

1. 2:00 P.M. Agenda

Documents:

[2025-09-02 Parks And Commons Agenda.pdf](#)

2. Meeting Material

Documents:

[Aa-Approved Version Of Workgroups Administrative Policy Yachats Passed By CC 12-7-23.Pdf](#)

[Guidelines For The City Of Yachats Workgroups.pdf](#)

[ORD 209 - Amending Commission Duties YMC 2.08.040.Pdf](#)

[PCC Guidelines - Advisery And Worgroups.pdf](#)



CITY OF YACHATS  
PARKS & COMMONS COMMISSION  
441 Hwy 101 N. Commons Civic Meeting Room 1  
Yachats, OR 97498  
Tuesday, September 2, 2025, at 2:00 pm  
**To Be Held In-Person & Zoom**

Join Zoom Meeting

<https://us02web.zoom.us/j/83554861795>

Meeting ID: 835 5486 1795

## **AGENDA**

- I. Meeting Called to Order** (reminder to silence phones)
- II. Announcements**
- III. Public Comment** (Limited to items not on the agenda (5 min. limitation per person))
- IV. New Business**
  1. Elect Chair or move to a different structure

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](http://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 08/19/2025 By: Kimmie Jackson, Recorder

## ADMINISTRATIVE POLICY # \_\_ WORKGROUPS

### OBJECTIVES:

1. To recognize the historic importance of workgroups in this community as a mechanism for undertaking and accomplishing tasks for which the City does not have sufficient staff.
2. To create a mechanism to facilitate leveraging of unique skills and expertise of members of the community.
3. To encourage the creation of workgroups to undertake tasks of benefit to the community.
4. To encourage community engagement through volunteerism.

DEFINITION: A workgroup is a group working under the guidance of the City Manager and empowered to undertake a specific task.

### POLICY:

1. The City Manager is authorized to form a workgroup in order to facilitate the successful development, completion, and/or maintenance of a project.
2. Workgroup project proposals submitted to the City Manager by a Commission will be in writing.
3. Tasks assigned to a workgroup may include, but are not limited to: gathering information, making recommendations, planning, designing, facilitating or implementing projects, and maintaining existing infrastructure.
4. A workgroup will be established for a finite period of time that may be extended by the City Manager.
5. Members of a workgroup may include City Councilors, Commissioners, other members of the community, City staff, and/or contractors.
6. Members of a workgroup who are not City Councilors, Commissioners, City staff, or contractors will complete and submit a City of Yachats Volunteer Agreement form before participating in a workgroup.
7. A workgroup will receive financial and/or other resources when appropriate, as determined by the City Manager. If a budget for a workgroup is established, the City Manager will approve purchases.
8. A workgroup will have a designated liaison who will be responsible for communicating with the City Manager on at least a monthly basis. The liaison will be determined by the workgroup members in conjunction with the City Manager.
9. The City Manager will update the City Council about the formation and progress of active workgroups by means of the monthly City Manager report to the Council.



## City of Yachats Workgroups

This document outlines the structure and guidelines for establishing a workgroup in the City of Yachats. The workgroup aims to address specific community projects effectively, set clear goals, and deliver measurable outcomes.

### 1. Workgroup Project

A brief overview of the project, including its purpose, significance, and how it aligns with the city's goals.

**Project Title:**

**Project Description:**

### 2. Goals

SMART Goals: Each goal should be specific, measurable, achievable, relevant, and time-bound.

**Project Goals:**

### 3. Outcomes

Define the tangible results expected from the project

**Expected Outcomes:**

### 4. Project Duration

Specify the start and end dates of the project, including key milestones.

**Timeline:**

### 5. City of Yachats Staff Liaison

Each workgroup requires a staff liaison to keep in contact with the specified project between the workgroup and the City of Yachats.

Contacts made to agencies or organizations on behalf of the project need to be done through the City staff or with the City staff's acknowledgment and approval of the contact being made by a volunteer member of the workgroup.

When approving a workgroup, the City Manager will assign a City Staff to this role.

## 6. Commitment to the Workgroup Reporting Process

The workgroup will participate in a regular reporting schedule to provide progress, updates, and outcomes.

A workgroup member will attend the monthly meetings on the third Tuesday. A representative meets with the City Manager at these meetings to discuss the project, provide updates, and receive feedback.

As part of the reporting process, the workgroup will complete a monthly written report submitted to the Commission with which the workgroup is most closely associated.

## 7. Volunteers in the Workgroup

List the volunteers in the workgroup and their duties:

Depending on the nature of the workgroup, volunteers will be required to fill out a liability waiver.

After completing the project, workgroups are asked to submit the volunteer hours committed to this specific project.

## 8. Budget Allocations for Workgroup Projects

Each project that requires funding from the City must receive approval and tracking.

**How much do you estimate the project will cost?**

**Do you agree to communicate and request purchases through your City Staff Liaison?**

**Do you agree to track your expenditures and include them in the monthly report to the City Manager upon project completion?**

By following these guidelines, the workgroup will effectively address project objectives while fostering community involvement and collaboration with the City staff. Clear goals, a structured timeline, and a commitment to communication will enhance the success of the workgroup's initiatives in Yachats.

**CITY OF YACHATS  
ORDINANCE NO. 209**

**AN ORDINANCE AMENDING §2.08.040 (A) (1) AND (3) OF THE  
YACHATS MUNICIPAL CODE, PRESCRIBING THE DUTIES OF  
THE PUBLIC WORKS AND STREETS COMMISSION AND THE  
PARKS AND COMMONS COMMISSION.**

**WHEREAS**, the Little Log Church and Museum is managed by a volunteer board, separate from, and no longer under the jurisdiction of, the Parks and Commons Commission; and

**WHEREAS**, the Commons Director has been assigned duties for which the Commission was once responsible; and

**WHEREAS**, City Council has determined a need for a Public and Traffic Safety Committee, and the Public Works and Streets Commission has expressed interest in serving in that capacity; and

**NOW THEREFORE**, the City of Yachats ordains as follows:

**SECTION 1. § 2.08.040 (A)(1) of the Yachats Municipal Code shall be amended to read as follows:**

- 1) Public Works and Streets Commission.
  - a. Formulate rules, regulations and standards for the operation and use of the City's public works; recommend such to City Council for adoption.
  - b. Plan for future growth, development and improvement of the City's public works.
  - c. Advise the City Superintendent on improvements and maintenance for the City's public works.
  - d. Recommend improvements or repairs to the City's streets, culverts, drainage and curbing.
  - e. Review all rates and fees including, but not limited to, water, sewer, and system development yearly and report to the City Council by March 1<sup>st</sup> of each year and recommend any changes in rates, fees, charges or policy.
  - f. Serve as the City's Public and Traffic Safety Committee as follows:
    1. Hear suggestions and complaints from citizens concerning issues of public and traffic safety;
    2. Research and develop remedies for public and traffic safety concerns as needed;
    3. Recommend public and traffic safety priorities for the City;
    4. Review and recommend project application for funding;
    5. Serve as liaison between the City and the Oregon Traffic Safety Commission in developing the statewide highway safety program, and in meeting the National Highway Safety Program Standards;
    6. Act in an advisory capacity to the Yachats City Council in the implementation of safety activities;

7. Foster public knowledge and support of traffic law enforcement and traffic engineering problems and needs;
8. Monitor the Village Circulation Plan portion of the Comprehensive Plan, including implementation, funding, and signage; and
9. Serve as liaison between the City and Lincoln County in development of the trail system, shoreline access points, and signage as established in the Village Circulation Plan and approved findings vacating portions of County Road 804 South.

**SECTION 2. § 2.08.040 (A)(3) of the Yachats Municipal Code shall be amended to read as follows:**

3) Parks and Commons

- a. Formulate rules, regulations and standards for the operation of the City's Parks and Commons building and grounds in a manner which assures security of the City's assets and encourages use by tenants, residents and visitors alike and recommend them to City Council for adoption;
- b. Establish rental rates for various uses of the Commons; recommend such to City Council for adoption;
- c. Maximize income through promotion or co-promotion of appropriate events;
- d. Work with the Commons Director in development and implementation of a marketing program for tenants and special programs;
- e. Plan for the regulation, development and improvement of the City's parks;
- f. Receive gifts, grants, bequests and devises to carry out the purpose of the Commons and parks;
- g. Cooperate with volunteer organizations and City groups in the advancement of the Commons and parks planning and programming process; and
- h. Work with the Commons Director in the development of the budget for the Commons. Prepare the annual budget for all City parks and submit to the Budget Officer the budget proposals for the parks and the Commons building for forwarding to the Budget Committee.

**PASSED AND ADOPTED** by the City Council of the City of Yachats on this 8<sup>th</sup> day of October, 1998.

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstentions: \_\_\_\_\_ Absent: \_\_\_\_\_

**APPROVED** by the Mayor this \_\_\_\_ day of October, 1998.

Attest:

\_\_\_\_\_  
Arthur Roberts, Mayor

\_\_\_\_\_  
Nancy Otterson, City Recorder

## **Commission Duties and Responsibilities**

### ***Add to Advisory Role Section:***

- The commission serves as an advisory body to the City Council and Staff for the planning of improvements, remodels, and additions affecting city parks, open spaces, and the Commons facilities. Commission duties may include proposing projects, gathering public and user-group input, defining project criteria, reviewing all stages of design plans, reviewing project estimates, receiving updates from associated Workgroups, and recommending preferred development plans to the City Council and Staff.

### ***Add to Collaboration Section:***

- The commission recognizes the benefit of volunteer workgroups that collaborate with City Staff to maintain and improve city parks, open spaces, and the Commons facilities. The commission encourages the formation and maintenance of these workgroups, and may request the formation of workgroups dedicated to specific projects.