
Tuesday, November 5, 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)

V. New Business

1. Vote: Rail fence or plastic fence for salal plantings at Sunset Parks North and South (5 - 10 min)

- a. *Note: Ron and Meg both favor no rail fence, but they do favor planting gallon size salal plants with a plastic construction fence to keep people off the salal plantings.*

2. Review Admin Policy 5 revisions (45 min)

- a. [V2 Working Copy of Admin Policy 5 Comments Matrix](#) (see packet)
- b. [1st Draft of Revised Policy 5](#), including all requests for additions and deletions (noted with strike thru) indexed to Table of Comments above (see packet)
- c. Procedure today:
 - i. Continue review of Policy #5 Comments Matrix to Find Areas of Majority Agreement ("livewithitability")
 - ii. Areas that are not approved by a majority vote, will be continued for additional discussion in the future
 - iii. Once proposed revisions are considered, we'll discuss and vote upon proposed *new* items for Policy #5 (not currently in the policy), but suggested by PCC members. These are currently located in Section 3 of the V2 document, linked above.

3. CIP Goals for the upcoming fiscal year (30 min)

a. Are there new goals and projects to propose for the 2025-26 fiscal budget?

- i. [Capital Improvement Budget](#) (Long term projects)
- ii. [Materials & Services Budget](#) (On-going annual budgetary items under the auspices of the Parks and Commons Commission) ← *We'll be working on this at a later date*

4. Parking Lot items for future consideration

Next meeting:

- Possible consideration of whether PCC should review and revise Yachats Municipal Code Section 5.08.110 Noxious and Invasive Vegetation

VI. Updates on previous Action Items or other business (5 - 10 min)

Attachments (to be included in printed packet):

- [V2 Working Copy of Admin Policy 5 Comments Matrix](#)
- [1st Draft of Revised Policy 5](#)
- [Capital Improvement Budget](#)
- [Materials & Services Budget](#)

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 10/24/2024 By: Kimmie Jackson, City Recorder



City of Yachats City Staff Report |October 2024
501 Hwy 101 N, Yachats, OR 97498 | www.yachatsoregon.org

CITY MANAGER (Bobbi Price)

Communication Strategy Implementation

Our communication strategy commenced with the launch of two social media platforms, Instagram and Facebook. In October, we distributed our first e-newsletter and an informative e-blast, garnering 575 and 597 opens.

The e-newsletter is the electronic equivalent of our comprehensive print newsletter, which continues to be included in utility bills and is available for pickup at city hall. The information e-blast aims to deliver mid-month updates that may have emerged since the e-newsletter's publication or provide additional details on upcoming events.

Working with the modernized logo and color palette has been enjoyable. We anticipate integrating them into our website design as soon as our contract permits the redesign. During this transition, we will prioritize enhancing user-friendliness, as this was a recurring request identified through our communication survey.

Resident Sentiment Survey

In late September, the resident sentiment survey was created to gather feedback from residents as part of the 2024 Council Goals. The survey aims to inform the goal and budget-setting session for 2025.

Currently, there are 131 responses to the survey, and it remains open for further input. This valuable feedback will help city staff and the council better understand the priorities of residents and guide decision-making.

Workforce Survey

The 2024 Council Goals include a workforce survey for both employees and employers. The survey has been shared via social media, e-newsletter, and email to all business

license holders in Yachats. Currently, we have received 35 responses, and the survey remains open for further input.

This survey aims to understand the affordable housing options for the Yachats workforce. It explores the workforce's median income and gathers preferences for housing types if available and affordable. The gathered information will guide housing initiatives, particularly through the recently acquired DLCD grant for housing implementation, commencing in November.

The survey will also contribute essential information for Yachats to collaborate with the state to secure housing initiative funding.

Supplemental Water Agreement

The supplemental water agreement between South Lincoln Public Utilities District and the City of Yachats has been implemented and tested to establish standard operating procedures for turning on, testing, and measuring water.

Utility Rate Adjustments- Communication

The city has sent emails to all commercial users of the water and wastewater systems, along with examples and implementation dates.

[Link to the letter sent to commercial users of the City of Yachats infrastructure](#)

Delineators on the south end of town

At the September City Council meeting, the city manager was instructed to guarantee the continuation and total funding of the project despite discrepancies between the contract estimate and the budgeted amount. The project was initially funded by an ODOT grant.

To achieve this, we have recognized budgeted CIP projects that won't be executed during the current fiscal year. These funds originate from the General Fund and can be reallocated from one CIP to another through the supplemental CIP process, ensuring the necessary resources for the project's completion. We will also continue seeking additional funds through ODOT.

Little Log Museum

Civil West Engineering hosted a pre-bid meeting for interested contractors, followed by a bid submission day. Of the five pre-bid participants, two submissions were received.

One bid adheres to the engineer guidelines, while the other does not. Both bids will be presented to the city council for review and selection.

Our CIP project manager, Neal Morphis, will collaborate closely with Lin West and Rick McClung throughout this process.

Library Project

Neal Morphis, Rick McClung, and Lin West are the project managers assigned to work with David Rivinus on the Library rebuild project.

Edmunds Property

This property has been signed and paid for, and the close on escrow will happen on the week of October 14th for the complete property transfer to the City of Yachats.

Landmark / O'Neill Property

The City of Yachats has signed the property purchase agreement. The county counsel and the city attorney are working out the 804 settlement agreement details. The contract stipulates that the property purchase will close ninety days from signing on September 10th.

Rocha Property

The assessor hired to appraise the value of a 25-year do-not-disturb lease has returned their suggested appraisal value. The appraisal value and the timber company's request have been submitted to the city attorney for review and the creation of an offer.

The City Council will review this during their October 15th executive session meeting to discuss their next steps.

Ocean View Drive Transfer

On October 23rd at 10 am, the Lincoln County Commissioners will take an action vote on whether to transfer Ocean View Drive or not.

Union Contract

The City and Union agreed on a contract that benefits our city employees, their hard work, and dedication to the city while ensuring the City of Yachats is in good budgetary standing. All union employees ratified the contract.

Commons Oversight Contract

A temporary contract for two months has been established to fulfill the role of the main commons person. This interim arrangement aims to assess the suitability of the candidate for future permanent employment.

The job responsibilities primarily revolve around the Commons and Pavilion usage schedules. The individual will be available to assist all users of the space. This includes being present during renter check-ins and guiding them to locate necessary items such as coffee makers, tables, chairs, and more. Additionally, they will provide guidance on using audio and visual systems. Upon the completion of their usage, the individual will check them out of the facility, ensuring eligibility for deposit refunds and securing all doors to the space.

Oregon Coast Visitors Association

I had the opportunity to participate in the opening keynote presentation at The Peoples Coast Summit, which was facilitated by Paul Schuytema of the Economic Development Alliance of Lincoln County and focused on tourism in focus.

CITY DEPUTY RECORDER (Kimmie Jackson)

Continued training with our utility billing clerk, to process daily responsibilities during the month, to assess late account and bill for late charges, and process monthly billing to send out on time; Attended commission/committee meeting for the month & prepare action summaries; update agenda center with audios and summaries; attended Oregon Associating of Municipal Recorders Conference; working on City Fees project; Assisting utility billing clerk with new upcoming rate changes.

Updating all city contract files as time permits; continuing to work on City Fee Schedule project as time permits; planning a City Surplus Event that was held on October 9th at City Hall, this event and items will posted to the public when the date is determined; assisted where needed in office and worked on general daily business.

PUBLIC WORKS (Rick McClung and Dave Buckwald)

Rainfall at Yachats Public Works:

	<u>Inches</u>			
	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>
September	1.85	3.43	0.69	2.54
Rain year to date:	49.33	37.65	36.48	32.51

Total water produced: **4,401,455** gallons

Total water accounted for: **4,211,203** gallons Water loss efficiency: **95.6 %**

Total wastewater treated: **3,222,000** gallons

The following is a list of what was done by Public Works staff in September 2024:

Streets:

- Side arm mowing and brush cutting.
- Replaced broken stop sign at Ocean View Drive and Beach St.
- Rock placed on upper Radar Rd.
- Back bladed Crestview Drive.
- Paved Aqua Vista street patch.
- Installed reflectors on concrete blocks in town.
- Storm clean-up on Crestview and Horizon Hill.

Storm Drainage:

- Rock placed on Gender Drive culverts.

Water Treatment Plant:

- Water systems operations.
- Water plant maintc.
- Reedy Creek headworks Inspection.

Distribution Sys:

- Meter reading and rereads.
- Meter maintc.
- Leak investigations.
- Water pump station maintc.
- Water service installation on Saki.
- Installed two sample stations for water testing, working on a third station.
- Fire hydrant inventory.
- Raw water reservoir repair (transducer).
- Brush cut around the Raw water reservoir.

Wastewater Treatment Plant:

- Wastewater systems operations.
- Plant maintc. & clean-up.
- Biosolids operations.
- Public Works emptied the Water Treatment Plant holding tank.
- Digester deck repair.

Collection Sys:

- Lift station inspections.
- Degreased lift stations.
- Plug Valve was replaced for pump 3 at Main lift station.
- Vac-truck repairs.

Public Works:

- Shop maintc. and clean up.
- Fleet maintc. & repair.
- Equipment maintc. & repair and fueling.
- Multiple locates.
- Brush box handling.
- PW administration.
- Piles picked up for Trails crew.
- Garbage removal at the Commons.
- Samples to Newport.
- City Hall and Commons work.
- PW yard organizing.
- Wetland boardwalk repair.
- Service truck taken to Newport for repair.
- Playground equipment installed at the Commons playground.
- City Hall painting.
- Removed asphalt for sewer lateral installation to the Pallet Shelters.
- Hauled asphalt to Newport.
- Brush box information signs placed on gate.

Commons Heating Oil Tank Decommission & Removal:

- Tank removed.
- Waiting for D.E.Q. review of test results.

WASTEWATER CIP PROJECTS

- **The Submersible Pump Plug Project:**
All of the control boxes are now installed. Waiting for two pumps for the Main Lift Station. Delayed because of hurricane Helene knocking out power at the factory in South Carolina.
- **The Public Works Roll-up Door Project:**
Parts have arrived and final installation is scheduled for October 9-10, 2024.
- **WWTP generator:**
Parts are expected to arrive October 27, 2024.
- **WWTP UV Disinfection System Upgrades:**
Sending plans to DEQ for approval.
- **PW Design Standards:**
Still reviewing.
- **2024-25 FY Street Paving:**
Signed contract sent to Road & Driveway. They will let us know when they plan to do the work. If they can't get this paving season, then it will be in the late Spring of 2025 (hopefully).

WATER TREATMENT PLANT

- Cross training
- General plant maintenance

Water CIP's

E. 2nd St Project

Task	2024												2025											
	Ja n	Fe b	M ar	A pr	M ay	Ju n	J ul	Au g	Se p	O ct	N ov	D ec	Ja n	Fe b	M ar	A pr	M ay	Ju n	J ul	Au g	Se p	O ct	N ov	D ec
PWC Project Adoption																								
Budget Year 20/21 Project Adoption																								
Engineering Cost Estimate																								
SCA Grant Process																								
Project Analysis																								
Engineering Design																								
City Accepts Design																								
Project RFP																								
Construction																								
Close Project																								
Grant Reimbursement																								

Grants applications submitted

- **\$250,000 ODOT Small City Allotment** To be applied to the phase 3 E. 2nd St. project - find out in November

ODOT

- **Lori Lane/Hwy 101 Sidewalk**

After talking with ODOT to submit a sidewalk permit application an engineered plan will need to be submitted with the application. I tasked an engineer for this project, and he is currently working on a scope of work to submit to the city.

Like most ODOT projects, this is not a simple low-cost endeavor. ODOT will require a center island, we will have to construct landing on both sides, and we will need to have adequate lighting so we may need to add a light pole on both sides of the highway. In addition, sidewalk crossing lights will need to be installed.

My undocumented estimate for this project is around \$100,000. Once we have a better understanding of the project the city will search for grants to help with the cost.

- **Speed Zone Request**

A 25-mph speed zone request has been submitted to ODOT -from Diversity Ln to Windy way. The city manager is working with the Sheriff to help control speed and document traffic observations which will be part of the information needed to help move the request forward.

- **Delineators**

The contractor has been selected and has ordered the delineators. A start date has not been given yet mainly due to an unknown time it takes to receive the delineators.

- **Transportation Systems Plan Grant**

The city did not receive the grant this year. No city on the central Oregon coast was selected for this grant cycle.

Reservoir – Next steps

The water department has been doing a seismic study of our 1,000,000g & 200,000g reservoirs. The first thing we did was a Geotech investigation on the ground that supports the reservoir. The results of the report showed that the ground was insufficient to withstand a major earthquake.

The next thing we did was a structural analysis on the reservoir. The result of the analysis shows that the reservoir was not adequate to withstand a major earthquake and would require reinforcement that could cost several million dollars.

The overall summary of both reports shows we can reinforce the reservoir, but it doesn't really do any good if the ground slides out from beneath the reservoir.

We might have to consider an alternative reservoir site to build new reservoirs. I began looking for property that has:

- Elevation of 220 ft
- No previous landslides
- Solid ground at reasonable depth

This really narrows down the available land since most of Yachats has had previous landslides and is developed.

Found a piece of property that preliminarily fits all the parameters. It is located above Sea Air assisted living. Below is a draft of the conceptual placement of the reservoir.

I've had engineers prepare a memo for this project to estimate initial cost estimate and other engineering considerations. The recommended budget for two different options for a bolted steel tank (glass-fused) and prestressed concrete tank are prepared for consideration. The total recommended budgets include construction, engineering, and permitting costs.

The recommended budget for a bolted steel tank is \$4,200,000 and for a prestressed concrete tank is \$5,000,000. I prefer the concrete option.

After communicating with the owner "who wants to build 20+ affordable houses on the 5.2 acres) he gave me an existing preliminary Geotech report, and it shows it to be a very promising location for a reservoir. The report says it hit fragment rock at 10 feet. A more in-depth Geotech analysis will be needed.

I want to remind you that everything is just a concept at this point, but the owner is willing to give us the property for the reservoir site because it would add water infrastructure to this development.

It seems like a combined project like this would be a good candidate for a major grant

Engineer recruitment

The city has posted a Request For Proposals (RFP) in search of additional engineers to help with our capital projects. The engineers we currently have are good, but the city has more projects in the wing than our current engineers can achieve. For a small city we have a lot of projects.

Reservoir Seismic Structural Analysis

Please see links-

[Yachats Reservoir Seismic Review Report](#)

[Yachats Reservoir Seismic Review Structural Calculations](#)

FINANCE (Diane Gruver)

The past month has been fairly routine – paying bills, doing payroll, etc. – but I've also been working with the Library Commission on tabulating the expenses for what was the library re-build and now the new building project, looking back over a period of several years. Because we've had changing personnel and methods over the last five or six years, we are trying to root out inconsistencies, and spot details where we may have missed things in a first-pass examination of what's been spent. I've been doing the same examination with a couple of smaller volunteer projects, as it's always good to know where the money has been spent.

PLANNING (Katherine Guenther)

-
- Handled the usual volume of general inquiries, permit applications, etc.
 - Worked with the City Manager to get up to speed on FEMA's upcoming compliance measures affecting development in floodplains

- Met with GIS mapping company that Dave Buckwald has been experimenting with
- Fielded questions from David Fortmeyer on various code enforcement topics
- Compiled a list of City-owned properties that need to be changed to Public Facility zone
- Worked on updating some incorrect descriptions for utility easements on Surfside Drive
- On City Manager's suggestion, applied for and was accepted to the Strong Towns Cohort Class of 2024-25 (<https://www.strongtowns.org/cohort>)

CODE COMPLIANCE (David Fortmeyer)

Completed Tasks

- Responded to citizen complaints/inquiries
- Performed 1 grease trap inspection
- Conducted various property inspections
- Issued 5 notices for overgrown vegetation
- Issued 1 notice for abandoned vehicles
- Issued 1 notice for modified driveway w/o permit and missing address numbers
- Resolved outstanding code cases
- Reached out to Lincoln SWCD for information about addressing vegetation overgrowth in wetland areas

Key Focus Areas

- Nuisance Vegetation and Property Maintenance: Addressing concerns related to overgrown vegetation and property upkeep
- Business Permit Compliance: Advising businesses without a Yachats business permit to contact city hall
- YMC Updates: Discussing upcoming changes to the Yachats Municipal Code to enhance code enforcement

Ongoing Initiatives

- Community Education: Educating residents and businesses on city ordinances

Important: Hedge Height Regulations

Attention Yachats Residential Property Owners!

Chapter 9 of the Yachats Municipal Code regulates hedge heights to maintain our community's aesthetic appeal and property values.

Residential Properties:

Maximum allowed hedge height: 6 FEET

Conditional Use Exceptions:

Maximum allowed hedge height: 8 FEET

(apply only to approved conditional use permits only)

Please ensure your hedges meet these requirements to maintain our beautiful community!

LIBRARY (Traci Altson)

This month I have been working on finishing the Oregon Library Statistical Report. This is a yearly state requirement and currently has over 1000 data points. It takes a village, and I am grateful to Chuck Carlson, a library volunteer and Diane Gruver our bookkeeper for helping to provide some of the information. The report asks for a link to a public-facing patron confidentiality policy which we did not have, so I have been working to get one in place prior to the 10/31/24 deadline for the Statistical Report. As soon as its Library Commission approved, I will see that there's a link on the Library page of the City Website and submit the report to the State.

While our children's programs have ended for summer, when Kelly Simmons returns from her vacation she will be working on a new Mission for Agents of Discovery and a Fall Reading Program. Also, two volunteers stay over on Wednesday afternoons after 3pm when our YYFAP children come in to check out books. This continues every other Wednesday.

The library will be participating in the annual YYFAP Trick or Treat (we have some Halloween themed books to hand out) on Saturday 10/26 from 3pm-5pm.

CITY UTILITY CLERK (Becca Parrish)

- September bills went out on time.
- Communicating with Springbrook to assist with the elimination of included water for commercial and vacation rentals starting November 2024.
- Sent out the notice to all commercial users and vacation rental license holders about the upcoming rate increase.
- Attended OAMR (Oregon Association of Municipal Recorder) conference at the end of September.

CIP UPDATE/CITY COORDINATOR (Neal Morphis)

- Met with Civil West and contractors for Little Log Church Museum Rehabilitation.
- ODOE solar panels grant was not received. It was highly competitive.

- DOT RAISE grant debrief, only 15% of grant applications were awarded. They suggested more data and information in the merit criteria narrative, even if that information is stated elsewhere in the application.
- Made updates to the city website for commission members.
- Posting news flashes on the website.
- Uploading documents to the document center.
- Working on Gantt Chart schedule of projects, adding subtasks and updating timelines. [Link to Gantt Chart as of 2024-10-16](#)
- Updating the electronic reader board sign in front of the commons.
- Posting events to the city calendar on the website.
- Meeting with commons rental customers.
- Set up computer for new commons coordinator and showed them the reservation system.
- Assisting Fortmeyer with code compliance questions.
- Posted public works equipment surplus to website.
- Confirmed pricing for fencing projects.
- Met with GIS GPS mapping company that Dave Buckwald arranged for. Will be providing them with shapefiles from previous projects that got us shapefiles.
- Began class on construction projects with Linn West.
- Emailed Contractor for Library project, he stated he will have bid set and contract documents to us within a week – as of 10/15.
- Arranged for meeting with Friends of Yachats Library with Rick McClung and I.
- Began research into ADA Transition Plan, reached out to contact at ODOT.

CITY HALL/CITY COORDINATOR (Lorraine Fritz Barrett)

- Continue to greet people, answer phones, retrieve and open mail, respond to emails.
- Proofread newsletter and began proofing all social media and documents going to the public.
- Began working on and monitoring social media platforms.
- Neal and I continue to work together to perform the City Coordinator position; taking reservations, answering questions regarding the facilities, monitoring facility usage, etc.
- Covered for Becca while she and Kimmie were at the OAMR Conference the last week of September (voice mails, payments, reports, etc.)
- Attended the Job Corps Open House with staff members.

- Issued business licenses and accepted vacation rental wait list applications (there are currently 33). I will be issuing four (4) new licenses at the end of October.
- Met with Code Compliance (David Fortmeyer) to set up an inspection schedule of all vacation rentals.
- Handle sales of “Go-Bags” to community members.
- Went through City facilities to determine items for the surplus sale.

CITY OF YACHATS
PARKS AND COMMONS COMMISSION
SUMMARY MINUTES

October 1, 2024

The regular meeting of the Parks and Commons Commission was called to order by Chair Meg Simans at 2:00 p.m. in the Civic Meeting Room of the Yachats Commons. Members present: Ron Simans, Michael Hempen, Dean Shrock, Co-Chair Dan Sterling and George Giroux.

Agenda Discussion: It was decided that time would be allocated at the end of the meeting for updates from commissioners on their individual research or ongoing projects.

Announcements:

Co-Chair Sterling will facilitate the next meeting as two commissioners will be out of the country. There is one open seat on the commission. Hempen announced that he will not be renewing his term, and his last meeting will be in December. He expressed gratitude and will miss the group but plans to stay engaged informally.

Citizens' Concerns:

No additional citizens or concerns were raised.

Trails Report

Issues were discussed regarding trail maintenance, with the emphasis on reporting any issues to the city. It was clarified that reports from trail groups should be presented at the Parks and Commons meeting for transparency and public access.

Prospect Park Update

The group discussed archaeological concerns related to certain steps at Prospect Park. Volunteers are mentoring others on park maintenance, and guidelines from archaeologists will inform them what can and cannot be done on-site.

Volunteers and Park Maintenance

Discussion about the need for a consistent maintenance system across parks. The idea of having "Park Ambassadors" was proposed. Ambassadors would visit parks regularly to assess maintenance needs and report on them.

Trails & Maintenance Oversight

There was a back-and-forth on how trails should be maintained and the role of the Parks and Commons Commission in overseeing or assisting with maintenance.

There was a general consensus that having Park Ambassadors would be helpful for communication and maintenance coordination but should not complicate the process.

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The meeting concluded with the understanding that the commission would continue discussing park-related issues and maintenance but focus on maintaining clarity on roles and responsibilities between the different groups involved.

Dan to facilitate the next meeting.
Continued discussion on Park Ambassadors and maintenance strategies.
Follow-up on archaeological concerns in Prospect Park.

Meeting adjourned at 4:05 p.m.
By Kimmie Jackson Recorder

Not yet agreed upon proposed revisions (Section 1)

Policy #5 Comments Matrix The indexed comments below are a compilation of all comments from Commissioners made in our PCC meeting in May of 2024, with a few from our Walking Meeting to Prospect Park. This matrix was created using the “Summary of Commissioner Comments on Policy #5” document, which was distributed to PCC members for any corrections or revisions before being finalized.	Notes	Author	Index #	Context related to these comments as discussed at the 10/1/24 meeting, i.e., easy fixes!
“...plaques are to be considered carefully and should only be used to recognize significant monetary or public service contributions to the city of Yachats” (Ron: “Significant” is too subjective)	see Permanent Plaques	Ron	4	
Remove all references restricting gifts to items that will never incur taxpayer expense	See Intro	Dan	17	
8th bullet should read: “At the end of each 10-year term, 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, or remove the amenity with no further obligation to the donor.	See Guiding Principles	Dan	20	Remove “the P&C Commission and/or” and this one should be good
9th bullet should read: “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 of \$100. c. General administrative/endowment contribution of 10% of the total of a+b.	See Guiding Principles	Dan	21	Discuss the “10-year maintenance assessment of \$100.” The <i>amount</i> of \$100 was the issue. - Should a maintenance fee be estimated on an ad hoc basis? Who would determine the estimated cost of maintenance? How would costs be tracked (i.e., if costs for 10 years went over the assessed amount, who would track this? How would extra \$ be collected from donor?)
[12.] 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.	See Guiding Principles	Dan	24	Will there be any costs for the donor past the 10 yr period? That’s the question here. Similar questions arise as above: who will track down the donor and get the money? How much \$\$ is to be collected?
[13.] The City may, at its discretion, adjust the administrative/endowment contribution rate. [add] 10-year maintenance assessment of \$100.	See Guiding Principles	Dan	25	The idea here was to remove the “administrative/endowment contribution rate” language and provide the city flexibility if the \$100 10-year maintenance fee wasn’t high enough for the particular gift.
The P&C Commission’s assessment and recommendation to City Council will	See Oversight	Dan	28	It was desirous to make this more concise;

consider the suitability of the item for its proposed location, the compatibility of the item with the character of Yachats, the feasibility of its maintenance, whether fees collected for the Gift will fully cover routine maintenance costs of the Gift for the 10 year term, and provide this in its recommendation for approval or refusal to City Council, and any other factors involving the Gift.				that was the only objection noted.
Remove all references in the document to “trees” except keep (in Signage and Plaques): “In no instance may a sign be placed on a tree in a manner that compromises the health or life of the tree.	Memorial Trees Signage and Plaques	Dan	29	
The approval of Gifts are at the full discretion of the P&C Commission and the City Council. The recommendation for approval of Gifts to be placed in the Commons, Parks, or Trails are at the full discretion of the P&C Commission. City Council has full discretion as to whether to accept PCC’s recommendation for approval of the Gift.	See Oversight	Dan	30	Clarifies that proposed gifts are recommended or not by PCC, but approval of the gift lies with the City Council. The concern on 10/2/24 was that this limits gifts proposed for the Commons, parks, or Trails, instead of for any city property.
The following rows were unanimously approved by the PCC at the October 1st, 2024 meeting (Section 2)				
Policy #5 Comments Matrix	Notes	Author	Index #	Comments from 10/1/24 meeting

Objection to Bullet #8: The CC may choose to repair the Gift “at donor’s expense” especially if the owner didn’t request repair of the Gift. [In other words: Should the gift-giver be made to pay for the repair of gift after its accepted by the city?]	see Guiding Principles By removing the donor from all responsibility once the gift is accepted by the city, this and many other potential issues are resolved.	Ron	2	
Objection to “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” (Do artists have to be hired to create the design?)	see Oversight	Ron	3	
All mention of Trees should be eliminated completely. No plaques on any trees in Yachats. Maintenance, species, location are all problematic.		Geo	5	
Calculating Maintenance Costs for 10 years. How? Record keeping? Fountain example (how is future maintenance calculated? Approval of Gifts should be thoughtfully considered). City should take on maintenance costs.	See Guiding Principles	Geo	6	
Memorial Art, Benches, etc The size of plaques for benches is more important than for rocks. Could size range of plaque be given in total sq inches instead of prescribed limits of length and width?	This is reflected now.	Geo	7	
No plaques on trees	See Memorial Trees	Michael	11	
Gifter should buy/supply the memorial rock, not the city		Dean, Michael, Geo, Dan	13	
All bulleted items under each section should be numbered instead of bulleted for ease of use.	This is reflected now	Dan	16	
Substitute “user experience” for “experience”	See Guiding Principles	Dan	18	
The policy should eliminate all language denoting the Gifter’s obligation (for upkeep, replacement, or maintenance) past the initial 10-year period. If the city accepts the gift, it will simply keep it or remove it after 10 years depending on the value and the cost to the city.	See Guiding Principles	Dan	19	
[10.] Maintenance assessment fee (b. above) and general administrative/endowment contribution (c. above) is payable upon the City Council’s approval of the request.	See Guiding Principles	Dan	22	
[11.] 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.	See Guiding Principles	Dan	23	

Paragraph that begins “Gifts of Art” should be bulleted or numbered.	See Guiding Principles	Dan	26	
[Add]: “In no case will the city of Yachats be responsible for replacing or repairing gifts to the city that are damaged or destroyed by natural forces, including, but not limited to, destruction caused by wind, flooding, earthquake, tsunami, animals, wildlife, or other force of climate and/or environmental processes. Nor shall damage or destruction caused by persons not employed by the city, including but not limited to criminal actions, require the replacement or repair of gifts to the city.	Add to Guiding Principles	Dan	27	
All of Meg’s concerns have been mentioned at least once already.		Meg	😊	

Additional Comments Not Mentioned in Current Policy (Section 3)

These two ideas are in conflict	Nowhere does it say that PCC will inquire with organizations as to whether they would like to get a plaque. (Doesn’t make sense to do this) <i>[see Dean’s concern below this one for context]</i>	Ron	1
	Main Concern: First come, first serve is a problem. Proposal: Publicize to the public that plaque requests are being considered. No decisions will be made until a later date (maybe a year) at which time PCC will announce which plaque proposals will be sent to City Council for approval.	Dean	8
These two ideas are similar	Do we want plaques all over the place? Or should we limit how many can be in each potential space?	Dean	9
	What can we do to manage the number of plaques we allow? Proposal: Determine the maximum number of plaques for each park/trail/Commons space	Michael	10
	Proposal: Determine the best locations (for plaques, benches) in the city and require the most significant donation amounts for those spaces. Lesser donations would get less desirable spots.	Dean	9a
	Caution: let’s avoid accepting gifts that could be costly or problematic in the future. Consider suggesting rock-engraved memorials instead of metal plaques on rocks [Note: if only engraved rocks are allowed, Prov. 5 of Memorial Benches, Plaques, and Other Amenities will need to be revised]. <i>[Please see next comment below, as it’s related to this comment]</i>	Michael, Geo, Dan	12
	Questions to be answered: Should rocks all be artificial rocks? Should plaques and carved characters be permitted? [Rocks vs. artificial rocks, and engraved rocks vs. plaques. Can we live with all of these?]	Dean, Michael, Geo, Dan	14
	The Gift policy is about gifts to the city. It does not extend to <i>purchases</i> by the city. Should it be stated in the portion of the policy dealing with memorial benches that the city may choose to designate benches to individuals or organizations at its expense? Keep in mind that individuals are not permitted to be memorialized on <i>gifted</i> benches, only on rocks and other designated items.	Dan	15

[Note: this policy is not a PCC policy per se, it is a city-wide policy that takes into consideration all Gifts bestowed upon the city. Portions of the policy concern PCC, while other portions of the policy do not directly concern PCC].

DRAFT

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."	17
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Guiding Principles

The following principles form the basis for the Donation & Recognition Policy: 1. It shall be the City's policy to take into account the resources, function and [add] user experience for which various public facilities and programs are maintained when considering the appropriateness of donor recognition and the placement of Gifts. 2. In all forms of recognition, the donor's wishes for anonymity shall be respected. 3. 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. 4. 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. 5. Recognition shall not interfere with routine City operations or use. 6. 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. 7. 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	18 5, 11,29
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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.	
8. 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.	20 2, 19, 20
9. 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.	6, 21
b. Estimated 10-year maintenance assessment [add] of \$100	21
c. General administrative/endowment contribution of 10% of the total of a+b.	22
10. Maintenance assessment fees (b. above) and general administrative/endowment contribution (c. above) are [add] is payable upon the City Council's approval of the request.	23
11. Should the gift's maintenance fee (b. above) exceed the estimate during	24
a. any 10-year term, the donor will be held responsible for the costs of repair and or restoration.	25
12. 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.	26
13. The City may, at its discretion, adjust the administrative/endowment contribution rate. [add] 10-year maintenance assessment of \$100.	27
14. 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.	
[add] 15. "In no case will the city of Yachats be responsible for replacing or repairing gifts to the city that are damaged or destroyed by natural forces, including, but not limited to, destruction caused by wind, flooding, earthquake, tsunami, animals, wildlife, or other forces of nature. Nor shall damage or destruction caused by persons not employed by the city, including but not limited to criminal actions, require the replacement or repair of gifts to the city.	

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 approval.	
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The P&C Commission's assessment and recommendation to City Council will consider the suitability of the item for its proposed location, the compatibility of the item with the character of Yachats, the feasibility of its maintenance, whether fees collected for the Gift will fully cover routine maintenance costs of the Gift for the 10 year term, and provide this in its recommendation for approval or refusal to City Council, and any other factors involving the Gift. 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. REMOVE 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. [add] The recommendation for approval of Gifts to be placed in the Commons, Parks, or Trails are at the full discretion of the P&C Commission. City Council has full discretion as to whether to accept PCC's recommendation for approval of the Gift.	12, 28 Previous edit by Meg 3 30
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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	
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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.	4
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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. [New Provisions (suggested by Joanne Kittel) approved in the fall of 2023]: 1. Bench plaques (memorial benches) shall be dedicated solely to nonprofit organizations that have contributed greatly to the Yachats Community, including current and past nonprofits, e.g., Yachats Ladies Club, Lions Club, View the Future, Cape Perpetua Collaborative, Friends of the Yachats	Previously deleted language
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Commons, Polly Plumb Productions, YYFAP, and others. 2. Organizations that wish to be honored with a memorial bench, shall propose a memorial bench plaque with words that briefly describe their philosophy, love for community, etc. 3. Plaques for individuals who have died shall be limited to rocks and other items that may be designated by the city (such as memorial bricks or boardwalk plaques). Memorial plaques (or carved embossments) for individuals may be placed on rocks that have flat sides, such as those in the pocket parks or other parks. [add] rocks supplied by donor as approved by the city. Plaque statements shall reflect or demonstrate the honored persons' love for the Yachats community or environment, and/or include inspiring words and/or a short phrase that they loved or lived by. Plaque statements shall not promote religion or include partisan political statements or beliefs. 4. Plaque statements will be reviewed by the P&C Commission and either proposed for approval by the City Council or returned to the plaque applicant with a reason for a failure to propose for approval. 5. Plaques for individuals shall be bronze, and measure not smaller than 6 inches by 2.5 inches (or 15 square inches in total) and not larger than 8 inches by 4 inches (or 32 square inches in total). 6. Implementation of PCC-approved plaques is at the discretion of the City Council and City Manager.	13
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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.	5, 11, 29
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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.	5, 11, 29
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Additional Comments Not Mentioned in Current Policy

These two ideas are in conflict	Nowhere does it say that PCC will inquire with organizations as to whether they would like to get a plaque. (Doesn't make sense to do this)	Ron	1
	Main Concern: First come, first serve is a problem. Proposal: Publicize to public that plaque requests are being considered. No decisions will be made until a later date (maybe a year) at which time PCC will announce which plaque proposals will be sent to City Council for approval.	Dean	8
These two ideas are similar	Do we want plaques all over the place? Or should we limit how many can be in each potential space?	Dean	9
	What can we do to manage the number of plaques we allow? Proposal: Determine the maximum number of plaques for each park/trail/Commons space	Michael	10
	Proposal: Determine the best locations (for plaques, benches) in the city and require the most	Dean	9a

	significant donation amounts for those spaces. Lesser donations would get less desirable spots.		
	Consider suggesting rock-engraved memorials instead of metal plaques on rocks [Note: if only engraved rocks are allowed, Prov. 5 of Memorial Benches, Plaques, and Other Ammenities will need to be revised]. <i>[Please see next comment below, as it's related to this comment]</i>	Michael, Geo, Dan	12
	Questions to be answered: Should rocks all be artificial rocks? Should plaques and carved characters be permitted? [Rocks vs. artificial rocks, and engraved rocks vs. plaques. Can we live with all of these?]	Dean, Michael Geo Dan	14
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COMMONS Capital Improvement Projects						
	Fiscal CIP	Fiscal CIP	Fiscal CIP	Fiscal CIP	Fiscal CIP	TOTAL CIP 2024>
Dept/Detail	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	
Gutters and Fascia and Roof Repair	\$20,000	\$25,000				\$45,000
M/E/P Updates	\$20,000					\$20,000
Fire & Safety Updates: Egress, Hardware and Lighting	\$20,000					\$20,000
Security Updates	\$5,000					\$5,000
Sound/Lighting Updates	\$20,000					\$20,000
Generator Rehousing and Relocation	\$15,000					\$15,000
Interior Security Remodel for Childcare	\$15,000					\$15,000
Brush Box Fence						\$0
Electronic REaderboard Sign						\$0
Park Plan/Civic Plan/Masterplan	\$120,000					\$120,000
Masterplan Project Implementations		\$50,000	\$150,000	\$150,000	\$150,000	\$500,000
Resiliency - Solar Energy	\$50,000	\$100,000	\$25,000			\$175,000
Public Restroom		\$25,000	\$125,000			\$150,000
Stairs NE Entrance	\$25,000					\$25,000
Commons NE Entrance		\$25,000	\$80,000			\$105,000
Pavilion Upgrades	\$35,000					\$35,000
Commons Storage Improvements	\$14,500					\$14,500
Total Before Capitalized Labor	\$359,500	\$225,000	\$380,000	\$150,000	\$150,000	\$1,264,500

Commons 100-1020

Commons 100-1020		2023-2024	2024-2025 proposed	details
Insurance	205222	5000	5200	
Office Materials and Supp	205240	600	600	pens, paper, calendars
Tel, Cell, DSL	205251	1500	1750	
Utilities	205252	7500	7500	Central Lincoln PUD
Contract Exp	205260	7500	7500	non employee workers - consultant, lawyer etc
Tools and Small Equip	205317	1200	2500	hand tools, computer stuff
Building/Land Maint	205330	45000	45000	electrical supply, Jill (pruning etc), pressure wash,
Custodial Support, supplies	205335	15000	15000	not personnel
Parks, Grounds Maint	205421	7000	1500	not mowing; \$646.98 spent through Jan 2024
Community Support/Beautification	205439	30000	30000	i.e.YYFAP - food for events -
Mowing	205474	0	1400	This number was derived from actual billings
<i>see new expense category "Tree Removal/Trimming" approved by city for 2024-2025 at right -----></i>				
Materials and Svcs	205490	1200	1200	misc
Operating Contingency	208000	15000	15000	
Total		136500	134150	

Commons 100-1020

Commons 100-1020	Amount Budgeted by City for 2024-25	2025-2026 proposed
Insurance	6700	
Office Materials and Supp	600	
Tel, Cell, DSL	1800	
Utilities	7500	
Contract Exp	20000	
Tools and Small Equip	3000	
Building/Land Maint	45000	
Custodial Support, supplies	15000	
Parks, Grounds Maint	5000	
Community Support/Beautification	40000	
Mowing	600	
Tree Removal/Trimming	2000	
Materials and Services	2000	
Operating Contingency	15000	
Total	164200	

PARKS & TRAILS Capital Improvement Projects						
	Fiscal CIP	Fiscal CIP	Fiscal CIP	Fiscal CIP	Fiscal CIP	TOTAL CIP 2024>
Dept/Detail	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	
Bayside (Estuary) Boardwalk Engineering	\$60,000					\$60,000
Extension of Walkway to State Park			\$350,000	\$400,000		\$750,000
Gateway Overlook and Improvements		\$350,000	\$100,000			\$450,000
boardwalk Construction	\$125,000	\$500,000	\$250,000			\$875,000
Underground Utilities		\$200,000				\$200,000
Skate Park Improvements						\$0
Total Before Capitalized Labor	\$185,000	\$1,050,000	\$700,000	\$400,000		\$2,335,000

Parks and Trails 100-1035

Parks and Trails 100-1035		2023-2024	2024-2025 proposed	details	
Dues and Memberships	205210	0	0		
Marketing	205214	0	0		
Insurance	205222	1400	1500		
Trails Maint - Supplies - Services T	205224	5000	5900		
Printing (maps and signs) T	205230	3000	3000		
Utilities	205232	200	200		
Educ and Training T	205255	600	600		
Contract Exp (prof svcs)	205260	0	0		
Travel T	205270	2000	2000		
Tools and Sm Equip T	205317	750	750		
Building Land Maint	205330	0	0		
Parks/Grounds Maint	205421	5000	1500	\$155.98 spent through Jan 2024	
Mowing incl Ballfield	205474	3000	6000	This number was derived from actual billings	
Tree Removal - trimming	205475	1000	1000		
Materials and Services	205490	0	0		
Oper Contingency T	208000	3000	5000		
Total		24950	27450		

Parks and Trails 100-1035

Parks and Trails 100-1035	Amount Budgeted by City for 2024-25	2025-2026 proposed
Dues and Memberships	0	
Marketing	0	
Insurance	2000	
Trails Maint - Supplies - Services T	6000	
Printing (maps and signs) T	3000	
Utilities	200	
Educ and Training T	600	
Contract Exp (prof svcs)	0	
Travel T	2000	
Tools and Sm Equip T	0	
Building Land Maint	0	
Parks/Grounds Maint	2000	
Mowing incl Ballfield	3000	
Tree Removal - trimming	1000	
Materials and Services	0	
Oper Contingency T	3000	
Total	22800	

From: noreply@civicplus.com
To: [City Hall](#); [Kimmie Jackson](#)
Subject: Online Form Submission #308 for City of Yachats Volunteer Agreement
Date: Wednesday, October 23, 2024 10:13:53 PM

City of Yachats Volunteer Agreement

City of Yachats
501 Highway 101 N

PO Box 345

Yachats, OR 97498

Phone: 541-547-3565
Fax: 541-547-3063

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

First Name	Dan
Last Name	Wright
Address	111 Spruce Avenue, PO Box 242
City	Yachats
State	OR
Zip Code	97498
Daytime Phone	5418196192
Evening Phone	5418196192
Email	dswdc@icloud.com

(Section Break)

Volunteer Activity

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

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

Any time

Statement of Interest or Related Experience for Commissions & Committees

Long-term interest in architectural design, landscape design and native plants, natural systems, spatial dynamics, and traffic flow systems.
Practical experience in housing design and construction, landscape design and construction, permaculture and organic gardening

Upload document, if needed

Field not completed.

(Section Break)

References

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

Reference 1

First Name

Dean

Last Name

Shrock

Address

Field not completed.

City

Yachats

State

OR

Zip Code

97498

Phone Number

5418191817

Relationship

neighbor / friend

Years Known

1-2

Reference 2

First Name

Michael

Last Name

Hempen

Address	<i>Field not completed.</i>
City	Yachats
State	OR
Zip Code	97498
Phone Number	<i>Field not completed.</i>
Relationship	neighbor / friend
Years Known	1-2

Emergency Information

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

Name	Gillian Wright
Phone Number	541-8129-6191
Relationship	wife
Name	<i>Field not completed.</i>
Phone Number	<i>Field not completed.</i>
Relationship	<i>Field not completed.</i>

I understand and agree to the following:

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

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

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

the option of either me or City of Yachats.

Signature	Daniel S Wright DC
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Date	10/23/2024
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Required for all Minors: Parent or Guardian's Authorization for Medical Care & Consent to Agreement

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

Parent/Guardian	Field not completed.
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Minor	Field not completed.
-------	----------------------

Signature	Field not completed.
-----------	----------------------

Date	Field not completed.
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Version 2022-10-01

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