



CITY OF YACHATS

PARKS AND COMMONS COMMISSION

November 21, 2019

Draft Minutes

I. Call to Order

Chair John Purcell called to order the November 21, 2019 meeting of the Parks and Commons Commission at 3:00 pm in Room 1 of the Yachats Commons. Members present: Linda Johnson, John Purcell, Dawn Keller, Dean Shrock, Michael Hempen, Craig Berdie, and Scott Gordon. Absent: none. Also Present: Councilor James Kerti, Councilor Leslie Vaaler, Facilities Manager Heather Hoen, Trails Leads Bob Langley and Joanne Kittel, and Little Log Church Representative Mary Crook. Additional audience: 1.

Commissioner Purcell recognized the stellar contributions of Barbara Frye, who passed away earlier that morning. He noted how significantly she impacted the character of the City of Yachats.

II. Approve Minutes – October 17, 2019

Commissioner Keller noted how much of divergent conversations were contained under the Trails Report heading.

Page 2, Lines 41-42: “costs” should read, “costs, design and engineering”

Commissioner Gordon moved to approve the October 17, 2019 minutes as presented: Aye – 6; No – 0.

III. Reports

A. Facilities Manager

Commissioner Berdie stated it seemed the City was putting residential heating units in a commercial building. Facilities Manager Hoen reported she talked to one contractor who indicated that the units were residential and commercial units were available. She had received three bids between \$12,000 and \$13,000 to replace the broken units, and a commercial unit would require getting three-phase electrical to the building and duct work in the ceiling. Gordon clarified there were twelve units total in the Commons building. Hoen explained having to replace all twelve units would cost just as much as installing one commercial unit. She noted the residential warranties are five years and the commercial units are ten years for parts and seven years for service. Berdie indicated he favored getting a commercial unit. Purcell noted adding three-phase power to the building would require excavating to pull wires from the transformer. Hoen noted the contractor was factoring this work into their quote.

1
2 Hoen explained the heater in Room 3 could repaired, the one in Room 7 could not be repaired,
3 and the one in Room 8 worked intermittently. She added one heater in the Multipurpose Room
4 is working and one is not and there was a total of three that need replacing.

5
6 Purcell clarified that Hoen would have the estimate on the commercial unit within three weeks so
7 that the Commission could address the matter at their next meeting.

8 9 **B. Payment Processing - Kimmie Jackson**

10 Clerk Kimmie Jackson explained that when a user makes a reservation, they can pay by cash,
11 check, or credit card. If the user inputs the information into the reservation system, the office
12 gets notice of a receipt of that reservation and must input that information into the accounting
13 system. Jackson explained when a user comes into the office, staff must find the reservation in
14 the system to run a card or accept other forms of payment.

15
16 Jackson explained the City splits the deposit from the rent payment and other fees. Purcell asked
17 if the system was working. Hoen stated there were issues because Civic Rec did not talk directly
18 to the accounting software. Jackson stated Ellen Myhrvold was working on providing weekly
19 reports to determine what events have been paid for.

20
21 Hoen noted some people pay for multiple events with one check, and she must follow up with
22 the payer to determine the invoices that payment applies to.

23
24 Jackson explained deposit refunds are made by check only. Hoen explained she has a checklist
25 with an indication of what should be refunded. No deposits are credited a credit card.

26
27 Purcell clarified that there have been \$500 deposits made since the rule went into effect.

28 29 **C. Trails Committee**

30 Bob Langley reported the Committee purchased three counters and the one placed on the
31 Ya'Xiák Trail near the Gerdemann Garden was stolen. Kittel reported they are looking into
32 getting a replacement and exploring locations where it could be placed. She noted it would cost
33 over \$500. Langley noted the vender indicated sometimes the units are taken by people who
34 think it is a camera and suggested they label it as simply a counter.

35
36 Commissioner Hempen thanked the Trails organizers on their organization and efficiency in
37 managing volunteers. Berdie expressed appreciation for the work on the Urban Path.

38 39 **D. Little Log Church**

40 Carl Miller reported the new nonprofit mailed 830 letters to Yachats property owners. He
41 indicated they have received 25 donations to date. He stated they have printed donation
42 envelopes for people who donate at the Log Church so the Board can send tax receipts.

43
44 Miller read a thank you note for a person who used to live in Yachats. Mary Crook stated Jo
45 McDow has identified two people for benefit events. A classical guitarist will play on December
46 7, 2019 and there will be a reading on December 6, 2019 of a Child's Christmas in Wales. She
47 reported the Church will be decorated for the holidays.

1
2 Purcell clarified with Hoen that the plans for the remodel are done and they were waiting on
3 funds and a decision to move forward.
4

5 **E. Dog Park**

6 Purcell asked Commissioners to keep the handout from the presenters and bring to the next
7 meeting for further discussion.
8

9 Mary Aebi (King Street), Corrita Edson (Radar Rd), Betty Johnston (W 6th Street)
10 indicated she got the plans for the Florence Dog Park from the City of Florence and left with
11 someone at City Hall. They presented arguments for having a dog park. Johnston noted that
12 people who bring their dog to a dog park are excellent about picking up dog waste. Aebi
13 explained that having a park in the area of the ballfield would reduce the amount of dog waste
14 that would be left in the adjacent areas.
15

16 **IV. Finance – no report in packet**

17 **A. Commons**

18 **B. Trails**

19 **C. LLCM**

20 Purcell explained the City was still working on the financial reports, and the City Manager was
21 tracking expenses until the Commission can get their report. Commissioner Johnson asked why
22 the Commission could not get a finalized report three weeks into the month.
23

24 **V. Old Business**

25 **A. Noxious weeds**

26 Berdie explained he had added notations to the document containing the code language. He
27 reviewed some of his comments. He noted the code differentiated prohibited weeds in riparian
28 areas and believed there was no need for making that distinction.
29

30 Berdie indicated the State of Oregon identifies A, B and T Weeds. He believed the City should
31 be consistent with the State rules. He noted the noxious weed policy for the State was written by
32 the Department of Agriculture, which has different priorities from the City. He provided an
33 example of holly, which agricultural entities want to grow as a product for the holidays Berdie
34 suggested the City be more comprehensive in their policy.
35

36 Berdie noted he has several comprehensive lists of noxious weeds. He asked whether they
37 should list the weeds or refer to other documents. Berdie explained Manager Beaucaire stated
38 the attorney indicated if they list the weeds, they need to demonstrate why that weed should be to
39 controlled.
40

41 Purcell noted the complexity of what the attorney was asking and the lists for a town of 750
42 people. Purcell asked if they would be better not doing anything. Berdie indicated that to
43 change the ordinance, they would open up the rest of the ordinance to scrutiny.
44

45 Councilor Kerti asked about the problem with referring to other published lists. Berdie discussed
46 issues with having multiple lists and determining which list would be best. Keller did not think it
47 would be that difficult to find a list. She suggested it was more of a code enforcement issue,

1 which was the purview of the City Manager. Berdie indicated that Manager Beaucaire stated
2 that it was within the jurisdiction of the Commission to make recommendations to her that she
3 would take to Council.

4
5 Berdie added that there were issues the City Manager had concerns about that the Commission
6 could provide feedback on. He noted the date of the Weed Abatement start and developing plans
7 for mitigating weeds.

8
9 Langley suggested they consider prohibiting using chemicals to eradicate weeds. Commissioner
10 Shrock stated Don Niskanen had stated that people need to notify neighbors if they are going to
11 use poisons.

12
13 Berdie recommended they identify a list of weeds, remove the naming of weeds in the ordinance,
14 clean up the language, and allow for some plan for mitigating weeds on steep slopes.

15
16 Gordon had a question as to whether the noxious weed issues ever got enforced. Berdie
17 suggested there were signs of more enforcement going on now.

18
19 The Commission discussed whether removing weeds would cause erosion and whether they
20 should allow mitigation plans. Gordon noted if a person controls the weeds, there was no need
21 for a plan.

22
23 Johnson suggested they approach the matter as an educational issue as some people do not know
24 certain weeds are prohibited. Johnson also noted the Weed of the Month does not work when it
25 was presented in black and white.

26
27 Purcell summarized the key changes are to eliminate the list in the code, insert a reference to
28 another list, and eliminate the date for weed abatement.

29
30 Purcell asked Berdie to come up with his suggestion for lists to reference.

31 32 **B. Meeting Reports aka "Salmon Sheets"**

33 Keller agreed to complete the salmon sheets.

34 35 **VI. New Business**

36 **A. Admin Policy 6**

37 Purcell explained that the City Manager asked that the Commission be aware of making requests
38 of staff time.

39 40 **B. Admin Policy 5**

41 Gordon provided some history on people wanting to place benches without providing for future
42 maintenance and causing a congestion of benches.

43
44 Johnson noted there was a general plan for the Commons on the wall in the meeting room in
45 which there was explanation for where benches should go. Gordon suggested the current policy
46 was working. The Commission was not aware of how many requests for benches were being
47 submitted. The Commission also did not know the price being charged for adding a bench.

1
2 The Commission discussed the Commons plan. Langley noted the Trails Committee did not
3 think the portals were appropriate for some areas around the Commons. Johnson had concern
4 that they were throwing out the Commons Master Plan. Shrock suggested they should be
5 allowed to reconsider some aspects of that plan. Hempen noted that the City did not seem to
6 have a priority of moving forward with implementation of the plan. Shrock noted other costs
7 have taken precedence.

8
9 Keller suggested they consider donation options other than benches and trees. Johnson agreed it
10 would be good to have a list of things that Yachats needs, noting the donations might be tax
11 deductible. Hempen wanted to know what type of donations were people willing to make.
12 Purcell agreed it would be important to know what people are told when a call comes into the
13 City.

14 15 **C. Admin Policy 1**

16 Commissioners discussed possible recommendations to Council, such as modernizing the
17 buildings and facilities, developing a plan for the Commons building in the event City Hall
18 moves to the 501 Building, or assigning a study to determine the best use of the area City Hall
19 vacates. The Commission agreed to recommend to Council that the Council develop five-year
20 and ten-year goals.

21
22 Commissioners agreed to start collecting ideas for goals for the Commission:

- 23 - Updating the Master Plan for the Commons, 2011 and 2017
- 24 - Update/maintain the gravel areas in front of the Commons
- 25 - Establishing some overall procedure for addressing the plans

26
27 Shrock asked to consider ongoing art projects and city beautification. Keller wanted to improve
28 communications on transmitting information to and from Council and City Staff. Keller believed
29 that Council should not just not vote down Council recommendations and should instead send
30 the recommendation back to the Commission to revise, citing the frustration people who worked
31 on the project feel.

32
33 Kerti asked the Commission if there have been situations of concern that have happened in the
34 past year. Purcell mentioned the input the Commission made on Commission Rules and the fact
35 that they have not heard back from Council about that input. Commissioners discussed
36 frustrations regarding not knowing what they should address, such as use of the space that City
37 Hall now occupies. Purcell cited frustration with no one being in charge of the 804 Trail
38 beautification and planning process. Berdie suggested Commissions need to more closely set
39 their agendas in line with Council Goals. Purcell indicated the Commission wants feedback on
40 what they should be doing and how they are performing.

41
42 James summarized what he heard structure, responsibility, open flow of communication
43 regarding status of projects and who would be working on them, and some appreciation of work
44 done.

45
46 Hempen asked that the Commission be given more information about what is going on with the
47 City, especially on what could impact Parks and Commons.

VII. Other Business

A. From the Commission - none

B. From the floor - none

Purcell adjourned the meeting at 4:43 pm.

John Purcell, Chair

Date

Minutes prepared by H.H. Anderson on December 9, 2019