

## 1. Meeting Materials

### Documents:

[Emergency Shelter Cold Weather Proposal 11 2022.Pdf](#)  
[2022-11 City Mnager Eval Form.pdf](#)

**Wednesday, November 16, 2022  
Yachats City Council Meeting**

**Emergency Cold Weather Shelter Proposal**

In the Fall of 2021 a committee was formed in response to concerns around providing shelter during extreme weather conditions. As a result, the Commons Pavilion was used to provide emergency shelter. In October of this year, the city relayed to the committee that, after discussion with the Fire Marshall, the Pavillion will not be available for housless people this winter. Since then, the Unhoused Committee has reconvened to explore other options.

Recently, Pastor Bob Barrett, Nan Scott and Barb Loza-Muriera went to tour the Emergency Cold Weather Shelter in Florence and met with Patricia Burke, the Director of the program. The shelter is located roughly one half mile north of Munsel Road and Fred Myers, on small plot of land, just off the highway. It consists of 21 pallet structures that can shelter two individuals at a time. All shelters are heated and insulated and come with two bunk beds and electrical outlets for phones, etc. Currently, as per the director, the shelter is opened only “when the weather is cold and rainy---below 40 degrees--3 straight days of soaking rain-- or below 34 degrees, regardless of the weather.” (Note: Our criteria may differ.)



Pastor Bob has had several meetings with City Manager Heidi Lambert to brainstorm potential solutions to this crisis, and she indicated that there might be some City funding available to purchase pallets for emergency shelter in Yachats, if the church would commit to finding a suitable location. Since these discussion Pastor has met with the church leadership to discuss the proposal. On Sunday November 6<sup>th</sup> the church council approved hosting up to five pallet shelters on our church property, 360 7<sup>th</sup> Street, in/on the west parking lot, contingent upon the city’s purchase of the units.

At this time, we are asking the City of Yachats to purchase five (5) 64 square foot Pallet Units, to be placed on church property. These five pallets would be used to house up to ten individuals during severe inclement weather.

Additionally, we are requesting that the city pay for the installation of fencing and electrical hook-ups, both of which are required by the Pallet company for all of their projects. The Unhoused Committee will take on management and supervision of this project. Committee members were confident that they could draft enough volunteers to monitor on the nights the shelter is open.

There are other infrastructure issues to be considered such as bathroom and handwashing access (Port-a-Potty) that would require some additional funding beyond purchase of the pallets, fencing and electricity. That being said, we feel that this could be funded with the support of the community and private/public dollars via the County and philanthropy.



DON'S PLACE

Lastly, in the wake of the loss of our friend, Don Dougherty, there has been an outpouring of support towards helping the houseless. To honor Don, the committee has agreed to the working title of this project as "The Don Dougherty Emergency Cold Weather Shelter" or "Don's Place".

*Drawing by Corina Rose*

Respectfully submitted by the Yachats Unhoused Committee

Bob Barrett  
Morgen Brodie  
Dayna Capron  
Mary Deriberprey  
Barb Loza-Muriera  
Jill McLean  
Mila Niemi  
Laura Rains  
Nan Scott  
Gerald Stanley

**ATTACHMENT 1**

**Cost Estimates**

**Pallets:** \$59,445 (delivered and assembled)

**Fencing:** Up to \$5,000 (based on on-line estimates)

**Electrical:** Up to \$5,000 (based on on-line estimates)

**Miscellaneous Costs:** Up to \$,5000

- **Total Request:** Not to exceed \$75,000

## **YCPC In Kind Services**

YCPC currently provides the following services to the Yachats and South County community:

**Food Pantry:** Originally housed in The City of Yachats City Hall, the Food Pantry was moved to YCPC at the beginning of the COVID Pandemic in 2020 after City Hall was closed to the public in observation of COVID mandates. Initially housed a small utility closet in City Hall, after moving to YCPC the Pantry was expanded into a 120 square foot space, ideally located by our main entrance, with a large, sliding glass “service window” that provides easy access. The pantry is currently fully staffed with 20 regular volunteers who rotate throughout the month. Open Monday, Wednesday and Friday from 11AM – 1:00 PM, with evening hours on Wednesday from 5:00-7:00 PM, the Food Pantry is accessible to anyone, without restrictions. No proof of residency or identification of any type is required. For tracking purposes, people are (respectfully) asked “how many people will this food be feeding?” This helps us record how many people are being served and assists us in making sure the Pantry has adequate inventory. It should be noted that answering this question is voluntary.

In between regular Pantry hours of operation, should someone come to YCPC in need of groceries, YCPC Pastor, administrative assistant or other YCPC volunteers at the church are free to assist the individual and provide them food from the Pantry, as necessary. Delivery of food to homebound individuals is also available, by request.

The Food Pantry carries canned (and glass jar) food items, in addition to grains, pastas, cereals, beans and other dry goods. The Pantry stocks meats, cheese, milk, butter, eggs, frozen foods and seasonally donated vegetables and fruits. Dog and cat food are also available. Non-food products include an array of toiletries (i.e. feminine products, toilet paper, toothbrushes, soap, etc.) and other miscellaneous products. During the winter months of 2021, the Pantry received private donations of brand new sleeping bags, socks, hats, rain ponchos, tarps, and blankets. Lastly, COVID-19 Test Kits, supplied through Lincoln County Public Health, are currently available, free of charge, to anyone who wants or needs a test-kit.

The Food Pantry is supported through community and visitor cash donations, as well as direct donations of food and other products from citizens, local businesses, organizations, farms and community gardens. Business partner “Cash n Carry” offers discounts on Pantry purchases, as well as donations of food, including meat products. Each year at Thanksgiving and Christmas, family sized food baskets—including frozen

turkeys and ham-- are provided through our partnership with South Lincoln Resources. For the past two years, YCPC has spent nearly \$20,000 on keeping the Food Pantry fully stocked.

On average, we see 50-70 individuals per week, and provided 2–3-days' worth of food, feeding 125-175 people per week. (Note: This is up from 40-60 people per week in May of 2021). During the 2021 over 1200 individuals benefitted from the food they received at the Food Pantry. We have seen an increase of Pantry usage since the beginning of 2022 and expect this trend to continue given the current inflationary pressures driving up the cost of living. The Pantry spends approximately \$2300 per month, excluding large donations of food from Grocery Outlet, Dollar General and bags of food from private citizens.

**South Lincoln Resources Emergency Voucher Program:** YCPC currently partners with South Lincoln Resources (SLR) to provide vouchers for utilities, gasoline and limited number of emergency purchases. This program operates on locally raised and pooled funds from a small collective of Faith Based Organizations, of which YCPC is a member. The voucher program is designed to provide emergency relief for residents of South County. Vouchers are capped at \$300 per year, per person, annually for utilities; \$25/30 per gas voucher—with individuals being limited to a few times a year, as per discretion.

Though limited in funds and scope, the SLR Emergency Voucher Program allows YCPC to provide assistance to individuals who are unable to cover energy bills or are facing shut-off notices on electricity, water or phone lines; requiring gas for their vehicle to get to get to work, a medical appointment, or other basic transportation needs; in need of propane or firewood; to provide phone cards to keep cell phones operation; help with medication purchases. Bus tickets for the local Connector bus line between Yachats, Waldport and Newport are also made available through the program.

**Lions Club Voucher Program:** YCPC is fortunate to have a partnership with the Yachats Lions Club, which operates two thrift store locations within Yachats. Vouchers of up to \$25.00 are available for individuals to purchase clothing, coats, shoes, linens and miscellaneous camping/outdoor related equipment. There are no residency or income requirements; vouchers are provided as needs dictate.

**Local Assistance Fund :** Through the generous donations by YCPC members and friends, YCPC is able to provide a limited amount of funds to assist community members with addressing a range of emergency situations. Most common examples include: motel stays; rental assistance; car repairs; funds to help make ends meet between paychecks/benefit checks; emergency home repairs; transportation costs for transport outside of the local bus line; items not readily available at the Food Pantry, or at the Lion's Thrift Store.

### **Numbers Served:**

Since January 1 2022 to May 2022, YCPC estimates:

- 150 points of service contact (72 via the front office staff, 78 points of contact via the Pastor.)
- Representing 54 separate individuals—
  - 22 of which are houseless, either living in their cars or living outdoors full time;
  - 2 living (fulltime) in motels;
  - 8 are seniors between the ages of 62 and 73, on very limited income and/or medically fragile.

Note: From January 1 through August 31, 2022 we have served approximately 83 (unduplicated) individuals through 294 points of contacts. Currently, we see on average 7-10 unique individuals seeking support services.

**Resource Information and Referral:** While YCPC makes every effort to work with individuals to meet their needs, very often more assistance is required.

To that end, we make every effort to keep up to date with all available resources within the central coast area and provide that information to the individuals we serve. We also offer any necessary assistance for a connection to be made, such as making calls-- or printing application forms, researching and explaining application processes, assisting in making appointments, as well as connecting individuals with family members who may be able to help--for example. Service providers we refer to are located in both Lincoln and Lane counties. Current program referral list\* includes:

### **Lincoln County:**

- South Lincoln Resources & 7<sup>th</sup> Day Adventist Clothing Program: Food, clothing, furniture, medical equipment
- Community Services Consortium – Energy Assistance Program
- Yachats Youth and Family Programs: children’s programs, family resources.
- Legal Aid / Homeowners Assistance Program: Foreclosure assistance
- Grace Wins Haven: Showers, homeless support services, referrals, and consultation.
- Lincoln County Public Health
- Lincoln County Veterans Office: Information and services

### **Lane County (Florence)**

- St Mary’s of the Dunes: referral information, homeless/houseless support

- Three Roman Catholics (3 RCs): tents, tarps, camping equipment for the houseless; link to warming pallet community project managed by local Siuslaw Presbyterian Church.
- Siuslaw Outreach Services (SOS): Rehousing and homeless assistance; special victims assistance; domestic violence shelter; transportation vouchers.
- Florence Cold Weather Emergency Shelter.

\* Note: We are currently seeking expand service referrals in the areas of: homelessness and recovery; mental health; senior support services. In addition, we are exploring funding to hire on-site case management services.





info@palletshelter.com  
(208) 572-5538

Created Date 11/3/2022

Quote Number 0000987

Company Address 1930 Merrill Creek Pkwy, Suite A  
Everett, WA 98203  
USA

Expiration Date 12/30/2022

Contact Name Robert Barrett

Email agatepastor@peak.org

Bill To Name Yachats Presbyterian Community Church

Ship To Name Yachats Presbyterian Community Church

Ship To 360 West 7th Street  
Yachats, OR 97498  
United States

Product	Sales Price	Quantity	Total Price
Shelter 64 SQF .5" Insulated	\$7,495.00	5.00	\$37,475.00
120v Electrical Kit w/ 1500w Heater	\$1,299.00	5.00	\$6,495.00
Air Conditioner and Install Kit - Shelter 64	\$399.00	5.00	\$1,995.00
Folding Bunk Bed	\$349.00	10.00	\$3,490.00
Custom Fit Mattress Pad	\$299.00	10.00	\$2,990.00
Assembly Training	\$3,000.00	1.00	\$3,000.00

Subtotal \$55,445.00

Tax \$0.00

Shipping and Handling \$4,000.00

Grand Total \$59,445.00

**Notes**

A 6,000 lbs. forklift with 8 foot forks will be needed onsite for delivery at the responsibility and cost of the customer. Pallet is not responsible for site grading, leveling of shelters, staking to the ground, or electrical connections to the shelters.

Prices are in USD

**Terms and Conditions**

*NOTICE: This Quote contains the preliminary non-binding terms of purchase and sale by and between Pallet SPC and the Customer listed above. This Quote does not constitute an offer to sell, and shall automatically expire ninety (90) calendar days from the date of issuance, unless terminated sooner by: (i) written notice from Pallet SPC to Customer; or (ii) upon the delivery of an SOW by Pallet SPC to Customer. All Pallet SPC materials, publications and websites are maintained as sources of general information and are not quotations or offers to sell. All clerical errors are subject to unilateral correction by Pallet SPC, in its sole discretion. Any order, written or verbal, based in any way on this Quote, shall not be binding on Pallet SPC. All orders shall be based on, and governed by, the terms and conditions of the applicable Master Product and Services Agreement Statement of Work ("SOW"), issued by Pallet SPC after a request for a purchase order from Customer. No agreement to purchase or sell products or services shall be binding upon Pallet SPC absent a written and executed SOW.*

## City Council Evaluation of City Manager

Rate the City Manager using the scale below:

Instructions: Review the work performance for the entire period under review; refrain from basing the evaluation solely on recent events or isolated incidents. Disregard your general impressions concentrating instead on each factor, one at a time.

Rating	Description
1	Unsatisfactory performance
2	Requires Improvement
3	Meets Job Description
4	Generally exceeds Job Description
5	Substantially exceeds Job Description
N/O	No Opinion - Did not observe-or-does not apply to this employee

Leadership		
Does employee 1.) inspire others to succeed? 2.) actively promote efficiency in tasks/operations? 3.) demonstrate a high regard for personal ethics and integrity? 4.) help Commissions to focus their work so that it is most useful while encouraging positive relationships and morale	Rating	Comments:

Execution of Policies and Goals		
Does employee 1.) effectively implement policies, programs and goals approved by the City Council? 2.) display an understanding of the laws and ordinances of the city and cause them to be fairly enforced?	Rating	Comments:

Community Relations		
Does employee 1.) represent the City with a positive outlook, tact & diplomacy? 2.) avail themselves to & work well with citizens? 3.) maintain effective relations with media reps? 4.) adequately inform the public of information & events by utilizing various forms of correspondence?	Rating	Comments:

Administrative Duties		
Does employee 1.) demonstrate transparency, efficiency & organization? 2.) adequately prioritize tasks to ensure timelines are met? 3.) communicate clear, concise, and accurate information both verbally & written? 4.) handle HR issues well? 5.) foster a good working environment for staff?	Rating	Comments:

City Council Relations		
Does employee 1.) work well with City Council, making sure adequate info is available prior to meetings? 2.) accept direction/instruction positively? 3.) participate in discussions & make recommendations when appropriate? 4.) avail themselves to meet council members to address individual questions and issues?	Rating	Comments:

Financial Management / Budget		
Does employee 1.) prepare an understandable and realistic budget? 2.) control expenditures in accordance with budget & ensure monies are managed properly? 3.) make sound decisions that consider cost/benefit? 4.) exhibit forward planning for management of cash flow?	Rating	Comments:

Safety		
Does employee 1.) perform tasks with safety of self and others in mind? 2.) limit the City's risk of exposure to liability or other claims? 3.) follow all safety measures expected for the position?	Rating	Comments:

Additional Comments:

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Name of Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_