

1. Meeting Materials

Documents:

ORD 370- Finance Committee Draft.pdf
City Project Process.pdf
355 - Finance Committee Final.pdf
Ord 248.Pdf
2022 Yachats Community Center Fire Inspection.pdf
LOC Training Calendar _ League Of Oregon Cities.pdf
CM Report To Council September.pdf
Housing Forum 9-21-22.Pdf
2022 July Public Works Department Report.pdf
August 2022 Water Report.pdf
2022-09-06 Parks And Commons Meeting Summary.pdf
2022-09-12 EP Summary Minutes.pdf
2022-09-13 Meeting Summary Public Works.pdf
2022-08-16 Planning Meeting Summary.pdf

**CITY OF YACHATS
ORDINANCE NO. 370**

**(AMENDED ORD. 248 OF 12/10/2004 AND ORD. 355 OF 1/16/2019)
AN ORDINANCE AMENDING THE YACHATS MUNICIPAL CODE CHAPTER 3.10**

WHEREAS, the procedure used to develop the Capital Improvement Plan has become a function of the Finance Committee; and

NOW THEREFORE, the City of Yachats ordains that Chapter 3.10 – Capital Improvement Planning shall be amended to read as follows:

Chapter 3.10 – Finance Committee and Capital Improvement Planning

Sections:

- 3.10.010 Membership
- 3.10.020 Powers and Duties
- 3.10.030 Capital Improvement Program - Annual Report to City Council
- 3.10.040 Capital Improvement Program - Adoption and Appropriations
- 3.10.050 Capital Improvement Program - Public Report

Section 3.10.010 Membership

The City Council shall establish and appoint a Finance Committee that shall also serve as the Capital Improvement Planning Committee (CIP Committee). The Finance Committee will work with the Commission Chairs and serves in an advisory role to the City Council.

The City Manager shall serve as the Chair of the Finance Committee.

The Finance Committee shall include 4-6 members skillful in financial analysis.

Nomination for membership will be made jointly by the Mayor, the Council President, and the City Manager in consultation with the Finance Committee. Each representative will be appointed by the City Council for a specified term. Members can be removed from the Committee by City Council for cause. (Ord. 248, Add, 12/10/2004, and Ord. 355 Add 1/16/2019)

Section 3.10.020 Powers and Duties

The Finance Committee’s mission is to address the City’s long-term financial planning. This may include complex organizational issues that impact Capital Improvement Planning, reserve generation, and other long-term financial planning.

The Finance Committee, at public meetings, shall:

- 1) Provide financial analysis as requested by the City Manager.
- 2) Provide a long-term horizon for fund balance projections; including appropriations of remaining projects documented in master plans; revenue, capital expenditures, and reserve balances.
- 3) Provide a “state of the City” financial report to the City Council – This would be a snapshot of how the financial long-term picture looks given certain assumptions.
- 4) Assist the City Manager on special projects including, but not limited to:
 - a. Review and recommend changes to the City Budget document by the Supplemental Budget process

- b. Provide project updates, changes, and substitutions for projects in City's CIP plan
 - c. Advise whether system development charges provide for an equitable share of infrastructure and operational costs
 - d. If requested by the City Manager, advise on how City Manager organizes the Financial Staff
 - e. Advise on creation and maintenance of City's Financial reporting.
- 5) Study proposed capital projects and improvements involving major non-recurring tangible assets and projects which:
- a. are purchased or undertaken at intervals of not less than five years;
 - b. have a useful life of at least five years; and
 - c. cost over \$5,000; and
- 6) Other projects assigned by the City Council.

Each year, commission chairs and staff shall submit capital project requests that have completed the Discovery Phase of the CIP Process or were previously documented in the city's master plans. The Finance Committee shall consider the relative need, impact, timing and cost of these expenditures and the effect each will have on the financial position of the City. The Finance Committee will provide a completed CIP to the City Council for approval prior to completion of the annual budget. (Ord. 248, Add, 12/10/2004 and Ord. 355, Add 1/16/2019)

Section 3.10.030 Capital Improvement Program - Annual Report to City Council

The Finance Committee shall prepare an annual report recommending a Capital Improvement Budget for the next fiscal year, and a Capital Improvement Program including recommended capital improvements for the following four fiscal years. The report shall be submitted to the City Council for its consideration and approval. Following Council approval, the first year amounts shall be included in the proposed budget for the next year for consideration by the Budget Committee. (Ord. 248, Add, 12/10/2004 Add 1/16/2019)

Section 3.10.040 Capital Improvement Program - Adoption and Appropriations

Adoption of the City's budget, shall permit the expenditure on Capital Improvement Projects included therein of sums from departmental budgets for surveys, architectural or engineering advice, options or appraisals and the like; but no such expenditure shall be incurred on projects which have not been so approved by the city through the appropriation of sums in the current year or in prior years, or for preliminary planning for projects to be undertaken more than five years in the future. (Ord. 248, Add, 12/10/2004 Add 1/16/2019)

Section 3.10.050 Capital Improvement Program - Public Report

The Finance Committee's report and the City Council's recommended Capital Budget shall be published and made available to the public. The Finance Committee shall deposit its original report with the City Manager's Office. (Ord. 248, Add, 12/10/2004 Add 1/16/2019)

PASSED AND ADOPTED by the City Council of the City of Yachats on this _____ day of _____.

Ayes: _____ Nays: _____ Abstentions: _____ Absent: _____

APPROVED by the Mayor this ____ day of _____.

Attest:

Leslie Vaaler, Mayor

Heide Lambert, City Manager

City of Yachats Capital Improvement Plan Project Process

A new idea that is not part of the CIP or an emergency

An individual or Commission considers an idea and if it fits in the mission and goals of the city, fills out a project request form

A Project Request Form

is brought to the City Manager, who shall then bring it to the City Council. The Council will then decide to authorize the City Manager's time on this project to initiate the Discovery Phase or decide to not pursue at this time.

Discovery Phase

The City Manager begins the Discovery Phase file with the approval of the City Council; the project is then brought to the Finance Committee to review and estimate costs to proceed the Discovery Phase and final project.

1. Create and complete a MOU of participants of the project.
2. What are environmental impacts and include community input.
3. Create a budget for entire project. Identify potential grants.
4. Complete Project Charter: Make timeline, identify project manager, accounting responsibilities and connection to other city projects.
5. Prepare presentation for City Council for review.
6. If City Council approves, return to Finance Committee to schedule appropriately.

Contract Phase

Council approves or rejects adding project to CIP.

Contracts signed by all participating parties.

If Grants are appropriate, they are pursued.

Project code is created in Springbrook.

Invoices are charged to appropriate code.

Grant Reports are submitted.

Project Completed and Celebrated.

**CITY OF YACHATS
ORDINANCE NO. 355**

AN ORDINANCE AMENDING THE YACHATS MUNICIPAL CODE CHAPTER 3.10

WHEREAS, the procedure used to develop the Capital Improvement Plan has become a function of the Finance Committee; and

NOW THEREFORE, the City of Yachats ordains that Chapter 3.10 – Capital Improvement Planning shall be amended to read as follows:

Chapter 3.10 – Finance Committee and Capital Improvement Planning

Sections:

- 3.10.010 Membership
- 3.10.020 Powers and Duties
- 3.10.030 Capital Improvement Program - Annual Report to City Council
- 3.10.040 Capital Improvement Program - Adoption and Appropriations
- 3.10.050 Capital Improvement Program - Public Report

Section 3.10.010 Membership

The City Council shall establish and appoint a Finance Committee which shall also serve as the Capital Improvement Planning Committee (CIP Committee). The Finance Committee shall include, at least seven (7) members, one representative from the Public Works & Streets Commission, Planning Commission, Parks & Commons Commission, Library Commission, Budget Committee, City Council, and the City Manager’s Office.

The City Manager’s Office Finance Committee Representative shall serve as the Chair of the committee and will be a voting member. The representatives shall be appointed from their respective Commissions. Citizen membership is strongly encouraged. The Finance Committee shall appoint citizen members. Members can be removed from the Committee by City Council for cause.

(Ord. 248, Add, 12/10/2004, Add 1/16/2019)

Section 3.10.020 Powers and Duties

The Finance Committee, at public meetings, shall:

- 1) Provide financial expertise in recommendations to the City Council and Commissions for utility rate studies, property tax decisions, changes in other taxes, and studies or recommendations for other sources of revenue and financial agreements;
- 2) Provide a long term horizon for fund balance projections (3-5 years);
- 3) Provide a “state of the City” financial report to the City Council – This would be a snapshot of how the financial long term picture looks given certain assumptions.
- 4) Assist the City Manager on special projects like:
 - a. Review and recommend changes to the City budget document
 - b. Review and comment on the CIP document and process
 - c. Advise if development paying their fair share of the infrastructure and operational costs
 - d. Advise how can the City organize / present information to improve decision making
- 5) Study proposed capital projects and improvements involving major non-recurring tangible assets and projects which:
 - a. are purchased or undertaken at intervals of not less than five years;

- b. have a useful life of at least five years; and 3) cost over \$5,000. and
- 6) Other projects assigned by the City Council

Each year, commission chairs, boards, and department heads, shall submit capital project requests to the Finance Committee including information for all anticipated projects requiring Council action during the ensuing five to ten years. Submissions shall be on the proscribed forms provided by the City’s budget officer. The Finance Committee shall consider the relative need, impact, timing and cost of these expenditures and the effect each will have on the financial position of the city.

(Ord. 248, Add, 12/10/2004 Add 1/16/2019)

Section 3.10.030 Capital Improvement Program - Annual Report to City Council

The Finance Committee shall prepare an annual report recommending a Capital Improvement Budget for the next fiscal year, and a Capital Improvement Program including recommended capital improvements for the following five fiscal years. The report shall be submitted to the City Council for its consideration and approval. The first year amounts shall be included in the proposed budget for the next year for consideration by the Budget Committee.

(Ord. 248, Add, 12/10/2004 Add 1/16/2019)

Section 3.10.040 Capital Improvement Program - Adoption and Appropriations

Adoption of the City’s budget, shall permit the expenditure on Capital Improvement Projects included therein of sums from departmental budgets for surveys, architectural or engineering advice, options or appraisals and the like; but no such expenditure shall be incurred on projects which have not been so approved by the city through the appropriation of sums in the current year or in prior years, or for preliminary planning for projects to be undertaken more than five years in the future.

(Ord. 248, Add, 12/10/2004 Add 1/16/2019)

Section 3.10.050 Capital Improvement Program - Public Report

The Finance Committee’s report and the City Council's recommended Capital Budget shall be published and made available to the public. The Finance Committee shall deposit its original report with the City Manager’s Office.

(Ord. 248, Add, 12/10/2004 Add 1/16/2019)

PASSED AND ADOPTED by the City Council of the City of Yachats on this _____ day of _____.

Ayes: _____ Nays: _____ Abstentions: _____ Absent: _____

APPROVED by the Mayor this ____ day of _____.

Attest:

W. John Moore, Mayor

Shannon Beaucaire, City Manager

**CITY OF YACHATS
ORDINANCE NO. 248**

**AN ORDINANCE AMENDING THE YACHATS MUNICIPAL CODE TO INCLUDE
CHAPTER 3.10 - CAPITAL IMPROVEMENT PLANNING AND CREATING A
CAPITAL IMPROVEMENT PLANNING SUB-COMMITTEE**

WHEREAS, The Capital Improvement Program (CIP) is a plan for the financing of construction, major rehabilitation and other capital projects. The plan includes provision for planning and design, development of new facilities, rehabilitation or restoration of existing facilities, acquisition of land for specific development purposes, and the replacement of motor vehicles and major equipment. The projects included in this program have been determined to be essential, as well as beneficial, to the community.; and

WHEREAS, Development of a CIP that will insure sound fiscal and capital planning requires effective leadership and the involvement and cooperation of all city departments. For that reason, this process places responsibility for overseeing the CIP process with the City Council, which appoints a CIP Sub-committee. The Sub-committee begins the CIP process by forwarding its recommended capital budget and program to the City Council. The council reviews the proposal, holds public hearings and adopts the capital spending plan. The first year of capital expenditures are then incorporated in the proposed budget for the next fiscal year by the City Recorder; and

WHEREAS, The CIP plan represents the best efforts to allocate available resources toward projects that provide the most benefit for the citizens of Yachats. The CIP will be reviewed each year to reflect changing priorities and provide a framework for identifying capital requirements and the impact of capital projects on operating budgets, scheduling, and coordinating related projects;

NOW THEREFORE, the City of Yachats ordains as follows:

Section 1. Chapter 3.10 is hereby amended to read as follows

3.10 CAPITAL IMPROVEMENT PLANNING AND PLANNING SUB-COMMITTEE

Section 2. A new Section 3.10.010 is hereby added to read as follows

3.10.010 Membership

The City Council shall establish and appoint a Sub-committee to be known as the CIP Sub-committee, composed of representatives of entities with capital improvement authority. The Sub-committee shall include one member of the Little Log Church and Museum Board, the Library Commission, the Public Works and Streets Commission, the Parks and Commons Commission, one citizen at large, the Public Works Director, and the Budget Officer. The chair shall be the Budget Officer. A quorum of four members is required to meet.

Section 3. A new Section 3.10.020 is hereby added to read as follows

3.10.020 Powers and Duties

The Sub-committee, at public meetings, shall study proposed capital projects and improvements involving major non-recurring tangible assets and projects which: 1) are purchased or undertaken at intervals of not less than five years; 2) have a useful life of at least five years; and 3) cost over \$5,000. Each year, commission chairs, boards, and department heads, shall submit capital project requests to the Sub-committee including information for all anticipated projects requiring Council action during the ensuing six years. Submissions shall be on the proscribed forms provided by the City's budget officer. The Sub-committee shall consider the relative need, impact, timing and cost of these expenditures and the effect each will have on the financial position of the city. No appropriation shall be voted for a capital improvement requested by a department, board or commission unless the proposed capital improvement is considered in the Sub-committee's report or the Sub-committee shall first have submitted a report to the City council explaining the omission.

Section 4. A new Section 3.10.030 is hereby added to read as follows

3.10.030 Capital Improvement Program - Annual Report to City Council

The Sub-committee shall prepare an annual report recommending a Capital Improvement Budget for the next fiscal year, and a Capital Improvement Program Including recommended capital improvements for the following five fiscal years. The report shall be submitted to the City council for its consideration and approval. The first year amounts shall be included in the proposed budget for the next year.

Section 5. A new Section 3.10.040 is hereby added to read as follows

3.10.040 Capital Improvement Program - Adoption and Appropriations

Such Capital Improvement Program, after its adoption, shall permit the expenditure on projects included therein of sums from departmental budgets for surveys, architectural or engineering advice, options or appraisals and the like; but no such expenditure shall be incurred on projects which have not been so approved by the city through the appropriation of sums in the current year or in prior years, or for preliminary planning for projects to be undertaken more than five years in the future.

Section 6. A new Section 3.10.050 is hereby added to read as follows

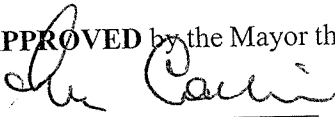
3.10.050 Capital Improvement Program - Public Report

The Sub-committee's report and the Council's recommended Capital Budget shall be published and made available to the public. The Sub-committee shall deposit its original report with the City Recorder.


PASSED AND ADOPTED by the City Council of the City of Yachats on this 9th day of December 2004.

Ayes: 5 Nays: 0 Abstentions: 0 Absent: 0

APPROVED by the Mayor this 9th day of December 2004.



Lee Corbin, Mayor



Nancy Otterson, City Recorder



FIRE & LIFE SAFETY: Notice and Order of Corrections

Inspection Type: Inspection

Inspection Number: SMM08312022-1045

Inspection Date: 08/31/2022

Inspection Passed: No

Building Name: Yachats Community Center

Location Name: Yachats Community Center

Occupancy Use: Assembly A-3

Mailing Address: 441 Highway 101 North

Location Address: 441 Highway 101 North

Yachats, OR 97498

Yachats, OR 97498

County: Lincoln

Property Contact: Heide Lambert (541) 547-3565 CityManager@yachatsmail.org

The Oregon Office of State Fire Marshal is authorized to enforce laws and rules pertaining to fire and life safety in accordance with Oregon Revised Statutes, Chapters 476, 479, and 480. Entry and inspection of the building(s) or premises was made in accordance with ORS 476.070/150. Failure to correct the following fire and life safety violations may result in legal action as defined under ORS 479.170.

You have the right to appeal this order (ORS 479.180). To initiate an appeal contact the individual who issued this order.

Inspection and Compliance Orders

Deficiencies Requiring Correction and / or Action

Table with 3 columns: VIOLATION CODE/DESCRIPTION, INSPECTOR COMMENTS, and Approximate Reinspection Date. Contains two rows of deficiency details.

Deputy State Fire Marshal Name & Contact Information: Shannon Miller | shannon.miller@osp.oregon.gov | 503-507-1897

604.5 Extension cords. Extension cords and flexible cords shall not be a substitute for permanent wiring and shall be listed and labeled in accordance with UL 817 . Extension cords and flexible cords shall not be affixed to structures, extended through walls, ceilings or floors, or under doors or floor coverings, nor shall such cords be subject to environmental damage or physical impact. Extension cords shall be used only with portable appliances. Extension cords marked for indoor use shall not be used outdoors.

COMMENTS: REMOVE non-approved electrical extension cords (to be used only for temporary portable power less than 90 days)

10/04/2022
00:00:00

REMOVE unapproved electrical wiring (extension cords) that extend through walls, doors, and ceilings per 2017 National Electrical Code 400.12

Stage and front of stage lights
north exit of stage

LOCATION: Stage lighting, front of stage lighting, north exit of stage

907.5.2.3 Visible alarms. Visible alarm notification appliances shall be provided in accordance with Sections 907.5.2.3.1 through 907.5.2.3.3 . Exceptions: 1. Visible alarm notification appliances are not required in alterations , except where an existing fire alarm system is upgraded or replaced, or a new fire alarm system is installed. 2. Visible alarm notification appliances shall not be required in exits as defined in Chapter 2 . 3. Visible alarm notification appliances shall not be required in elevator cars. 4. Visual alarm notification appliances are not required in critical care areas of Group I2, Condition 2 occupancies that are in compliance with Section 907.2.6 , Exception 2.

COMMENTS: Visible alarm notification appliances shall be provided in public areas and common areas.

10/04/2022
00:00:00

PROVIDE and maintain approved fire alarm system coverage of audible and visual notification devices where missing per the 2019 Oregon Fire Code and NFPA 72 by a qualified fire alarm company/technician where missing in the building.

The fire alarm system was upgraded approximately 3-5 years prior but missing notification devices in class rooms and areas within the building. A fire alarm permit may need to be submitted with plans and battery calcs per the NFPA 72 to the building official of Lincoln County prior to installation and for plans/install approval and testing. Contact Lincoln County Building Official by fire alarm company for further information.

South side main floor rooms,
Room 7,
Basement library (or remove obstructions so existing horn strobe is visible in public areas of basement).
(office/bathrooms/hall/classrooms)

LOCATION: Structure

901.6 Inspection, testing and maintenance. Fire detection and alarm systems, emergency alarm systems, gas detection systems, fire extinguishing systems, mechanical smoke exhaust systems and smoke and heat vents shall be maintained in an operative condition at all times, and shall be replaced or repaired where defective. Nonrequired fire protection systems and equipment shall be inspected, tested and maintained or removed. Single and multiple station smoke alarms and carbon monoxide alarms installed in Group R1 and R2 occupancies shall also be in accordance with NFPA 72 , ORS 90.325 and ORS 479.295. ORS 90.325 and ORS 479.295 are not a part of this code but are reprinted or paraphrased here for the reader's convenience: ORS 90.325 (1)(f) defines the six month testing and replacement of batteries as needed in landlord provided smoke alarms, smoke detectors or carbon monoxide alarms, and written landlord notification of any operating deficiencies. (2)(a) states a tenant may not remove or tamper with a smoke alarm, smoke detector or carbon monoxide alarm, as described in ORS 105.842 or ORS 479.300. ORS 479.295 defines standards for the installation and maintenance of smoke alarms and smoke detectors in accordance with ORS 479.250 through 479.300.

COMMENTS: Remove tape off of smoke detector in room 7
LOCATION: Room 7

10/04/2022
00:00:00

1022.1 General. Exits shall comply with Sections 1022 through 1027 and the applicable requirements of Sections 1003 through 1015 . An exit shall not be used for any purpose that interferes with its function as a means of egress . Once a given level of exit protection is achieved, such level of protection shall not be reduced until arrival at the exit discharge . Exits shall be continuous from the point of entry into the exit to the exit discharge .

COMMENTS: REMOVE IMMEDIATELY all obstructions from exit egress, exits and through exit discharge at ALL times.

10/04/2022
00:00:00

Upon arrival there was a blanket, a lighter, dog bedding and other personal items at the entrance/exit door that appeared as someone's personal items and it was stated people sleep at the exit doors of the public buildings. At no time of day shall an exit be obstructed or items within/near the exit could block someone from exiting the building or emergency responders from entering the building.
LOCATION: Exits, exit egress through exit discharge

604.7 Equipment and fixtures. Electrical equipment and fixtures shall be tested and listed by an approved agency and installed and maintained in accordance with all instructions included as part of such listing.

COMMENTS: DISCONTINUE use of domestic cooking appliance and domestic hood system for commercial use (cooking meals for students) unless the manufacture specifications state the appliance is rated for commercial use (or unless if appliance is used with approved ventilation hood within employee lunchroom for non commercial use condition per 2019 Oregon Fire Code 607.2.2 Exception) and the appliance with approved ventilation is installed with approved plans and permits and has protection from fire with automatic fire extinguishing system and Ignition prevention per 2019 Oregon Fire Code section 904.13 and 904.13.1, 904.13.1.1, 904.13.1.2

10/04/2022
00:00:00

Basement.

HIGHLY RECOMMEND use of main floor commercial cooking system that is protected with a Type 1 Fire Extinguishing system for the safety of the children, occupants, community, emergency responders and historical building, that is maintained and operational per Oregon Fire Code, Mechanical Code and NFPA standards.
LOCATION: Basement Kitchen
Cooking appliance

The full text of codes cited above is available through the Oregon State Fire Marshal's website:
https://www.oregon.gov/osp/programs/sfm/Pages/Fire_Codes.aspx

Comments

Conduct and maintain business per Oregon Fire Code and NFPA standards.

Overall the facility is well maintained and outstanding. Thank you so much for keeping fantastic records and overall compliance with the Oregon Fire Code.

Due to exit of the business, leaving the structure for assembly and educational use, it was noted there was a few missing fire alarm notification appliances within areas of the building.

There were a few added extension cords in the gym at the stage lighting and north exit off the stage that need removed. See report for further information.

Please let me know if you have any questions but outstanding building. The fire code does not have issues at this time for the use of the building for this years education with students, just a few items to correct but ok to start school during the corrections. Thank you.

Signatures

Signatures

Signature Graphic

Deputy State Fire Marshal Name & Contact Information: Shannon Miller | shannon.miller@osp.oregon.gov | 503-507-1897



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Share:

(mailto:body=League of Oregon Cities
LOC Training Calendar -
<https://trainingcalendar.homelessness-in-public-spaces-worksh>

Addressing Homelessness in Public Spaces Workshop

The League of Oregon Cities is hosting four regional workshops focusing on how public entities can address homelessness in their public spaces. Each half-day workshop will provide attendees with information on the following:

- How a public entity can manage its property in a way that respects each of its community members, but also complies with recent federal court decisions and newly enacted Oregon laws;
- How cities can effectively and collaboratively work with interested partners and community members to ensure any regulations of their public spaces are inclusive and in the best interests of all residents; and
- Identifying the barriers local governments face in addressing homelessness in their public spaces, and pinpointing the resources each community needs to respond to this crisis.

Each workshop will begin at 10:30 a.m. and conclude no later than 3 p.m. Lunch will be provided. These workshops are free events, but preregistration is required.

Contact: Ariel Nelson, LOC Lobbyist – anelson@orcities.org (<mailto:anelson@orcities.org>)

Available Sessions

Title
Regional Housing Workshop - Cottage Grove

Location Cottage Grove Armory
628 E Washington Avenue
Cottage Grove 97424

Date 10/24/22

Time 10:30 AM - 3:00 PM

Cost Free

LGMC

Actions [Register >](#)

Regional Housing Workshop - Hermiston

Location Hermiston Community Center
415 S Hwy 395
Hermiston 97838

Date 09/19/22

Time 10:30 AM - 3:00 PM

Cost Free

LGMC

Actions [Register >](#)

Regional Housing Workshop - Newport

Location Best Western Agate Beach Inn
3019 N Coast Highway
Newport 97365

Date 10/17/22

Time 10:30 AM - 3:00 PM

Cost Free

LGMC

Actions [Register >](#)

Regional Housing Workshop - Redmond

Public Forum Report**Subject: Yachats Unhoused Population****September 21, 2022****10 am to 11:30 pm**

Approximately 60 attendants in the Common's Pavilion

Members from Council (Leslie Vaalar, Ann Stout, and Mary Ellen O'Shaughnessy) and Planning Commission (Lance Bloch and Loren Dickenson) present.

City Manager, Heide Lambert shared the 2019 9th Circuit Court Ruling, Martin vs Boise; ruling that it is not a crime for people to sleep on public property when there is no alternative provided to them. With homelessness on the rise, this has had an impact on many cities on the west coast.

Comments from the citizens varied from folks fearing for their own safety to others expressing worry for the unhoused population enduring the extreme winter weather. Common concerns were for all citizens' safety (housed and unhoused), proper disposal of garbage and waste, and access to health care and drug and alcohol treatment. There was genuine support in the group present for working to create stabilizing housing for folks who lose their housing in Yachats but want to keep living in Yachats. It was observed that several of our unhoused population were residents of Yachats who sometimes did not have access to housing. Some of the folks living in their cars in public spaces are working for local businesses and for residents who need help at their homes.

There were suggestions regarding using the Common's Pavilion as a warming shelter. There were benefits and concerns brought up based on previous winters with the unhoused sleeping in the Pavilion. It was discussed that the pavilion would have to be enclosed, heat provided, and the space supervised. It was later learned from the Fire Marshall that as an overnight shelter a fire alarm system would have to be installed to pass building inspections.

Other Lincoln County cities are partnering with the County, with local non-profits and, with churches to provide services. The City Manager was tasked to reach out to local organizations and explore how the city could better support their efforts. She also will meet with the Waldport City Manager to see what resources will be available there. With winter quickly approaching, the city does not have a viable solution for this year and welcomes the community's suggestions and efforts.

City Manager, Heide Lambert

Date: August 5, 2022
To: Heide Lambert, City Manager
From: Public Works Department
Re: July 2022 Public Works Report

Rainfall at Yachats Public Works:

	<u>Inches</u>			
	2022	2021	2020	2019
July	0.19	0.14	0.05	0.75
Rain year to date:	35.70	29.74	33.87	34.66

Total water production: **n/a gallons** Water loss efficiency: **n/a %**

Total water accounted for: **n/a gallons**

Total wastewater treated: **4,523,000 gallons**

The following is a list of what was done by Public Works staff in July 2022.

Streets:

- Multiple potholes filled.
- Brush cut corner of Yachats River Rd. and Hwy 101.

Storm Drainage:

- Gender storm drain culvert installation.

Water Treatment Plant:

- Water systems operations.
- Plant Maintc.
- Cleaned Reedy Creek screen.
- Cleaned roof on 200K Reservoir.

Distribution Sys:

- Meter reading.
- Meter maintc.
- Hydrant bollard replace.
- Hydrant work on 8th St. and on 4th St.
- One load of rock for hydrant replacement.
- Remove discontinued blow-off on Ocean View Drive.

Wastewater Treatment Plant:

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

Collection Sys:

- Lift station inspections.
- Degreased Lift Stations.
- Electrician worked on Main lift station wiring.
- Riverside lift station brush cut.

Public Works:

- Shop maintc. and clean up.
- Fleet maintc. & repair.
- Equipment maintc. and repair.
- Multiple locates.
- Brush box handling.
- PW administration.
- Piles picked up for Trails crew.
- U.S. flags removed.
- Public Works dirt pile hauled to city fill site.
- Playground work orders.
- Purchased WW Tractor.

Parks, Commons and City Hall:

- Misc. work orders.



City of Yachats Water Department Water Audit- Month of August 2022

	5/1/21	6/1/21	7/1/21	8/1/21	9/1/21	10/1/21	11/1/2021	12/1/2021	1/1/2022	2/1/2022	3/1/2022	4/1/2022	5/1/2022	6/1/2022	7/1/2022	8/1/2022
Gallons of Water Produced												2 month average				
Water Plant	4,476,300	3,339,800	4,765,800	5,166,000	5,597,000	4,481,700	3,808,800	2,540,100	3,890,100	3,718,667	3,912,500	3,740,000	3,740,000	3,508,300	4,981,200	5,983,000
Total	4,476,300	3,339,800	4,765,800	5,166,000	5,597,000	4,481,700	3,808,800	2,540,100	3,890,100	3,718,667	3,912,500	3,740,000	3,748,900	3,508,300	4,981,200	5,983,000
Gallons of Accounted for Water													7,488,900	3,508,300		
Reservoir Level Feet	29.8	19.1	21.8	28.1	29.3	28.2	28.4	27.7	29.8	24.5	22.6	30.0	22.0	17.6	31.5	26.5
Reservoir +/- Gallons 41,666 per Foot	312,495	445,826	112,498	262,495	49,999	45,832	8,333	29,166	87,498	220,829	79,165	308,328	333,328	183,330	579,157	208,330
Waterline Flushing Gallons	19,000	21,000	0	0	0	0	0	0	0	0	0	0	0	0	610,000	0
Gallons Sold	3,799,900	3,355,655	4,425,355	4,573,361	5,389,377	4,204,919	3,468,019	2,668,317	3,206,070	4,860,100	4,347,600		7,031,990	3,447,315	3,502,419	5,267,797
Total	4,131,395	2,930,829	4,537,853	4,835,856	5,439,855	4,159,086	3,476,352	2,639,151	3,293,568	4,639,271	4,268,434		7,006,990	3,263,985	4,691,576	5,059,467
Final Water Report																
Water Loss Efficiency	92%	88%	95%	93%	97%	92%	91%	96%	84%	80%	92%		93%	93%	94%	85%
Unaccounted Gallons per Month	344,905	408,971	227,947	330,144	157,145	322,614	332,448	99,051	596,532	920,604	355,934		481,910	244,315	289,624	923,533
Unaccounted Gallons per Minute	8	9.5	5.3	7.6	3.6	7.5	7.7	3.2	13.8	18.2	8.2		5.6	5.6	6.7	21.3



CITY OF YACHATS
PARKS AND COMMONS COMMISSION
September 6, 2022
Zoom Meeting Summary

I. (00:34) Meeting Call to Order

Chair Craig Berdie called to order on this Sept 6, 2022, meeting of the Parks and Commons Commission at 2:00 pm via Zoom Meeting. Members present: Dean Shrock, Michael Hempen, Adam Altson and Catherine Carey (late to meeting is traveling). Trails - Joanne Kittel and Bob Langley

II. (01:07) Correspondence/Communications - None

III. (01:30) Reports

1. Summery Minutes - None

2. Yachats Trails Committee – Langley stated Marine Dr and Aqua Vista Lp. fence is failing, see if McClung can go through the same process to get it fixed, it only needs two rails instead of three, see if other fencing projects need to be added to this same project.

Stott stated Ocean View Dr. timeline still has a couple easements that need to be signed; Kittel believes that the planting in Sunset Parks can still happen.

IV. Ongoing Projects – Berdie

1. Delineators Hwy 101 –contract signed by ODOT and moving forward.

2. (12:05) Green Space – Berdie - No change, council only wants to dredge the pond, but has concerns for plans of the boardwalk need repairing; check if restoring all three ponds; it is becoming a fen, 6/7 native plants are appearing in the area, not invasive; need RFP for a wetland’s specialist.

3. (26:30) Bicycle Racks – Hempen, spoke to Buckwald, setting up volunteers to help with that; Joco has the exact locations and will review and will know in a week or so and start putting them in. Non-employee people can get this done in the next couple weeks.

4. (30:00) Pocket Parks: Archeologist, Benches Signs, Plants – making progress on Pocket parks, sign resolution went to city manager, now need to get them ordered, delivered and installed; few day before need to lay out a grid and develop 1’x1’ mark where the plants go; the gravel needs to be removed by a contractor; Berdie was able to work with Celest on Saturday do a bio inventory and added the plants to the document Carey started; 17/18 plants that are in that area; unique to cliffside. Hempen met with the archaeologist, will be out next week and start the report for the pocket parks walkway, green space and the stairs; Recommendations of benches: Altson prefer 8 foot benches the consensus is to go with the 6 foot or 4 foot.

(53:00) Berdie will be forwarding a Sunset Park Request to the City Manager and read into the record, addressing the purchasing and moving benches: read into the record and will be posted as a part of this packet; Stott mentioned the naming of the park, regarding the naming of the parks but



1 didn't like north or south from her group of constituents; liked sunset and
2 pelican park; Berdie would like to move forward if the commission agree, will
3 recommend to city manager. After reading into the record the official
4 recommendation, they voted as stated below:
5 Approve: Shrock, Altson, Carey Hempen, and Berdie.
6

- 7 1. **(1:03:07) Skate Park** the design firm will come down in the early winter to
8 raise funds.

9 New business

10 **(1:03:22) Master plan for the parks** – Berdie sent out Master Plan that
11 primarily describes the wetland, greenspace areas in detail , it does include
12 the parks in Yachats; as housing and parking studies proceed they might
13 change the open spaces in the city; that there is not dedicated green space
14 nor pocket parks throughout the city; need low income housing for different
15 reasons; there are local govt grants for this type of planning, there are other
16 grants coming through state parks; Berdie asked that Commissioners read
17 the first few pages of the current Master Plan to see what you can make out
18 of it; Altson stated that Roslund that charging an extra dollar per night and
19 thought this would be perfect if we need to purchase some property, so we
20 wouldn't need so many grants or city money; there are vacated streets that
21 could be dedicated to this, as was done to Prospect Park.

22 **VI. (1:17:10) Commons / Council status**

- 23 1. No update, Shrock appreciates conversation with city manager, and working
24 with the restructuring.

25 **VII. Other Business**

- 26 1. From Staff
27 2. From the floor
28

29 Items for next agenda: same structure, master plan discussion.

30 From Commissioners (re: Landmark Property, general interest) – Remove item
31

32 Berdie noted the URL for a web site that might be helpful to the Commissioners and
33 public.

34 [https://www.completecommunitiesde.org/planning/inclusive-and-active/parks-rec-
35 master-planning/](https://www.completecommunitiesde.org/planning/inclusive-and-active/parks-rec-master-planning/)
36

37 The intent is to help us decide if/how we should revise the Park Master Plan to be more
38 forward looking and comprehensive as density increases through the city. The noted
39 site is only one of many that the Commissioners might encounter. It is intended only as
40 a starting point as it includes references to other content on the topic.
41

42 Craig Berdie adjourned the meeting at 3:21pm.

43 Prepared by Kimmie Jackson on 9/6/22

City of Yachats
EMERGENCY PLANNING COMMITTEE
Summary Minutes
August 12, 2022

- I. **(00:11) Call Meeting to order:** Chair Linn West, temporary Chair called the meeting to order at 2:06 pm and in attendance is Tracy Crews, Mary Beth Selby, and James Sanders
Absent: Drew Roslund, Jill Asch, and Don Groth
Staff: Kimmie Jackson and Councilor Mary Ellen O’Shaughnessey
- II. **(00:51) Correspondence / Communications**
- a. Summary Minutes (Informational)
 - b. Miscellaneous information out around town – (West) –Need to get information passed out in and around town; will utilizing the website and Facebook.
 - c. There are two Go Prep Fairs in Lincoln City and Newport and will be getting the information from them regarding the turnout.
 - d. There is a class in Ham Radios that was published, will request to post on website.
 - e. Driftwood area is mapping their neighborhood and Selby has done her neighborhood.
 - f. Communication to community – need specific page on Facebook and Yachats website; Crews did a Yachats emergency Prep Facebook page/group to post the community fair and sent to Yachats village and residents pages.
- III. **Reports**
- a. (10:41) Fire Department – Cox attended the meeting this morning, the Conex proposal is being vetted; they are having the same issue regarding communication with the community. Cox will check with the fire department on the timeline for First Aid/CPR classes.
- IV. **(15:45) Old Business**
- a. MOU with Fire Department – City attorney glanced at it, indicated it was not in the best interest of the city and rewrite; need timeline and direction.

West & City Manager talked with council members individually, and spent fire department, Jenny Damaris, and FEMA and how the city is approaching it; The response from council, is they want the “why’s”; the condition of the Conex’s are #1 priority and contents; Damaris would like our Conex’s to be filled with body bags and shovels; Crews said we need food and water or we will need more body bags; Roslund will give 6k and we also have the grant. Selby expressed her distaste of what would happen to people, when the average age is 67 and won’t be able to climb the hill and started a petition and will be asking councilors and candidates their position on this issue; there are 4/5 people out getting signatures from different parts of Yachats, they will

have them when there is a community forum for the candidates; West will ask city manager be on council agenda.

(30:25) Experience of wildfire –information from FEMA is included in the bags given away at city hall and the visitor center. Will contact Yachats news for articles.

(33:35) We didn't have the power outage, but the Hwy 101 was closed due to fire around the Drift Inn; trying to get people interested in the go bags and to put them together and mapping your neighborhood; discussion continued why we need the Conex and to promote Go-Bags; maybe have a drawing, like bring go bags and show who has the best one.

(39:00) Pick a date for emergency prep fair for next year, late July or August- mid on a day of the farmers market; last year was the first fair, possibly 13th or 20th of Aug, Sunday, will see if the commons is available the whole commons and the pavilion, will schedule through the city and to include Saturday afternoon for setup and the day after in the morning for take down.

(42:34) Selby updated the Storm Ready coming in December; West will notify the city manager again as it needs to be signed by the city manager.

(43:40) - Shakeout on Oct 20th we are signed up for but need to check with McClung what we were signed up for.

(45:00) The Technician Class may be of interest, West will email to members, it's on Oct 22nd and 29th. Will try to get it in the newsletter.

(46:09) Hand radio experience at the fire department is Shay, everyone else is in Waldport; needs to be in the Conex for communication; we need some direction on how to use; we could use long range radios, we have 5 at the city; the fire department would collect this info and they would pass on to Lincoln County; Waldport was using a different type because they felt the towers were going to go down and can't use the ham radios; Selby has a document to handle the Conex when an emergency happens; each Conex would have one and use for directions; AMS radios is an option, ham uses repeaters, and the AMS radio don't; Cape Foul Weather to Yachats the radio worked, once on Crestline could only hear not talk, the city might want to invest in a satellite

(57:57) West will request meeting with city manager & get contact for Commons, contract McClung for Shakeout info, Signatures for Storm Ready doc, ask for date to be on city council agenda

West adjourned the meeting at 3:00 pm.

Transcribed by Kimmie Jackson September 12, 2022

1 City of Yachats
2 **Public Works and Streets Commission**
3 **Summary Minutes Draft**
4 **September 13, 2022**
5

6 I. (00:16) West called the meeting to order at 2:01 pm.

7 Present: Ron Urban, Kevin Erdahl, Alex Cox, Linn West, Bob Bennett, Don Groth
8 and Don Phipps

9 Staff: Kimmie Jackson, David Buckwald, Rick McClung, Councilor Greg Scott

10 II. (01:22) Correspondence / Communications – Summary of minutes review

11 **(3:11)** Public Works (Buckwald) main pump station PLC control panel failed & fixed the
12 next day, water relater went bad and was repaired; McClung reported water plant had a
13 PLC go out; had to run manually, will get backup module.

14 Backwash Recycle and Valve was approved; the lagoon will be pumped out in the next
15 week or two.

16 Delineators - ODOT suggest a foot wide delineator go inside, but has to be inside the
17 fog line, there is a bottleneck area that needs to be looked at; ODOT did send the
18 revised IGA giving more money, walking/sidewalk on the west side road wanting to add
19 two feet to the narrow spot, the other side a bike path; will need approx. 6 feet for both
20 sides; phase two would be about 5 years out.

21 **(17:49)** Discussed water report July and August showing what was sold; April and May
22 are together on gallons sold, and June was at 3-4 million gallons and July is at 4-5
23 million, did have a leak in August sold 5 million gallons.

24 **(19:41)** Generator pump station quotes: Buckwald – approved for the generator from
25 the city manager; there are two portable generators, but one needs to be worked on.

26
27 Received three Pump Station Engineering quotes, need to move the control panel up
28 the list, to do in the next year or two; the other quote is for the Main Pump Station
29 Control; Air Valve Actuator motor went out weeks ago, controls the air to the basin of
30 the sewer plant; don't make that motor any longer, will find replacement.

31
32 CIP Wastewater Rollup Doors – there's an option to put in with like kind material, cost
33 from 130k down to 60-80k.

34
35 (31:43) Stormwater status, won't start for another month per McClung.

36
37 (32:17) E 2nd St. design revision, the grant results are coming in November, but want to
38 put out to bid again; working on a temporary solution, public works has an underground
39 reestablished storm water line that will help; and the Earthquake Valve Bid has been
40 accepted already.

1 (40:33) Finance Report (Groth), no July report, no additional revenue for June expected;
2 should spike in August; need Tim Tice to come back and see what his model says;
3 revenues are down since the forecast; 1.8mil in water cap, 1.5mil wastewater cap, these
4 projects are going to wipe it out in two years; McClung will request from city manager to
5 contact Tim Tice.

6 (48:30) CIP projects next 10- & 20-years – establishing priorities and accomplishing
7 some of the projects, Groth will put together a document and will start talking about the
8 next five years.

9 (50:06) Emergency Prep – West & Cox – met yesterday and discussed the Conex
10 issues and requesting to be on the council; talked about communicating with the
11 community; fairs, ham radio classes and first aid courses will need to get information out
12 to the public.

13 Storm Ready certification has been passed on to get signature from city manager.
14 McClung signed emergency preparedness for the Shakeout just drop & roll where you
15 are.

16 (55:14) Fire dept – will get notified once they are recertified and then reach out to the
17 community for classes.

18 Putting in a preapplication for phase 2 for the sidewalks/sidepath to ODOT and getting
19 the foot in the door; phase 3 would be the north part of town and sidewalks, south is a
20 lot more pedestrians and a higher priority; provided cross walks for phase 3; the speed
21 monitoring on both ends of town do collect data Buckwald can start getting the
22 information/reports together; possibly approach ODOT about installing automated traffic
23 enforcement, 70% of the revenue goes to the state, it could be an incentive to ODOT.

24 Announcement there is coming up webinar on Water Law, put on by attorneys, 2 day
25 covering water policy, and the state and legislative development, early bird registration
26 is about \$700/800.00 event.

27 (1:19:55) Betty Johnston – 6th St. dead end/boardwalk - egress to Ocean View Road,
28 it;s busy and the amount of people is very high and needs to be spruced up, should be
29 a more presentable for the tourist; Buckwald will take a look at it and put on their list,
30 maybe Will Williams could add to his mowing route.

31 **(1:24:00) Old business**

32 Street inventory and Street light study have no reports.

33 Public works standards – in the CIP listing Westtech identified 10k in the budget they
34 can recreate the Yachats Standards; McClung will contact them for an update.

35 No further business to discuss, meeting adjourned by West at 4:12 pm.

36 Prepared by Kimmie Jackson Deputy Recorder on 9/14/2022.

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City of Yachats
Planning Commission
Summary Minutes
August 16, 2022

- I. (1:07) Lance Bloch called the Planning Commission meeting to order August 16, 2022, at 3:00 PM.

Present: Loren Dickinson, Jacqueline Danos, Lance Bloch, Chair, Christine Orchard, Julie Bailey, John Theilacker, Co- Chair and Tod Davies

Staff: Deputy Recorder, Kimmie Jackson, Katherine Guenther, Planner

- II. (1:41) Announcements and Correspondence: Danos finishing up the housing proposal and Rachel will send out the joint meeting date; the 13th at 1p for the in person public meeting is at 6:30p. Notice needs to be out that the Work Session is cancelled, and this meeting will take the place of it; Guenther will check with council to see if they are going to be at the meeting, they have not responded to Danos except for O'Shaughnessy; parking presentation in September but no date yet;

- III. (6:18) Citizen Concerns: Carey is concerned and wrote letter to the mayor and city manager regarding the brush on 4th and Pontiac, it's a disaster waiting to happen and the mounds need to be removed; Guenther stated the fire department did come by the city to send out letters regarding the condition of the lots; the nuisance ordinance would have some time limits; Theilacker stated that in the August newsletter the Yachats Action Alliance and Dept. of Land Conservation, Wey Radomski is holding a public meeting on Sept. 19th at 3p at the commons in room 8, presenting a Q & A, goals and processes; notice should include potential quorum for all commissions and council.

- IV. (15:00) New Business

- a. Vote on Code Enforcement letter: Bloch and Theilacker met with Guenther regarding the agenda, code changes, and then enforcement and that we don't have an enforcer, the commission will send the city manager or council from the planning commission that this be made a priority; Dickinson asked about the duties that are included, like ordinances, codes, and if they will be working with planning; Bailey stated they need to have to be knowledgeable about the codes, people are stretching the rules; the letter should include clarifying the responsibilities, it's in the budget for parttime, maybe some flexibility, discussion continued about how it can be approached, possibly along with the another job/responsibilities/positions, Guenther will pull the old contract and let them review it:

(36:40) Motion to write letter as first step to the city manager and emphasize it very important to fill this position; Bloch and Theilacker will put the letter together:

1 Aye: Dickinson, Danos, Bloch, Orchard, Bailey, Theilacker, and Tod
2 Davies
3 Nay: None
4 Absent: None
5

6 V. Old Business: None

7 VI. City Planner

- 8 a. (41:18) Planner's report - Guenther stated no written report, it was slow
9 other that a lot of decks are being built; ocean view drive handoff is in the
10 works with Jackson assisting
11 b. (43:30) Update to "Fences, Hedges, and Walls" public hearing status –
12 Guenther stated that on the final report from Hui
13 Radomski, DLCD Representative, there is no status on the website;
14 meeting with Wey on Friday; the public hearing in this coming month in
15 sept at the regular meeting on Sept 20th, it's a reading of the code
16 changes, put on agenda. Notices will have to mailed out to the public by
17 the end of the month; will get the address list from the county and Jackson
18 will put the notice together in a post card format. Just the one hearing and
19 then on to council.
20 c. (50:12) Wetlands inventory status no progress, holding us up is the
21 department of state lands adopt our local wetlands inventory, missing the
22 GIS mapping, and will be able to use as a layer on that map; DLCD to
23 release the info so that we can use those and then find a consultant to
24 digitize the map, maybe the pacific habitat; will find out what we need to
25 pay for; Theilacker will call pacific habitat
26

27 VII. Other Business

- 28 a. (57:59) From the Commission - Danos directed to Carey of Parks &
29 Commons about the proposal for the solar kiosk and send to Carey since
30 they are working on the parks plan and could include the information for
31 the parks to discuss.
32

33 (59:53) Theilacker mentioned he would like to continue changes to title 9;
34 Danos wanted to know about changes for title 4 and the need for changes
35 and to add to the month of September; no meeting on the 6th.
36 Guenther stated that the vacation rental changes need to be made, but
37 not a planning issue, it a licensing issue.

- 38 b. From staff - None
39

40 Bloch adjourned the meeting adjourned at 4:08pm.
41

42 Prepared by Kimmie Jackson