

1. Agenda

Documents:

[2019-12-13 Parks And Commons Commission Agenda.pdf](#)

2. Meeting Materials

Documents:

[2019-11-21 Parks And Commons Minutes.pdf](#)

[2019 Budget Narrative.pdf](#)

[2019-11-19 LLCM Board Minutes.pdf](#)

[2019-12 Financial.pdf](#)

[2019-12 LLCM Report.pdf](#)

[2019-12 Trails Report.pdf](#)

[Facilities Manager Report.pdf](#)

3. No Agenda

There is no agenda available for this meeting, please review the minutes.



**CITY OF YACHATS
PARKS & COMMONS COMMISSION
REGULAR MEETING**

**441 Hwy 101 N., Yachats Commons, Room 1
Thursday December 19, 2019 at 3:00pm**

- I. Call meeting to order
- II. Approve Minutes of Regular Meeting on November 21, 2019 at 3:00pm (attached)
- III. Reports
 - A. Facilities Manager
 - B. Payment Process Reviews for Rentals – Kimmie Jackson
 - C. Yachats Trails Committee
 - D. Little Log Church
 - E. Commissioners
- IV. Finance (October 2019 reports and 11/28/19 letter from City Manager w/narrative attachment)
 - A. Commons
 - B. Trails
 - C. LLCM
- V. Old Business
 - a. Dog Park, continued from last meeting
 - b. Noxious weed (Berdie)
 - c. Administrative Policy #1, “Annual Goal Setting”, continued
- VI. New Business
 - A. From Commission
 - B. From the floor: Topic not listed on the agenda: 5-minute limitation per person

And a personal “Happy Holidays” and a most sincere “Thank you” from the Commission Chair to all of the Commissioners, staff and volunteers who continue to make Yachats the Gem of the Oregon Coast.

**Commission meets the third Thursday of each month.
Next meeting: Thursday, January 6, 2020 at 3:00pm**

This meeting is open to the public and all interested persons are invited to attend. This meeting will be audio taped. All items to be considered by the Commission must be submitted to City Hall no later than one week prior to the meeting. Minutes of all public meetings are available for review at City Hall, or on the City website at www.yachatsoregon.org.

In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a 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: 12/13/19



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

From: Shannon Beaucaire citymanager@yachatsmail.org
Subject: FY21 Budget Process - Budget Narratives
Date: Nov 28, 2019 at 8:32:43 AM
To: Helen Anderson happydogs27@gmail.com, Bob Bennett
rmbenn@casco.net, John Purcell johnpurcell49@gmail.com,
marv.wigle@gmail.com
Cc: Dave Buckwald Dave@yachatsmail.org, Rick McClung
Rick@yachatsmail.org, Kimmie Jackson Kimmie@yachatsmail.org

Happy Thanksgiving!

Attached, are the budget narratives we discussed at the last Commission Roundtable. Please discuss with your commissions in December, along with your budget numbers. Please note that some documents have more than 1 item. For example P&C includes LLCM and Trails and Commons. PW&S includes Emergency Prep, water, streets, wastewater, etc. You probably have your worksheets from last year, but I'll work on getting those to you again just so you have something to mark up. While having revisions to the narratives in December is preferred, being reasonable, if you can have draft narratives to me by the end of your January meetings that would be great.

We discussed having draft numbers for budgets. We are aiming for that FY21 goal of having draft numbers to me no later than February 12, 2020. The more I can do ahead of time, the less rushed the process will be – which is my goal.

I've got 2 people working on putting historical numbers and cleaning up our accounting by spreadsheet snafus in Springbrook. In the meantime, the attached excel spreadsheets may help so that you are not blind in this process. Let Kimmie know what printouts you need for your meetings and agenda packets.

Dave and Rick, please work closely with PW&S to complete any modifications you wish to see in the narratives – especially Water, Wastewater, Streets, and Storm Drains.

Thank you for your hard work,
S

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General Fund - Parks and Commons

The Parks & Commons Commission formulates rules, regulations, and standards for the operation of the City's parks, Commons building, and grounds in a manner that assures the security of City assets and encourages use by renters, residents, and visitors alike; establishes rental rates for Commons use; plans for the regulation, development, and improvement of the City's parks; works with the Facilities Manager to create an annual Facilities Maintenance Budget, cooperates with volunteer organizations and City groups in the advancement of the Commons; and recommends items for the annual budget to the Budget Officer and City Budget Committee. The Commission also supports the Little Log Church & Museum Committee ("Friends of the Little Log Church") and the Trails Committee.

Funding:

Funding is derived primarily from the City's restricted "Visitor Amenities Fund" resulting from the City's "Transient Lodging Tax" (TLT). Depending on the expense, supplemental funding can come from the City's General Fund.

Goals:

- Work to assist the City Council to ensure success with its 2019 Council Goals.
- Work with the Facilities Manager to create a comprehensive plan for upgrades to the Commons Building to ensure the continued desirability and functionality for the various entertainment and educational events held at the Commons annually.
- Maximize Commons Building income by encouraging promotion or co-promotion of appropriate events.

The Commons

The Yachats Commons is the community center in the heart of Yachats. The building was built in the 1930s and was used as a school until 1983 when it closed. In 1990 the building was purchased by the City of Yachats to be used as a community center. It is the heart and soul of the greater Yachats community, being host to such events as dances, meetings, exercise classes, plays, musical productions, conferences, festivals, the youth center and much, much more. The building hosts City Hall and the Yachats Youth and Family Program. Rooms, lighting, and sound equipment, and picnic shelter are available for rent to individuals, groups, or organizations and can host small groups or large events.

Little Log Church & Museum

The Little Log Church Museum was built in the late 1920s by community volunteers using local timber hauled down the Yachats River. It was completed and dedicated in 1930. The church and property were sold to the Oregon Historical Society in 1969 when the congregation outgrew this site. It became a museum in 1970 and was deeded to the city of Yachats in 1986 for continued use for public purposes. The Little Log Church Museum houses photographs of the area, settler exhibits, and works by former resident artists and authors. It receives between 2,000 – 2,500 visitors annually.

Trails Committee

Formally adopted by the City of Yachats in 2009, the Yachats all-volunteer Trails Committee meets twice or more monthly (weather permitting) to maintain and develop hiking trails throughout the Yachats region. Additionally, the Committee has taken-up the task of removing invasive weeds on city property and replacing with native plants. This Committee often collaborates with the Siuslaw National Forest, Oregon Parks Recreation Department, Angell Job Corps, and other agencies to make our trail system the best regionally.

LITTLE LOG CHURCH AND MUSEUM MINUTES OF MONTHLY BOARD MEETING

November 14, 2019

Board members present: Mary Crook, Vicki Martin, Karl Christianson, Carl Miller, Leon Sterner, Mark Shepherd, Katie Johnson. Also present: John Thornton

Minutes of previous meeting: Reviewed and approved.

Treasurer's Report: No report yet this month.

Curator's Report: None this month.

Weddings and Events: Weddings/Events: One wedding was held in October. There were two talks given October 20th for the Chamber-sponsored mushroom festival – 120 in attendance. On November 8th and 9th the Celtic Festival used the LLC for five concerts: two on Saturday and three on Sunday. 154 total attendance.

Volunteer Report: All shifts have been covered. Could use an additional sub, and a regular for Wednesdays. Right now other volunteers are rotating on Wednesdays.

Landscaping: Jill McKay has taken on the landscaping tasks, and is getting the garden back into shape.

Friends Report: (1) Bank account balance is \$5,216.09. (2) Fundraising expenses: 820 letters have been mailed. Mailing cost \$239.86. Thanks to Lazerquick, which allowed us to use their bulk rate, the cost was \$.29 per piece. Printing and stationery was \$582.73. Carl has ordered small envelopes at a cost of \$52.50.

Other business: (1) There was some discussion about how we might find addresses of individuals who don't get a water bill, such as those who live outside our water district, and others. (2) Christmas decorations: Vicki, Duane and Katie will decorate after Thanksgiving; Karl will do the sanctuary; Mark will hang the windows. (3) Jo Mcdow is working on lining up two events in early December for the Friends of the LLC&M – one to be a reading of *A Child's Christmas in Wales*; the other a concert of classical guitar music. (4) On Nov. 5th Mark replaced six heaters in the museum, church, and restroom. We should be ok for the cold weather. (5) Katie has offered to plan a party for the volunteers, which will also be a thank you event for John Thornton. Board discussed having it catered. We will wait until after the holidays.

Minutes submitted by Mary Crook

General Ledger
Commons 100.1020



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Period 01 - 04
Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget
100	1020	304335	Rents or Fees	26,000.00	0.00	0.00	0.00	0.00
100	1020	304461	Rental Income	17,800.00	0.00	2,825.00	13,016.83	73.13
100	1020	304480	Gifts/Donations	0.00	0.00	613.00	2,764.00	0.00
100	1020		LOCAL SOURCES	43,800.00	0.00	3,438.00	15,780.83	36.03
100	1020	314861	Transfer from the General Fund	120,379.50	0.00	0.00	0.00	0.00
100	1020	314863	Transfer Visitor Amenities Support	40,126.50	0.00	0.00	0.00	0.00
100	1020		TRANSFERS	160,506.00	0.00	0.00	0.00	0.00
			Revenue	204,306.00	0.00	3,438.00	15,780.83	7.72
100	1020	105160	Allocated Labor	40,000.00	0.00	0.00	0.00	0.00
100	1020		PERSONNEL	40,000.00	0.00	0.00	0.00	0.00
100	1020	205222	Insurance	6,000.00	0.00	0.00	3,597.76	59.96
100	1020	205240	Office Materials & Supplies	1,000.00	0.00	0.00	0.00	0.00
100	1020	205251	Telephones/Cell Phones/DSL	1,000.00	0.00	158.65	505.74	50.57
100	1020	205252	Utilities	5,000.00	0.00	325.04	1,555.36	31.11
100	1020	205260	Contract Expense (all Professional, IGA & Personal Svcs)	38,000.00	0.00	3,000.00	12,000.00	31.58
100	1020	205317	Tools and Small Equipment	500.00	0.00	0.00	25.16	5.03
100	1020	205330	Building and Land Maintenance	50,806.00	0.00	335.00	2,968.33	5.84
100	1020	205335	Custodial Support/Supplies	25,000.00	0.00	630.92	4,430.65	17.72
100	1020	205474	Mowing/Trimming/Removal	0.00	0.00	0.00	1,100.00	0.00
100	1020	205490	Material and Services	0.00	0.00	33.00	293.00	0.00
100	1020	208000	Operating Contingency	10,000.00	0.00	0.00	0.00	0.00
100	1020		MATERIALS AND SUPPLIES	137,306.00	0.00	4,482.61	26,476.00	19.28
100	1020	217126	Interfund Transfer - Capital Reserve	27,000.00	0.00	0.00	0.00	0.00
100	1020		TRANSFERS	27,000.00	0.00	0.00	0.00	0.00
			Expense	204,306.00	0.00	4,482.61	26,476.00	12.96

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget
Revenue Total				204,306.00	0.00	3,438.00	15,780.83	0.0772
Expense Total				204,306.00	0.00	4,482.61	26,476.00	0.1296
Grand Total				0.00	0.00	-1,044.61	-10,695.17	0

General Ledger
Commons Res 150.1020



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Period 01 - 04
Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget
150	1020	300101	Beginning Balance	131,900.00	0.00	0.00	0.00	0.00
150	1020		REVENUE	131,900.00	0.00	0.00	0.00	0.00
150	1020	314869	Transfer Parks and Commons Reserves	27,000.00	0.00	0.00	0.00	0.00
150	1020		TRANSFERS	27,000.00	0.00	0.00	0.00	0.00
			Revenue	158,900.00	0.00	0.00	0.00	0.00
Revenue Total				158,900.00	0.00	0.00	0.00	0
Expense Total				0.00	0.00	0.00	0.00	0
Grand Total				158,900.00	0.00	0.00	0.00	0

General Ledger
Little Log Ch Museum 100.1025



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Period 01 - 04
Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget
100	1025	304335	Rents or Fees	1,500.00	0.00	150.00	375.00	25.00
100	1025	304460	Inventory Sale	0.00	0.00	32.00	84.00	0.00
100	1025	304480	GiftsDonations	1,400.00	0.00	251.00	813.00	58.07
100	1025		LOCAL SOURCES	2,900.00	0.00	433.00	1,272.00	43.86
100	1025	314861	Transfer from the General Fund	5,278.50	0.00	0.00	0.00	0.00
100	1025	314863	Transfer Visitor Amenities Support	15,835.50	0.00	0.00	0.00	0.00
100	1025		TRANSFERS	21,114.00	0.00	0.00	0.00	0.00
			Revenue	24,014.00	0.00	433.00	1,272.00	5.30
100	1025	105160	Allocated Labor	2,500.00	0.00	0.00	0.00	0.00
100	1025		PERSONNEL	2,500.00	0.00	0.00	0.00	0.00
100	1025	205220	MarketingRoad Sign	200.00	0.00	0.00	0.00	0.00
100	1025	205222	Insurance	1,100.00	0.00	0.00	2,014.24	183.11
100	1025	205251	TelephonesCell PhonesDSL	600.00	0.00	56.42	213.70	35.62
100	1025	205252	Utilities	1,400.00	0.00	47.81	230.12	16.44
100	1025	205330	Building and Land Maintenance	9,114.00	0.00	74.00	346.00	3.80
100	1025	205345	Inventory Purchase	1,000.00	0.00	0.00	0.00	0.00
100	1025	205421	ParksGrounds Maintenance	3,000.00	0.00	0.00	0.00	0.00
100	1025	205440	Equipment & Furniture	100.00	0.00	0.00	0.00	0.00
100	1025	205474	MowingTrimmingRemoval	0.00	0.00	0.00	574.00	0.00
100	1025	205490	Material and Services	400.00	0.00	0.00	0.00	0.00
100	1025		MATERIALS AND SUPPLIES	16,914.00	0.00	178.23	3,378.06	19.97
100	1025	217126	Interfund Transfer - Capital Reserve	4,600.00	0.00	0.00	0.00	0.00
100	1025		TRANSFERS	4,600.00	0.00	0.00	0.00	0.00
			Expense	24,014.00	0.00	178.23	3,378.06	14.07
Revenue Total				24,014.00	0.00	433.00	1,272.00	0.053
Expense Total				24,014.00	0.00	178.23	3,378.06	0.1407
Grand Total				0.00	0.00	254.77	-2,106.06	0

General Ledger
Little Log Ch Museum Reserve
150.1025



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Period 01 - 04
Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget
150	1025	300101	Beginning Balance	217,827.00	0.00	0.00	0.00	0.00
150	1025		REVENUE	217,827.00	0.00	0.00	0.00	0.00
150	1025	314864	Transfer from Little Log Museum and Church Reserves	4,600.00	0.00	0.00	0.00	0.00
150	1025		TRANSFERS	4,600.00	0.00	0.00	0.00	0.00
			Revenue	222,427.00	0.00	0.00	0.00	0.00
150	1025	105150	Capitalized Labor	5,000.00	0.00	0.00	0.00	0.00
150	1025		PERSONNEL	5,000.00	0.00	0.00	0.00	0.00
150	1025	407942	Capital Outlay - City Amenities	143,000.00	0.00	0.00	4,800.00	3.36
150	1025		CAPITAL OUTLAY	143,000.00	0.00	0.00	4,800.00	3.36
			Expense	148,000.00	0.00	0.00	4,800.00	3.24
Revenue Total				222,427.00	0.00	0.00	0.00	0
Expense Total				148,000.00	0.00	0.00	4,800.00	0.0324
Grand Total				74,427.00	0.00	0.00	-4,800.00	-0.0645

General Ledger

Parks and Trails 100.1035



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 Period 01 - 04
 Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget
100	1035	314861	Transfer from the General Fund	5,888.00	0.00	0.00	0.00	0.00
100	1035	314863	Transfer Visitor Amenities Support	17,663.00	0.00	0.00	0.00	0.00
100	1035		TRANSFERS	23,551.00	0.00	0.00	0.00	0.00
			Revenue	23,551.00	0.00	0.00	0.00	0.00
100	1035	105160	Allocated Labor	3,000.00	0.00	0.00	0.00	0.00
100	1035		PERSONNEL	3,000.00	0.00	0.00	0.00	0.00
100	1035	205210	Dues & Memberships	3,000.00	0.00	0.00	0.00	0.00
100	1035	205222	Insurance	3,000.00	0.00	0.00	0.00	0.00
100	1035	205224	Trails	2,000.00	0.00	313.41	1,108.56	55.43
			MaintenanceSuppliesServices					
100	1035	205252	Utilities	3,250.00	0.00	0.00	94.52	2.91
100	1035	205260	Contract Expense (all Professi	300.00	0.00	0.00	0.00	0.00
100	1035	205270	Travel	1,500.00	0.00	0.00	0.00	0.00
100	1035	205317	Tools and Small Equipment	1,500.00	0.00	0.00	0.00	0.00
100	1035	205330	Building and Land Maintenance	4,500.00	0.00	0.00	900.00	20.00
100	1035	205421	ParksGrounds Maintenance	0.00	0.00	298.06	298.06	0.00
100	1035	205440	Equipment & Furniture	500.00	0.00	0.00	0.00	0.00
100	1035	205474	MowingTrimmingRemoval	0.00	0.00	0.00	1,095.00	0.00
100	1035	205490	Material and Services	1,000.00	0.00	198.00	306.64	30.66
100	1035		MATERIALS AND SUPPLIES	20,550.00	0.00	809.47	3,802.78	18.51
			Expense	23,550.00	0.00	809.47	3,802.78	16.15
Revenue Total				23,551.00	0.00	0.00	0.00	0
Expense Total				23,550.00	0.00	809.47	3,802.78	0.1615
Grand Total				1.00	0.00	-809.47	-3,802.78	99999.9999

General Ledger
Parks and Trails Reserve 150.1035



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Period 01 - 04
Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget
150	1035	300101	Beginning Balance	103,486.00	0.00	0.00	0.00	0.00
150	1035		REVENUE	103,486.00	0.00	0.00	0.00	0.00
150	1035	314863	Transfer Visitor Amenities Support	50,000.00	0.00	0.00	0.00	0.00
150	1035		TRANSFERS	50,000.00	0.00	0.00	0.00	0.00
			Revenue	153,486.00	0.00	0.00	0.00	0.00
150	1035	105160	Allocated Labor	5,000.00	0.00	0.00	0.00	0.00
150	1035		PERSONNEL	5,000.00	0.00	0.00	0.00	0.00
150	1035	407942	Capital Outlay - City Amenities	45,000.00	0.00	0.00	0.00	0.00
150	1035		CAPITAL OUTLAY	45,000.00	0.00	0.00	0.00	0.00
			Expense	50,000.00	0.00	0.00	0.00	0.00
Revenue Total				153,486.00	0.00	0.00	0.00	0
Expense Total				50,000.00	0.00	0.00	0.00	0
Grand Total				103,486.00	0.00	0.00	0.00	0

REPORT TO PARKS AND COMMONS COMMISSION

DATE: December 12, 2019
MEMO TO: Parks and Commons Commission Members
FROM: Mary Crook, Little Log Church Board Secretary, Volunteer Coordinator, Events Coordinator.

The Board of the Little Log Church and Museum met Thursday, December 12, 2019. You will receive minutes from that meeting after the Board approves them next monthly meeting. Board approved the minutes of the November meeting, and a copy of those minutes is included with this report.

First, thank you to Michael Hempen for taking the time to attend our board meeting on Dec. 12th. It was a pleasure to have a P&C member sit in.

Statistics: Volunteers: All shifts were covered in November. Since the retirement of John Thornton from our board and our Wednesday volunteer roster, we have been able to cover his shifts with a cooperative rotation of six volunteers. We have two possibilities for substitute volunteers, both of whom have volunteered before. Each moved out of the area and returned recently. We would be delighted to have them back!

Statistics: Income: \$81 was delivered to the city on Dec. 12th – (\$10 in sales; \$71 from visitor donations). The Friends of the Little Log Church have a separate account. Currently the amount in the Friends account is \$5,216.09. Expenses for administrative costs in connection to fundraising will be paid from the Friends account. Carl Miller will provide an updated report from the *Friends of the Little Log Church and Museum* (our non-profit corporation) at your next meeting.

Statistics: Visitors: There were 144 visitors from 9 states and 1 foreign country (New Zealand), plus 154 event attendees from the Celtic Festival.

Events: (1) The LLC&M hosted five Celtic Festival concerts. **(3)** Jo McDow, a board member of the Friends of the Little Log Church and Museum, arranged for two benefit events in early December: The reading of *A Child's Christmas in Wales* on Dec. 6th at 7:00 p.m. and the classical guitar concert on Dec. 7th at 7:00 p.m., which were stellar. We had very short notice to pull these off with advance publicity. Due to other holiday events in town, attendance was small (10 and 13). Those who attended were very impressed, so we considered it a success. Jo and her very professional associate Bonnie did a very fine job. Admission was \$20 per person (some gave more) In addition, Jo McDow paid the performers' fees for their services as a personal donation from her. She has already demonstrated to be an enthusiastic and skilled fundraiser.

Respectfully submitted,

Mary Crook
For the Little Log Church and Museum

TRAILS COMMITTEE – Parks and Commons report – December 19, 2019

YIPS! (11-16-2019) – 20+ volunteers continued work in the Wetlands area pulling invasive plants and removing debris from between boards on boardwalk. Even though it is not always apparent, significant progress has been made on both fronts.

Trails (12/7/2019) – Cancelled due to rain. Two important projects on the Amanda Trail remain and should be completed before the Peace Hike; on 12/8, a group of eight volunteers repaired a section on the OPRD portion of the Amanda Trail. Rolled roofing will be placed on the tread of the bridge near Windy Way to improve footing.

Urban Forest Path – We have installed a trails post with signs on it and 28' of split rail fencing at the Ocean View Drive end of the trail. At some point a sign might be added saying, "Commons à". Other than that, this project is complete.

Trails map project – Wally and Bob are continuing work towards developing a series of signs to be placed in strategic locations along various trails. Each will include a map of the trail system as well as interpretive information germane to each location. We will bring a full-size copy of the map part of the signs to the meeting for perusal by Commission members.

Annual Trails holiday party – Just shy of 50 people attended the annual Trails holiday party, graciously hosted by Joanne. It is safe to say that a good time was had by all.

Peace Hike, 2019 – Planning has been ongoing and everything is in place for another successful event this year.

Trails Committee meeting (11/18/2009) –

- Budget -- We are working towards completing our budget request for the next fiscal year.
- Future Peace Hikes – Lauralee is stepping down from her role as organizer of the Peace Hike and no one else appears ready to take on that role. We agreed that the Peace Hike is sufficiently important to the community that the Trails Committee will make sure it continues in the future. That said, we would like to see someone in the community take on the role of organizer.
- Volunteer hours – After consultation with two PCC members present at our meeting, we agreed that the volunteer hours we record and report will include hours spent by those volunteering with sister agencies like OPRD and SNF.

Volunteer Hours – November = 173

Facilities Manager Report

December 2019

The heating units in rm 8,7 and one in the multi-purpose room have stopped working. Room 3 and the units in the basement are starting to fail. Parts have been ordered to make repairs so we can keep limping along. I have received an estimate for a larger unit that is more commercially oriented.

Samples for gym floor tape have come. I am going to install a small sample in an obscure area to test its durability and reaction to the flooring. I am still looking into all options for marking the Pickle Ball court.

I am currently working on a risk inspection that was done by C.I.S. in the spring to meet their requirement as well as OSHA. I have made some progress, but this will be an ongoing project.

All the Fire extinguishers have been checked and updated by Chris at Valley Fire. The suppression system that is in the kitchen has been wired to the alarm system. By Ace alarms to meet fire code requirements.

The Grease trap in the kitchen has been cleaned.

Being that it is the end of the year I am going through ongoing reservation contracts and updating them in the new system.

I am including a report from the new reservation program that is reflective of the usage of the building. The revenue portion will not be totally accurate as most of the reservations were moved from the other system and had been paid for already.

Respectfully Submitted

Heather Hoen