

1. 2:00 P.M. Agenda

Documents:

[2025-01-07 Parks And Commons Agenda.pdf](#)

2. Meeting Material

Documents:

[V3 Working Copy Of Admin Policy 5 Comments Matrix.pdf](#)

[Dan Wright PCC Application_Redacted.pdf](#)

[2025-01 07 - Altson Volunteer Agreement_Redacted.pdf](#)

[Pravel - Volunteer Agreement_Redacted.pdf](#)

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

[December 2024 City Staff Report .Pdf](#)

[Work Report Dec 2024.Pdf](#)



CITY OF YACHATS
PARKS & COMMONS COMMISSION
441 Hwy 101 N. Commons Civic Meeting Room 1
Yachats, OR 97498
Tuesday, January 7, 2025, 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 min. limitation per person)
 - Concerns/issues may be considered for inclusion in future agendas by PCC
- IV. Review and approval of meeting minutes**
- V. Reports**
 - City Manager (5-10 min)
 - Commons
 - Trails/YIPS!

VI. New Business

Public comment will be permitted on agenda items prior to Commission deliberations as determined by the Chair (3 min max per person per agenda item)

- 1. Discussion on PCC's role in the Commons. Is PCC's role to propose things only, or should it also review and advise through planning and implementation? (20 - 25 min)**
 - According to the Charter, PCC has a role in planning for the Commons. This role is evidenced by our recent list of 2025- 2026 PCC goals. Several of these goals involve additions to or remodeling of the Commons and its grounds. Is our role limited solely to discussing things that need to be accomplished? Or does PCC also have a role in reviewing and advising as projects proceed through planning and implementation? We're seeking clarity.
- 2. Provide input to city on Commons' proposed new bathrooms (10 min)**
 - The location and orientation of the proposed new bathrooms inside the Commons building will be considered
- 3. Candidate interviews for PCC membership (10 - 20 min)**
 - Candidates will be interviewed by PCC members followed by confidential voting on whether or not to recommend the candidacy of applicants for PCC membership to the City Council at the next possible opportunity. Vote results will be announced at the meeting
- 4. Review Admin Policy 5 proposed revisions (15 - 20 min)**
 - This will likely be the final review of proposed revisions. Next meeting we'll review and polish the finished product before sending a proposed revised Policy #5 to City Council

5. Discussion about steps involved in completing a public education (signage) project for the wetlands boardwalk (10 - 15 min)

6. Bobbi opened up another seat on advisory for Yachats campus planning (with Scharen & Assoc) (2 min)

- Would anyone like to join Geo on the committee?

VII. Updates on Previous Business (Action Items and/or Other Business) (5 - 10 min)

Next meeting:

- Policy #5 Final Review and polish, along with approval to send to City Council for their consideration
- Begin Budget process
- Noxious weed policy – Yachats Municipal Code Section 5.08.110 Noxious and Invasive Vegetation
- PCC orientation manual (Review Kimmie's and revise as needed)
- City Manager update on Estuary Boardwalk

Attachments to packet:

1. [V3 working Copy of Admin Policy 5 Comments Matrix](#)
2. Dan Wright's application for PCC
3. John Pravel's application for PCC
4. PCC minutes
5. Trails and Commons reports

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

Not yet agreed upon proposed revisions (Section 1)

	Notes	Author	Index #/page #	
"...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	4/4	

Additional Comments Not Mentioned in Current Policy (Section 3)

These two ideas are in conflict	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
	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 above this one for context]</i>	Ron
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
	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; Make new OVD/7th property a memorial park for concentration of memorial rocks/bricks/plaques.	Michael
	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
These ideas are essentially seeking to: Avoid maintenance-heavy gifts. Are bronze plaques problematic decades down the line? If so, perhaps Geo's Supplement can be modified to specify engraved rocks or stones or bricks "only."	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 <i>Please see next comment below, as it's related to this comment.</i>	Michael, Geo, Dan
	Questions to be answered: Should rocks all be artificial rocks? Should plaques <u>and</u> carved characters be permitted? [Rocks vs. artificial rocks, and engraved rocks vs. plaques. Can we live with all of these?] Supplement from Geo: Allow engraved rocks, providing that: they are natural rocks or artificial rocks that appear natural and homogeneous with the Yachats region geology; The requester provides the engraved rock and pays for shipping and placement Note: if <i>only</i> engraved rocks are allowed, Provisions 3, 4, and 5 of Memorial Benches, Plaques, and Other Amenities will need to be revised– (printed on flip side).	Dean, Michael, Geo, Dan

Permanent Plaques

With the exception of pre-existing donor programs, permanent plaques are to be considered carefully and should only be used to recognize <u>significant</u> monetary or public service contributions to the City of Yachats.	4
--	---

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 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 <u>rocks that have flat sides, such as those in the pocket parks or other parks.</u> [add] <u>rocks supplied by donor as approved by the city.</u> 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.	Previously deleted language 13
---	--

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.](#)

From: noreply@civicplus.com
To: [City Hall](#); [Kimmie Jackson](#)
Subject: Online Form Submission #316 for City of Yachats Volunteer Agreement
Date: Sunday, January 5, 2025 11:20:02 AM

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	Adam
------------	------

Last Name	Altson
-----------	--------

Address	
---------	-------------

City	Yachats
------	---------

State	OR
-------	----

Zip Code	97498
----------	-------

Daytime Phone	
---------------	-------------

Evening Phone	<i>Field not completed.</i>
---------------	-----------------------------

Email	
-------	-------------

(Section Break)

Volunteer Activity

Please describe the type of volunteer work	Parks and Commons Commission
--	------------------------------

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

Former Commissioner of PCC. Regular volunteer on Trails. I attend most events in town, and talk to a lot of people. I also volunteer at the library and with many of the Cape Perpetua Collaborative events.

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

Bob

Last Name

Langley

Address

Field not completed.

City

Yachats

State

OR

Zip Code

97498

Phone Number

([REDACTED])

Relationship

Friend

Years Known

8

Reference 2

First Name

Betty

Last Name

Johnston

Address

[REDACTED]

City	Yachats
State	OR
Zip Code	97498
Phone Number	
Relationship	neighbor
Years Known	12

Emergency Information

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

Name	Traci Miller-Altson
Phone Number	
Relationship	Spouse
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	Adam Altson
Date	1/5/2025
Required for all Minors: Parent or Guardian's Authorization for Medical Care & Consent to Agreement	
<i>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.</i>	
Parent/Guardian	<i>Field not completed.</i>
Minor	<i>Field not completed.</i>
Signature	<i>Field not completed.</i>
Date	<i>Field not completed.</i>
Version 2022-10-01	

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

Subject: Re: FW: Online Form Submission #315 for City of Yachats Volunteer Agreement
Date: Tuesday, December 17, 2024 11:13:13 AM

Great! Thank you, Kimmie.

We'll interview John during our January meeting.

Dan

On Tue, Dec 17, 2024 at 9:33 AM Kimmie Jackson <recorder@yachatsmail.org> wrote:

See the volunteer application below.



Kimmie Jackson

Deputy City Recorder / Utilities / Notary
City of Yachats

Phone: 541-547-3565 ext. 101
Fax : 541-547-3063

Email: kimmie@yachatsmail.org

501 Highway 101 N

PO Box 345 Yachats, OR 97498

www.yachatsoregon.org

From: noreply@civicplus.com <noreply@civicplus.com>

Sent: Monday, December 16, 2024 3:13 PM

To: City Hall <cityhall@YachatsMail.org>; Kimmie Jackson <recorder@YachatsMail.org>

Subject: Online Form Submission #315 for City of Yachats Volunteer Agreement

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	John
------------	------

Last Name	Pravel
-----------	--------

Address	
---------	--

City	Yachats
------	---------

State	OR
-------	----

Zip Code	97498
----------	-------

Daytime Phone	
---------------	--

	<i>Field not completed.</i>
--	-----------------------------

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.	PCC Commissioner
--	------------------

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

I am a full time resident of Yachats and have recently retired. I would like to get involved and give back to help make this a better place for all residents and visitors. I enjoy all of the available amenities, and believe I would be a measured voice in committee.

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

████

██████████

██████

Address

Jonis Way

City

Yachats

State

OR

Zip Code

97498

Phone Number

██████████

Relationship

Friend

Years Known

2

Reference 2

First Name

████

Last Name

████████

Address

Gender Drive

City

Yachats

State	OR
Zip Code	97498
Phone Number	
Relationship	friend
Years Known	2

Emergency Information

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

Name	Sally Pravel
Phone Number	
Relationship	Spouse/Partner
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	John Pravel
-----------	-------------

Date 12/16/2024

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.](#)

--

Yachats Parks & Commons Commission

CITY OF YACHATS
PARKS & COMMONS COMMISSION
SUMMARY MINUTES

December 3, 2024

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

Audience: 10

Announcements & Citizens Concerns: None

Review Summary – Made a name correction for the Scharen Design Team to the meeting minutes.

The Commons coordinator presented a report on her work, and the commissioners provided feedback, which included updates on various projects and events, including a minor injury incident and the mushroom festival. A commissioner mentioned the need to reserve spaces early.

The Chair acknowledges two veteran commissioners who are leaving, Hempen and Shrock.

Transparency and Communication

A commissioner expressed concerns about the lack of transparency and communication within the Parks & Commons Commission, particularly regarding the planning and management of the bathrooms; the team questioned the role of the commission in these matters and suggested that there might be a larger issue at play; and emphasized the importance of public input in the planning process. It was suggested that the commission needs to have a clearer understanding of its role; it was acknowledged the efforts of the current commission members in stepping up to handle new responsibilities and emphasized the importance of maintaining good communication among the commissions and city council.

Evolving City Management and Commission

The members discussed the evolving nature of the city's management and the potential changes to the Parks & Commons Commission; suggested that the commission's role might shift from managing the Commons to advising the city council on various issues; and a possibility of a name change for the commission. It was emphasized the importance of the commission's role in advising the city council and suggested that the city council might impose changes on the commission; the need for ongoing clarity about the commission's role and responsibilities and the need for the commission to adapt to the changing nature of the city's management.

The Parks & Commons Commission discussed the need to fill vacant commission seats, with the current number being 4 and the goal being 7. The possibility of reducing the commission size to 5 was considered, but the majority agreed that having an odd number of members would be beneficial. The commission also discussed the importance of having a diverse representation, including more women and younger individuals. The idea of promoting the commission through the city's website and newsletters was also discussed. The commission also acknowledged the need for better communication and outreach to potential applicants.

Discussion continued about the role of the commission in decision-making processes, emphasizing the importance of input from the commission on significant projects, suggesting revisiting an agreement made with the previous city manager, Rick Sant, which outlined the preferred process for communication and input on projects; and proposed adding a retaining wall to the west side of the sidewalk in front of the Commons to prevent erosion and improve safety. The commission agreed to consider this proposal for future projects.

Resiliency Grant and Public Restroom Discussion

A short discussion about the Resiliency Grant, expressing uncertainty about its future availability and suggesting that it might be folded into the master plan. The group also discussed the placement of a public restroom, suggesting that it should be part of the master plan discussion and not prematurely decided. The possibility of integrating bathrooms into an amphitheater was also raised.

1 The group agreed to leave the decision on the restroom's location to the
2 Scharen Design Team. The discussion concluded with the addition of a
3 sidewalk, retaining wall, and handrail to the goals list, and the removal of the
4 Resiliency Grant from the list due to its premature nature.

6 **Commons Area Projects and Totem Pole**

7 Discussion of several potential projects for the Commons area, including a
8 pollinator garden west of the pavilion, interior remodeling to accommodate
9 childcare facilities and secure the area, constructing a retaining wall and
10 sidewalk with handrail on the east side, and potentially enclosing the pavilion
11 to make it usable as a building. The group decides to remove the resiliency
12 item from consideration; and also brings up the idea of relocating the totem
13 pole to a more visible location with interpretive signage about the area's Native
14 American history but notes there were previous agreements about its
15 placement that would need to be revisited.

16
17 The group discussed the idea of forming a work group to design and plan for
18 the Indian tribes' origin, which could be a future agenda item; and suggested
19 that this could be a separate project from the Scharen Design Team and could
20 potentially be funded through grants. It was also mentioned the idea of
21 building a trail up the river, which she believed was outside the commission's
22 purview as it deals with city property; and suggested that this idea could be
23 presented to the city manager for further research and consideration. The
24 team agreed to email the city manager for more information on the Indian
25 tribes' project and to consider the river trail idea for future research.

26
27 The Recorder proposed the idea of bringing the existing binders for each
28 commission to the next meeting for review and discussion; and suggested that
29 the team could start reviewing the contents of these binders and decide what
30 they want to include or exclude; policies are being reviewed and making sure
31 they align with the city's expectations.

32
33 The team also discussed the idea of limiting or designating where plaques
34 could go, which was a part of the discussion for the next meeting. Additionally,
35 an update on the storage situation, mentioning that the doors need to be put

on hinges and that the ladders will be stored in the storage bay. The team also discussed the possibility of moving some items to better utilize the space.

Next Steps

- The Chair to email the City Manager requesting information on contracts and documentation regarding the totem pole.
- The recorder to bring Parks & Commons binders to the January meeting for commissioners to review.
- Commons Coordinator to provide an update on the boardwalk project at the next meeting.
- Parks & Commons Commission to discuss the potential trail up the river in a future meeting.
- Parks & Commons Commission to review and discuss the orientation manual contents in a future meeting.
- Parks & Commons Commission to continue discussion on plaques and memorial locations in a future meeting.
- Parks & Commons Commission to remove resiliency/solar energy from the goals list for 2025-2026.
- Parks & Commons Commission to add construction of retaining wall/curb/handrail on the west side of the sidewalk in front of the Commons to the goals list for 2025-2026.
- Parks & Commons Commission to add pavilion repairs/upgrades to the goals list for 2025-2026.
- Parks & Commons Commission to add pollinator garden west of the pavilion to the goals list for 2025-2026.
- Commons Coordinator to follow up regarding sound and lighting estimates for the Commons.

The meeting was adjourned at 4:07 p.m.

By Kimmie Jackson Recorder



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

CITY MANAGER (Bobbi Price)

Scharen Design Studio

The first Community Input session for the Civic Campus Masterplan is on December 12th at 4 pm, followed by the advisory committee on December 13th at 10 am.

Advisory group: George Giroux (Parks & Commons Commission), Sandy Dunn (Polly Plumb Productions, Kristi Anderson (YYFPA), Adam Altson (activity leaders), Joanne Kittle (View the Future), Jolene Gosselin (Planning Commission), Catherine Whitten-Carey (City Council), Nea Morphi (City Staff), Rosa Marchand (Commons Coordinator), Rick McClung (Public Works), Zach (Little Log Church Museum), Traci Altson (Library)

Landmark / O'Neill Property

The agreement to disburse funds from Lincoln County's \$305,000 804 Settlement holding was signed and deposited into the Escrow account open to purchase the O'Neill property. The final papers were signed on December 3rd.

Ocean View Drive Transfer

The road transfer was on the agenda of the Lincoln County Board of Commissioners on December 3rd; it was delayed due to the immense public hearing for FEMA and will be back on their agenda for a special meeting on December 12th.

Continuing Education

The City Manager is participating in an International City Manager's Association budget class in preparation for the 2025/2026 budget season.

County City Manager's Lunch

The City Manager participates monthly in the county city manager lunch, connecting, discussing, and sharing information.

Trolley

The Chamber is working out the details of their grant from Travel Oregon and is getting on the order list for Hometown Trolley. We will hold our first trolley committee meeting in the first of the year. The Oregon Coast Visitors Association has confirmed its contribution of \$100,000 to the purchase.

Emergency Preparedness Committee

The emergency preparedness committee participated in an Evacuation tabletop exercise through Lincoln County and the Institute for Policy Research and Engagement (IPRE) from the University of Oregon, along with Yachats Rural Fire Protection District, City Council, Yachats City Staff, and Community groups that would be vital in support of evacuating members of our community.

The Emergency Preparedness Committee is working with the Red Cross to utilize the Commons as an evacuation location and emergency shelter. Members of the group are signing up for FEMA classes on how to participate in operating an emergency shelter.

Strong Towns Group

A local citizen is working toward starting a Strong Towns Community Group for Yachats. These groups focus on local action: They work to identify issues in their community related to land use, transportation, and infrastructure and propose solutions aligned with Strong Towns principles. Community engagement: They actively involve residents, businesses, and local leaders in discussions and planning efforts to build consensus and support for change. Education and awareness: They share information about the "Strong Towns" philosophy through meetings, workshops, and online platforms to educate others about the issues and potential solutions.

FEMA Submission

On November 29th, the City Manager of the City of Yachats intends to enact a temporary moratorium on development within the SFHA until the FEMA Model Code can be adopted in accordance with Oregon Measure 56.

Lincoln County Water Alliance

The City staff participated in a pilot project meeting with the Lincoln County Water Alliance and Oregon State University on a 50-year water access planning strategy.

CITY DEPUTY RECORDER (Kimmie Jackson)

Attended commission/committee meeting for the month & prepare action summaries; update agenda center with audios and summaries; Updating all city contract files as time permits; continuing to work on City Fee Schedule project as time permits; working with code compliance trained on inspections of vacation rentals; assisted where needed in the office and worked on general daily business.

PUBLIC WORKS (Rick McClung and Dave Buckwald)

Rainfall at Yachats Public Works:

		<u>Inches</u>		
	2024	2023	2022	2021
November	16.10	7.05	8.23	10.39
Rain year to date:	72.14	48.52	47.06	49.64

Total water produced: **3,590,300** gallons

Total water accounted for: **3,130,720** gallons Water loss efficiency: **87.2%**

Total wastewater treated: **10,322,000** gallons

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

Streets:

- Side arm mowing and brush cutting.
- Installed asphalt berm on Loma Ave.
- Repaired La De Da signpost.
- Started to install holiday lights and banners.

Storm Drainage:

- Storm drain cleaning.

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.
- Fire hydrant inventory.
- Leak inspections.
- Meter box replacement.
- Replaced door on intertie pump house.

Wastewater Treatment Plant:

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

Collection Sys:

- Lift station inspections.
- Degreased lift stations.
- Sanitary Sewer Overflow (SSO) at Riverside lift station.
- Extensive SSO lab testing.
- Installed new pumps at Main and Riverside lift stations.
- Assisted contractors with Pump Plug Project. Replaced pump at Pontiac lift station.
- Sent three pumps to Albany for 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.
- Tree removal on Pontiac Street and at City Hall.
- Pallet Shelter utilities installed.
- Cut brush on trail on King Street.
- Building inspections.
- Replaced Commons restroom stall door.
- Assisted the Library move, x2.
- Cleaned gutters at the Commons.
- Emergency Planning exercise.

- Installing holiday lights on City Hall.

WASTEWATER CIP PROJECTS

- **The Submersible Pump Plug Project:**
Substantial Completion has been reached. Waiting for final electrical inspections.
- **The Public Works Roll-up Door Project:**
Project for the most part is complete. Only a few touch up items remain.
- **WWTP generator:**
Still in repair mode.
- **WWTP UV Disinfection System Upgrades:**
Parts have been arriving. Expecting work to begin in late December.
- **PW Design Standards:**
Still reviewing.
- **Storm Drain Master Plan:**
Still reviewing.
- **2024-25 FY Street Paving:**
Looks like paving will be in the Spring.

WATER TREATMENT PLANT

- Cross training
- General plant maintenance

Reservoir replacement

- Working on presentation of the entire proposed water system before negotiating with property owner about how much land will be needed.
- Met with engineers to produce an amendment to our Water Master Plan to include this project and estimated cost. This will be needed for future grants.

Delineators

- On Dec. 10th there will be a pre-construction meeting with the contractor, engineer and city to discuss the process and next steps.
- Construction will start a few days after this meeting depending on the weather.

E. 2nd St. Project

- The city did not receive the ODOT \$250k grant for the paving and storm drain portions of the project.
- The city cannot afford to cover the cost so the paving and storm drain portion of the project will be reduced to fit inside our budget.
- Project will go out to bid after new year.

101 & Lori Lane Crosswalk

- Communicated with ODOT on how to proceed with project

- Permit needs to be submitted with an engineered design
- Obtained an engineer scope of work for the entire project
- Reached out to ODOT to try and get a grant for this project -we'll see

Library Building

- Preparing a bid package for a general contractor to build the library.
- Bid package will be posted during the week of Dec. 16th, 2024, with a 30-day closing period
- Goal is to have a general contractor selected with a signed contract by Feb. 1st, 2024
- The Work will be substantially complete within 270 days

Little Log Church Museum

- The contractor has been selected, and the contract is signed.
- The Work will be substantially complete within 270 days.

Engineer of Record

The city has more projects than a single engineering company can handle in a timely manner. The city posted an RFP to solicit additional engineers to be Engineer of record.

- Two additional engineers have been selected, Civil West & Dyer Partnership
- Contracts begin January 1st, 2024
- With a total of 3 engineers working on our projects I expect the pace to increase.

FINANCE (Diane Gruver)

My tasks in the finance office have been following the usual path: accounts payable tasks, payroll, and reporting financial info as requested. We're getting close to the end of the calendar year, which means annual payroll reporting will be due in January; I've been looking over our records, making sure we have everything in order. In addition, I've been working on SOPs (Standard Operating Procedures) for both payroll and accounts payable, in the event that someone needs to take over the finance office tasks. This isn't because of any anticipated change, but rather that we always want to be prepared for unforeseen changes down the road.

PLANNING (Katherine Guenther)

- Usual volume of voicemail and email
- Held four pre-application meetings for new construction
- Completed work on FEMA PICM model code and permit-by permit options
- Attended DLCD LUCS workshop
- Met with Scharen Designs re Civic Campus Master Plan
- Attended Strong Towns Cohort meeting
- Met with City Manager, DSL and Pacific Habitat Solutions to advance LWI
- Met with Cascadia Partners to set schedule for work under Housing Implementation grant

CODE COMPLIANCE (David Fortmeyer)

Completed Tasks

- Responded to citizen complaints/inquiries
- Conducted various property inspections
- Issued 2 notices for overgrown vegetation
- Issued 3 follow-up notices for various violations
- Used Request Tracker to follow up on complaints and closed 1 request
- Used Excel spreadsheet to track existing violations and complaints
- Resolved outstanding code cases
- Corresponded via email with vacation rental owners and contacts to establish inspection days and times
- Performed vacation rental inspections

Key Focus Areas

- Nuisance Vegetation and Property Maintenance: Addressing concerns related to overgrown vegetation and property upkeep
- Vacation rental inspections
- Preparation for future municipal court cases

Ongoing Initiatives

- Community Education: Educating residents and businesses on city ordinances

LIBRARY (Traci Altson)

This month the Library rolls out a new item for check out: a beginner's telescope. Soon there will be more social media posts and a newsletter post to introduce the community to the idea. The telescope can be checked out for a 2-week period just like a book or DVD. It's a basic, easy to use model and the volunteers have been trained to answer questions about it. It comes with three lenses.

I have also finalized a new Collection Policy which will soon take the place of a brief description of how we curate our collection that now lives on the Library page of the City Website. The new Collection Policy includes a Reconsideration of Materials ("Book challenge) form. Thus far (during my 2-year tenure) we have not needed this form or a supporting policy, however, it is the State's and the ALA's expectation that a policy be in place, nevertheless.

I am also working with our graphic designer on a Library Logo. We are in the preliminary stages of creating this design with input from volunteers. Next a recommendation will go to the Commission.

Updated personal note I (Traci) was able to postpone jury duty until February.

CITY UTILITY CLERK (Becca Parrish)

- November billing went out on time.
- November's billing cycle is the first cycle without the 2 included units for vacation rentals/ commercial users.
- Working on rates for January's phase 2 the 25% increase.
- Continuing to clean up our billing system, making sure all information is accurate and up to date.
- Worked with Sensus to fix accounts that would not export meter information for meter readings, now all meter's export to the handheld.

CIP UPDATE/CITY COORDINATOR (Neal Morphis)

- 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.
- Making and adjusting reservations for commons rental customers.
- Assisting Fortmeyer with code compliance questions.
- Monitoring emails for public works equipment surplus responses.
- Confirmed which fencing company to use and provided them a signed quote for them to start work on the Blackstone Reservoir and the repairs at the Water Treatment Plant.
- Got login for GIS mapping software.
- Had zoom meeting with Rick and Library Architect and Contractor. Final pricing to come in soon and contract being finalized by our city lawyer.
- Met with Friends of Yachats Library with Rick McClung.
- Began research into ADA Transition Plan, reached out to contact at ODOT.
- Confirmed insurance requirements for Little Log Church Museum Contractor, emailed with Top To Bottom's insurance agent.
- Worked on Survey Monkey to modify City Manager Performance evaluation and emailed to city staff and commission and committee members.
- Working on city iPads to change out iCloud logins.
- Preparing for meeting with Scharen Design for City Building and Parks Master Plan – providing them with documents.
- Received final architectural drawings for Commons NE Stairs – reached out to a concrete contractor to get a bid on the job.
- Received final architectural drawings for Commons Pavilion upgrades.

CITY HALL/CITY COORDINATOR (Lorraine Fritz Barrett)

- Continue to greet people, answer phones, retrieve and open mail, respond to emails;
- proofread newsletter and documents going to the public;
- continue learning Canva and making social media posts;
- continue to collect and post donations for Commons;
- continue to work with Rosa re: Commons Coordinator position;
- continue to make reservations for the Commons;
- sent out holiday cards;
- worked on redlining City Council Rules;
- helped organize City's participation in the 12/7 Cocoa Stroll;
- coordinated City's participation with CASA (Court Appointed Special Advocate) Giving Tree for Christmas; and
- After inspections on 12/6, I will complete ten (10) new vacation rental licenses.

Commons Oversight- Temporary Contract Position (Rosa Marchand)

*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, Restore Oregon, and more.

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

*Getting familiar with the Commons Systems

*Getting familiar with Krystal's old files

*Getting familiar with the Commons locking application and system

*Attended the tabletop emergency preparedness meeting

*Attended the Civic Master Plans meetings

*Continued to work with Lorraine and Neal for Commons coordination and scheduling

* Continued creating 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.

*Continued to 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

Work report Dec 2024

- * I renewed all the reservations for the groups at the commons for the year 2025
- *I handled private reservation scheduling
- *I facilitated and assisted in several private events such as board meetings, concerts, holiday events, and birthday parties.
- *I continue to create and maintain 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.

- *I am continuing to work on grants for the Little Log church and museum. I have been meeting with them regularly to understand their needs and collect documentation.
- *I am continuing to work on updating Krystal's files
- *I am looking into timers for locking the commons at night.
- *The city is looking into changing all locks in the Commons for safety
- *I changed all the codes to the lock boxes with Neal
- *I assisted with the Winter Festival/ Cocoa trail by
 - decorating the wreath and gingerbread making stations
 - assisting Nicole in troubleshooting during set up in the commons and during the festival
 - Made sure the bathrooms and building were well stocked and clean
 - met with the food truck owner to make sure they were stationed 10 ft away from any structure for fire safety
 - Shopped for the city's cocoa booth
 - Working with Lorraine on planning, organizing, and decorating the pavilion for the city's cocoa booth, as well as for the other booths within the pavilion
 - coordinated with other booths in the pavilion on set up and tear down, helped trouble shoot when cocoa would not heat up, and when we need more supplies
 - Worked the city's cocoa booth with Lorraine and Neal

***Civic Master Plan**

- I helped set up and teared down before and after the public Civic Master plan meeting with Neal, Bobbi and Kimmie
- Listened to community member ideas
- Attended the Advisory Civic Master Plan meeting

***Holiday Parties**

- I attended the Chambers holiday mixer to meet and get familiar with community members
- I attended and helped clean up after the Volunteer Holiday party at city hall to show appreciation for all the hard work of the Commission members and volunteers

Future goals for the Common (With the help of the Parks and Commons Commission)

*Would like help evaluating fees and guidelines for the Commons

*How can we create a more welcoming and open space at the Commons for residents and the community, while keeping YYFAP safe?

*Could we search out and bring to the Commons things like

- Cooking workshops
- Open art time
- Coffee and hang out
- Yoga
- Pilates

*Would like help finding instructors for such classes and activities

*Would like help with putting a marketing plan together

*Would like help with articles and advertising for existing activities and events at the Commons, for the newsletter and social media, so we can share with the community more regularly

*Would like help coordinating with volunteers to help organize the Commons, such as the storage closet, the stage, room 7 and the Janitor's closet, so that space and supplies are easier to access for all.

*Possible scheduling of time to visit and tour the recreation centers in Newport and Lincoln City, to see how they run and maintain their center on a larger scale.