

1. 10:00 A.M. Agenda

Documents:

[2022-02-09 Joint Meeting City Council With PnC.pdf](#)

2. 10:00 A.M. Meeting Materials

Documents:

[Charge Letter.pdf](#)



**CITY OF YACHATS
SPECIAL JOINT MEETING
CITY COUNCIL AND PARKS & COMMONS COMMISSION
Yachats, OR
Wednesday, February 7, 2022 at 10am
To Be Held Via Zoom**

AGENDA

Join Zoom Meeting

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

Meeting ID: 833 8033 5391

One tap mobile

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+12532158782,,83380335391# US (Tacoma)

Dial by your location

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+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>

Special Joint Meeting Agenda

1. Communication between Commission, Council, and City Manager
2. Scope of responsibilities of the Parks and Commons Commission
3. Update on Current Projects
4. Budget Issues
5. Commission's list of topics for future discussion with Council and City Manager

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.

Posted Revised 1/5/2022

Dear Commission Member,

2022-02-07

Thank you for your willingness to serve on the Yachats Parks and Commons Commission. Yachats is fortunate to have individuals such as yourself who volunteer their time, knowledge, and experience to our Commissions. Our Commissions, and the volunteers on them, are integral to the functioning of our city.

The Council desires to improve the efficiency and effectiveness of the process by which the Commissions move their work forward to the Council. We have discussed areas that we believe could be improved and now wish to present a solution.

The Council asks that when you have a project, recommendation, or request needing Council action, your Commission submits it to the City Manager by providing a cover letter providing the following information:

Commission Name:

Date submitted:

Name of Submitter:

Title of Project, recommendation, or request:

Community Implications:

- Briefly describe the background of how this item came forward, the history and how it contributes to the health and safety of our citizens and visitors.
- Referencing sources, describe input obtained from citizens, commissions, staff, consultants, and others that resulted in the recommendation being brought forward.

Budgetary implications

- What is the estimated cost for this project? What is the source of this estimate, and your confidence that it is within 10% of the actual cost? Has funding for the project been identified and or approved? Will you be applying for grants?
- Recommended timeline for start and finish. Explain any critical dates.

Environmental Considerations

- Describe real or potential impact of this project on the environment (Air, water, earth, natural resources).

The cover letter will provide important information to help the Council understand the request and to act on it in a timely manner.

Following submission, the City Manager, in collaboration with the Mayor, will determine placement on the Council Agenda and will notify the Commission Chair. If the proposal is approved, the City Manager assumes the administrative responsibility for the project.

The City Council looks forward to a productive year working with the Parks and Commons Commission. Should you have any questions or comments, please contact Mayor Vaaler.