

1. 2:00 P.M. Agenda

Documents:

[2024-12-03 Parks And Commons Agenda.pdf](#)

2. Meeting Material

[2024-10-Financial-Report-General-Fund](#)

Documents:

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

[Dan Wright PCC Application_Redacted.pdf](#)

[Park And Commons Work Report 12-24.Pdf](#)



CITY OF YACHATS
PARKS & COMMONS COMMISSION
441 Hwy 101 N. Commons Civic Meeting Room 1
Yachats, OR 97498
Tuesday, December 3, 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** (reminder to silence phones)
- II. Announcements**
- III. Citizens' Concerns**
 - Limited to items not on the agenda (5-minute limitation per person)
 - Concerns/issues may be considered for inclusion in future agendas by PCC
- IV. Review and approval of meeting minutes (3 min)**
- V. Reports (5 - 10 min)**

City Manager (including Trails, Commons)
- VI. New Business**
 - 1. Interview of Dan Wright, candidate for PCC membership (15 - 20 min)**
 - 2. Discussion of ideas on filling vacant Commission seats (10 min)**
 - a. Note: one of these seats may be filled by an out-of-town resident
 - 3. Discussion: PCC goals for 2025-26 fiscal year (continued) (20 min)**
 - a. Last year's goals that have not been started yet:
 - Interior Remodel to Accommodate Child Care Facilities / Secure Area
 - Masterplan Project Implementations (obviously!)
 - Resiliency - Solar Energy (do we want this as one of our goals? "Emergency Preparedness?")
 - Public Restroom (exterior)
 - Stairs NE Entrance
 - Commons NE Entrance
 - Commons Storage Improvements (including under stage)
 - 4. Discussion of what contents to include in a PCC Orientation Manual to be given to current and future P&C Commissioners (20-25 min)**
- VII. Updates on Previous Business (Action Items and/or Other Business) (5 - 10 min)**

Attachments (to be included in printed packet):

- [Dan Wright PCC Application](#)
- [2024-11-05 Parks and Commons Minute Summary](#)

This meeting is open to the public and all interested persons are invited to attend. This meeting will be audio taped. All items to be considered by the Commission must be submitted to City Hall no later than one week prior to the meeting. Minutes of all public meetings are available for review at City Hall, or on the City website at www.yachatsoregon.org. In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541-547-3565 or Oregon Relay 1-800-735-2900 (TDD) two days in advance. POSTED 02/29/24 By: Kimmie Jackson, Deputy City Recorder.

CITY OF YACHATS
PARKS AND COMMONS COMMISSION
SUMMARY MINUTES

November 5, 2024

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

Audience: 9

Trails and Parks Reporting: Discussion on the distribution of recent trails reports and other workgroup updates. Concerns were raised about the timing of report distribution, aiming to improve the process so that reports reach the Commission members sooner, allowing for timely discussions. It was discussed to have trails and relevant reports shared with Commission members directly and in a timely manner, possibly CC'd to specific individuals responsible for distributing these to the group. The City Manager discussed refining report timings to streamline information flow to the Commission, suggesting earlier meetings to provide up-to-date information.

The Commission seeks adjustments to the reporting cycle, suggesting reports be shared immediately with relevant Commission members when ready, instead of following the current delayed cycle.

Ongoing Maintenance of City Trails and Parks: A key topic was the responsibility to maintain city trails, which includes closing unsafe trails and managing invasive plants, often in partnership with local and regional organizations. The management of trails and efforts to keep city parks in optimal condition, including reducing invasive species and planting native ones, was also discussed.

804 Settlement Agreement and O'Neill Property Purchase: The City Council is working on finalizing the 804-settlement agreement to purchase the O'Neill property. This initiative involves city and county efforts to preserve the historic landmark and develop the estuary walkway.

6. ADA Bathroom Improvements: Planned improvements to add ADA-compliant bathrooms on the building's other side, providing easier access for people with disabilities and accommodating large wheelchairs. This project aligns with Oregon's initiative for enhanced accessibility along the coast.

7. Recreational Easement Requirements: The necessity of a recreational easement for certain grants was examined, with steps to clarify requirements for the property involved. Collaborations with public works and county surveyors are underway to determine the proper course of action.

8. Civic Campus Master Plan: The Commission is engaging in initial planning sessions with Share and Design to develop a civic campus master plan. Sessions with diverse community interest groups, including activity leaders, aim to identify needs and aspirations for future improvements.

Stakeholder Representative for Civic Campus Master Plan: Decision was discussed for each group to nominate a representative for ongoing stakeholder meetings as part of the Civic Campus Master Plan initiative. No immediate formal vote was recorded; members will confirm their representative after the initial session.

9. Fence for Sunset Parks: The Commission debated options for protecting new plantings in Sunset Park, with members favoring the use of plastic fencing over rail fencing, accompanied by clear signage to keep the public out of newly planted areas.

Approval of Green Plastic Fencing for Sunset Parks: Motion passed to erect a green plastic fence around new salal plantings at the north and south sections of Sunset Park, accompanied by clear signage to deter public access and protect the plantings as they take root. All members present were in favor.

Sunset Park Planting Schedule: Motion passed to proceed with planting the salal in Sunset Park when conditions are favorable, potentially in spring to ensure better establishment of the plants. This was agreed upon unanimously.

10. Policy Matrix Review: The Commission reviewed policies, proposing adjustments for more realistic approaches to donations and gifts by removing perpetual maintenance requirements. An updated policy matrix was circulated, outlining items requiring further discussion or amendments with the aim to finalize in the next meeting.

The meeting was adjourned at 4:05 p.m.

By Kimmie Jackson Recorder

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 

City ^{Yachats}

State ^{OR}

Zip Code ⁹⁷⁴⁹⁸

Daytime Phone 

Evening Phone 

Email 

(Section Break)

Volunteer Activity

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

Parks and Commons
Commission

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

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.

References
Any time

(Section Break)

*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 

Relationship neighbor / friend

Years Known 1-2

Reference 2

First Name Michael

Last Name Hempen

Address *Field not completed.*

City Yachats

State OR

Zip Code 97498

Phone Number *Field not completed.*

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 [REDACTED]

Relationship wife

Name *Field not completed.*

Phone Number *Field not completed.*

Relationship *Field not completed.*

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

Date 10/23/2024

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.

Minor Field not completed.

Signature Field not completed.

Date Field not completed.

Version 2022-10-01

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

Rosa Marchand
Commons Coordinator
City of Yachats
commonscoordinator@yachatsmail.org
(541) 272-4213

Work Report

Parks and Commons Commission

Let me begin by introducing myself. My name is Rosa Marchand. I am the new Commons Coordinator. I began contracting with the city of Yachats, on October 14, 2024. The following is a breakdown of the work I have accomplished since that time.

Mushroom Festival:

- * I was given a crash course of the facility and its inner workings
- * An incident occurred: A door from beneath the stage fell and hit a woman's ankle, from the exercise group. An incident report was filed, we gathered her contact information, she was seen by a medical professional, and the matter was resolved.
- * There was conflict in the agreement regarding room 8, with transitioning from library to event space. We were able to reach a temporary agreement for the festival to continue.
- * Other matters resolved: Restoring power to the pavilion, overflowing toilets, sound and lighting for the speaker, the oven did not want to work, leaking refrigerator, correction of food truck location to be within perimeters of fire safety regulations.
- * I kept the bathrooms and premises clean and well stocked.
- * I opened the building, checked in with event staff every morning, and made sure the building was locked and secure every night.

Repairs and improvements after the mushroom festival:

- * Reached a new agreement going forward, that would support an easier transition between Library usage, and vendor space for events, to avoid future conflict.
- * Had every appliance in the kitchen either repaired, serviced, or replaced

* The doors under the stage were repaired, the gutters were serviced, and a leak in the roof was repaired.

* Contacted public works well in advance, to schedule moving items in the commons, in preparations for Celtic Festival

*Canceled groups and classes during festival to avoid any incidents with the public during vendor set up.

Celtic Festival:

* Assisted with finding last minute items during set up

* I kept the bathrooms and premises clean and well stocked.

*Stove and oven stopped working due to empty propane tank, had tank filled.

*The water sensor in the bathroom stopped working, replaced batteries under the sink.

*Soap dispenser would not open to refill. Purchased bottles of soap to use while troubleshooting.

Grant:

*Applied for a \$15,000 grant through Lincoln County Community and Economic Development Grant, for two ADA Compliant restrooms for the Commons.

*I am now working on multiple grants to restore the Log Church and Museum, such as the Dimond in the Rough, Trust Management Service, and Restore Oregon.

Other tasks completed:

* Got a crash course training for the reservation site of the commons.

* Participated in and got a crash course training in how to conduct a fire drill at the Commons

* Facilitated and assisted in several private events such as board meetings, concerts, holiday events, and birthday parties.

* Created great working relationships with all users of the Commons, as well as been a mediator for different user groups, to ensure fair usage of the facility.

Future Tasks and Projects

**Decorating and working the City's Cocoa Booth at the Pavillion for the Cocoa trail, during Winter festival. As well as assisting with any facility needs during the event.

*Learning to operate the reader board. (With hopes of future work with Darci from Newport)

*Organizing the Commons (Stage, Storage room, Janitorial closet, room 7)

*Continuing to foster great working relationships with all users of the Commons, as well as being a mediator for different user groups, to ensure fair usage of the facility.

* Continue to facilitate and assist with large events and private events such as Festivals, board meetings, concerts, holiday events, birthday parties, weddings, and funerals.

*Continue working on grants for the Log Church and Museum

*Assist with coordination of work projects at the Commons such as

- Sound and lighting in MP room

- new stairs leading from 101 sidewalk to front entrance

- Pavillion repair and new doors

- Under the stage storage, new table carts, hinges for doors

- Painted pickleball lines in MP room

- two new ADA compliant bathrooms