

1. 2:00 P.M. Agenda

Documents:

[2022-03-16 Agenda.pdf](#)

2. 2:00 P.M. Meeting Materials

Documents:

[Proposed Budget Schedule For FYE 23 \(Working Draft1\).Pdf](#)

[Email Chain Dawn Keller.pdf](#)

[Email Chain Don Groth.pdf](#)

[City Manager Report To Council 3-16-22.Pdf](#)

[W John Moore Volunteer Agreement.pdf](#)



**CITY OF YACHATS  
CITY COUNCIL REGULAR MEETING  
Yachats OR  
Wednesday, March 16, 2022 at 2:00pm  
To Be Held Via Zoom**

**AGENDA**

Join Zoom Meeting

<https://us02web.zoom.us/j/83380335391>

Meeting ID: 833 8033 5391

One tap mobile

+16699006833,,83380335391# US (San Jose)

+12532158782,,83380335391# US (Tacoma)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

Meeting ID: 833 8033 5391

Find your local number: <https://us02web.zoom.us/j/83380335391>

**Regular Council Meeting**

- I. Announcements, Correspondence, Proclamation
  
- II. Public Comment: Topics not listed on the agenda
  1. 5-minute limitation per person

*The Yachats City Council meetings are open to the public and interested citizens are invited to attend. These are open meetings under Oregon law, but a work session is not a community forum; audience participation is at the discretion of the Council. Meetings are audio-recorded. The meeting are accessible to persons with disabilities. For accommodations, please call (541) 547-3565, or Oregon Relay 1-800-735-2900 TDD) two days in advance. City of Yachats does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. 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.*



III. New Business

- A. Budget Committee Appointments
- B. Proposed Budget Schedule
- C. System and Processes

IV. Old Business

- A. Fourth of July

V. Reports

- A. Financial
- B. Council
- C. City Manager

VI. Other Business

- A. From Mayor
- B. From Council
- C. From Staff

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**City of Yachats Proposed Budget Schedule for FYE 23 (working draft 1)**

Wednesday, March 16: Appointments to Budget Committee seats B and C

Wednesday, March 16: Amend or approve budget schedule

Thursday, April 6: Council consideration of CIP plan

Wednesday, April 19: Council approval of CIP plan

Monday, April 25: Submit completed budget to staff for printing. Distribute electronically to Budget Committee members with printed copy to follow.

????: Publish Notices of Budget Committee hearings, as well as state revenue sharing to website and to News Times as paper of record. Waldport mentions publishing a “financial summary” as well. (Check requirements, but quite likely the first notice must be purchased no earlier than 30 days in advance, the 2<sup>nd</sup> notice at least 5 days after the first and at least 5 days before meeting. A previous worksheet indicated an affidavit is required. Unclear whether multiple meetings can all be noticed at one time, or whether each requires a separate notice.)

????: Packet for Budget Committee meeting 1 posted on or prior to this date

Monday, May 9: Budget Committee Meeting 1  
Urban Renewal Agency Budget for FY 22-23 including public hearing  
City Budget for FY 22-23: Public Hearing – Possible Uses for State Revenue Sharing, Debt service, Public Works Operating and Capital Funds

????: Packet for Budget Committee meeting 2 posted on or prior to this date

Monday, May 16: Budget Committee Meeting 2  
City Budget for FY 22-23 including public hearing: Continuation of discussion of Debt service, Public Works Operating and Capital Funds as needed, General Operating and Capital budgets

????: Packet for Budget Committee meeting 3 (if necessary) posted on or prior to this date

Monday, May 23: Budget Committee Meeting 3 (if necessary) City Budget for FY 22-23 ( including public hearing?)

Thursday, May 26: Publish financial summary, notice of Budget Hearing and notice of state revenue sharing in News Times (Min 14 days before the hearing. Also publish recommended budget to the City website.

Wednesday, June 15: City Council Hold budget hearing and deliberations. Adopt budget, approve tax rate, and elect to receive state revenue sharing.

Before June 30: File documents with ASSESSORS OFFICE AND COUNTY CLERK

Before June 30: Send letter certifying State Revenue Sharing hearings held AND send Resolution electing to receive State Revenue Sharing to Executive Department

## Re: Budget Committee

Leslie Vaaler <Leslie@YachatsMail.org>

Thu 2/10/2022 4:35 PM

To: Dawn Keller <dawnkeller@gmail.com>

Dear Dawn,

It is terrific to hear from you and good to learn that you would be willing to continue to fill seat C on the Budget Committee. You are not required to be present when Council considers appointments to the two seats, but I will let you know when we decide which meeting Council will be considering the matter.

Experience is certainly helpful, but there are also benefits from fresh perspectives. I would guess that is among the reasons why Oregon budget law requires the terms of the non-Council seats to have staggered ending dates.

Be well,  
Leslie

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**From:** Dawn Keller <dawnkeller@gmail.com>

**Sent:** Thursday, February 10, 2022 2:49 PM

**To:** Leslie Vaaler <Leslie@YachatsMail.org>

**Subject:** Re: Budget Committee

Hi Leslie,

Thank you for the notification. I would be very pleased to continue to fill seat C on the Budget Committee, and I think experience definitely matters in this instance! Dawn Keller

On Fri, Feb 4, 2022 at 1:49 PM Leslie Vaaler <[Leslie@yachatsmail.org](mailto:Leslie@yachatsmail.org)> wrote:

Dear Dawn and Don,

The terms of your appointments to the Budget Committee expired at the end of 2021. I want to thank you for all your work on the Budget Committee. I know it is a time-consuming task, but I hope you felt it was worthwhile!

I hope you will let me know if you wish to be considered for reappointment. Council may consider filling seats B and C as early as March 3, or we may wait until one of our April meetings. (Don, you held seat B and Dawn, you filled seat C.) I did note the vacancies in the February newsletter, and we may have some new volunteers to consider as well.

With appreciation,  
Leslie

## Re: Budget Committee Seats

Leslie Vaaler <Leslie@YachatsMail.org>

Fri 2/4/2022 3:46 PM

To: dongroth123@gmail.com <dongroth123@gmail.com>

Dear Don,

I'm glad to learn you are willing to be reappointed. Since this is a reappointment, your email is sufficient.

Best,  
Leslie

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**From:** dongroth123@gmail.com <dongroth123@gmail.com>

**Sent:** Friday, February 4, 2022 3:38 PM

**To:** Leslie Vaaler <Leslie@YachatsMail.org>

**Subject:** RE: Budget Committee Seats

Dear Leslie,

Actually, Kimmie had said my term continued, but maybe she was unclear.

I would like to volunteer to be reconsidered to fill Seat B at a council meeting where the candidates are considered. I sent the email below before I saw your email just earlier. Let me know if I need to complete any form to be submitted requesting that I be reconsidered for Seat B.

Thanks,

Don Groth

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**From:** Leslie Vaaler <Leslie@YachatsMail.org>

**Sent:** Friday, February 4, 2022 1:58 PM

**To:** dongroth123@gmail.com

**Subject:** Re: Budget Committee Seats

Dear Don,

Today's to-do list including sending an email to you and Dawn Keller, and that just went out. You and Dawn held the two seats whose terms expired (seats B and C). Beyond what I said to both of you, I want to recognize the tremendous role you have played for many years in budget preparations and in reviewing financial statements, as well as with your active participation on the Finance Committee and on the Public Works and Streets Commission. Personally, I hope you are in good health and will continue to want to volunteer your expertise to the city for years to come!

Best regards,  
Leslie

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**From:** [dongroth123@gmail.com](mailto:dongroth123@gmail.com) <[dongroth123@gmail.com](mailto:dongroth123@gmail.com)>

**Sent:** Friday, February 4, 2022 1:01 PM

**To:** Leslie Vaaler <[Leslie@YachatsMail.org](mailto:Leslie@YachatsMail.org)>

**Subject:** Budget Committee Seats

Hello Mayor Leslie,

I notice in the February newsletter that two seats on the Budget Committee are open. Which seats are open and who was in the seats for last committee meeting?

Thanks,  
Don Groth



# CITY OF YACHATS

PO Box 345 (501 N. Highway 101), Yachats OR 97498

Phone (541) 547-3565

Fax (541) 547-3063

Relay Oregon 800-735-2900 (TDD)

City Manager's City Council Report

3-16-22

Elected officials	<p>Provided weekly reports to council members.          Worked on a Commission Project form and process.          Started planning future council meetings and needed materials for agenda</p>
City Hall Operations	<p>Continued processing backlog of permits, licenses, taxes and utility billing          March Hours: Tuesday, Wednesday, Thursday 9 am to 4 pm (please use the drive through)          April Hours: Monday, Tuesday, Wednesday, Thursday 9 am to 4 pm          Otherwise by appointment.          Closed Friday, Saturday and Sunday and Noon to 1 pm for Lunch</p>
City Facilities	<p>Had birds (humanely) removed from the attic of City Hall.          Met with Lincoln County LEADS (Law Enforcement Assisted Diversion) to work with our houseless population that are sleeping outside our facilities.          City Hall March Hours: Tuesday, Wednesday, Thursday 9 am to 4 pm          April Hours: Monday, Tuesday, Wednesday, Thursday 9 am to 4 pm          (Please use the drive through)          Otherwise by appointment.          Closed Friday, Saturday and Sunday and Noon to 1 pm for Lunch</p>
Staff and Volunteers	<p>Met with Staff, Volunteers and contractors          Interviewed for positions needed at City Hall          Worked on Workflow Chart, job descriptions and personnel policy and procedures.</p>
Water/Waste Water Operations	<p>Maintained facilities operations, ordered and received materials and supplies.          Attended meetings with commissions, contractors and coordinated professional services          Reviewed, managed and reported on grants</p>
Public Works and Streets Commission	<p>Met with County over finalizing the city's incorporation Ocean view drive          East 2<sup>nd</sup> Street: Review, discussion and planning around engineer's drawings          Cleared city drains from debris; repaired and maintained city equipment</p>
Planning Commission	<p>Housing Needs Assessment (grant) committee held first meeting          Received and reviewing Parking Assessment (grant)</p>
Library Commission	<p>Added the requested a part time Librarian to be staffed by the city to the personnel worksheet for the 22/23 budget.</p>
Friends of the Library	<p>Selected an Architect from RFQ and is requesting a proposal</p>
Parks and Commons Commission	<p>COMMONS: Interior Painting project continues in the Commons          GREEN SPACE: Reviewed RFQ responses and selected 4 Architects for RFP request</p>
Friends of the Little Log Church	<p>Civil West is providing scope of work for the Structural Engineering Assessment          Neighbors report of houseless community camping in garden</p>
Finance committee	<p>Reviewed current status of finances          Prepared for annual audit          Met twice for CIP (Capital Improvement Projects) current status review and future budgets.</p>



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PO Box 345 (501 N. Highway 101), Yachats OR 97498

Phone (541) 547-3565

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Relay Oregon 800-735-2900 (TDD)

Budget Committee	Reviewed current status 22/23 Budget Schedule proposed Accepting volunteer applications for Budget Committee
Trails Committee	AMANDA TRAIL: Suspension bridge project completed and will be dedicated (and celebrated) May 21,22 BOARDWALK: scope of work being produced by engineers 804: SHPO and archeologist consulted about pocket parks
Emergency Preparedness Committee	<ul style="list-style-type: none"><li>●Met with Jenny Damaris and was orientated on trainings and certificates required (and provided) for myself, elected officials, staff and volunteers</li><li>● Commission discussed placement of Conex for emergency supplies</li></ul>

## NOTES:

Mayor Vaaler and I have been planning and preparing for future council meetings.

Future agenda contents for Council Packets:

Approval of Council minutes

Provide Commission and Committee minutes to council

Proclamations

Public comment

Commission Project Updates

Policy, Code and Ordinances changes

Finance Report

City Manager's Report

Councilor's comments

Upcoming Events



# City of Yachats Volunteer Agreement

City of Yachats  
441 Highway 101 N  
PO Box 345  
Yachats, OR 97498

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

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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.

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First Name                      W John

---

Last Name                      Moore

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Address                         P.O. Box 595

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City                                Yachats

---

State                              OR

---

Zip Code                        97498

---

Daytime Phone                541-547-4945

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Evening Phone                541-547-4945

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Email                             [wjm1008@yahoo.com](mailto:wjm1008@yahoo.com)

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(Section Break)

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Volunteer Activity

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

Budget Committee

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

*Field not completed.*

Statement of Interest or Related Experience for Commissions & Committees

Budget Committee 2017-2020 (Chair 2018-20); Finance Committee 2016 to date; Parks & Commons Commission 2016-2018 (Chair 2017-18); Public Works & Streets Commission Chair 2017-2018

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

Dave

Last Name

Buckwald

Address

P.O. Box 345

City

Yachats

State

OR

Zip Code

97498

Phone Number 541-547-3565

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Relationship Associate

---

Years Known 6

---

Reference 2

---

First Name Rick

---

Last Name McClung

---

Address P.O. Box 345

---

City Yachats

---

State OR

---

Zip Code 97498

---

Phone Number 541-547-3565

---

Relationship Associate

---

Years Known 6

---

Emergency Information

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

---

Name Sara L.Moore

---

Phone Number 541-547-4945

---

Relationship Spouse

---

Name *Field not completed.*

---

Phone Number *Field not completed.*

---

Relationship *Field not completed.*

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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.

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Signature W. John Moore

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Date 2/14/2022

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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.*

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Signature *Field not completed.*

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Date *Field not completed.*

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Version 2019-04-16

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