



CITY OF YACHATS

PARKS AND COMMONS COMMISSION

December 19, 2019

Draft Minutes

I. Call to Order

Chair John Purcell called to order the December 19, 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: Scott Gordon. Also Present: Councilor James Kerti, Facilities Manager Heather Hoen, Trails Leads Bob Langley and Joanne Kittel, and Little Log Church Representatives Carl Miller and Karl Christianson. Additional audience: 3.

II. Approve Minutes – November 21, 2019

Commissioner Berdie moved to approve the November 21, 2019 minutes as presented: Aye – 6; No – 0.

III. Reports

A. Little Log Church

Berdie asked for clarification on the budget line item that the new heater came from. Karl Christianson indicated City staff handed the payment. Carl Miller reported they have reached 10% of their fundraising goal in their first three weeks. Miller provided some examples of feedback they have received. He reported they have purchased donation jars to place at the checkout stations in the C&K Market and could place them in other locations if people let him know. Commissioner Hempen suggested a container location at visitor centers. Joanne Kittel noted they small donations added that small donations add up over the year. Miller added they have their final meeting with the attorney on their 501(c)3 in a week.

B. Facilities Manager

Commissioner Shrock asked for an update on the heater situation. Facilities Manager Hoen reported she has been working with Airrow Heating who has submitted bids for \$45,000 and \$60,000. She noted they can build the system as they need to replace the broken heaters and not change everything at once. The cost difference for the higher bid is that unit has a heat exchanger that allows for heating and cooling at the same time so that warm air from one room can be mixed with cool air from another room to maintain constant climate. She explained Room 1 would retain an individual heater if they used the lower bid. Hoen added Airrow's bids were conservative and actual costs could come in 10% lower. Airrow was also willing to offer

1 discounts on their current work to get the existing units working should the City contract with
2 them on the larger project. Hoen noted she will need to get at least two additional bids because
3 of the amount involved.

4
5 Hoen reported the warranty was for 10 years and the units have a life expectancy of 15-20 years.
6 Berdie asked what would be needed to get CIP funding for this project. Hoen stated COG
7 explained there were a few options available to get the work done this winter and to take
8 advantage of CIP money.

9
10 Berdie clarified that Room 1 would have duct work if they went with the larger bid but not if
11 they went with the lower bid.

12
13 Purcell asked if Council would continue to use Room 1 for meetings. Hoen indicated the City
14 was not certain as to when the Council Chambers would move to the 501 Building.

15
16 Hoen indicated there were 12 heating units at present. Purcell asked how many units the bids
17 would cover. Hoen stated all twelve would be covered with the new central. Hoen added the bid
18 included getting three-phase power to the building. Purcell clarified that an electrician visited
19 the site and provided the estimate. Hoen stated the bids are for a 12-ton unit.

20
21 Purcell suggested he and Berdie meet with Hoen before the next meeting to review the technical
22 features. Hoen clarified that she was to pursue getting additional bids.

23
24 Commissioner Keller asked about the risk assessment. Hoen explained CIS is the City's insurer
25 and the risk assessment was what they do to identify what needs to be addressed in the buildings.
26 Hoen stated that items are critical if they are OSHA required and that OSHA's concerns are with
27 safety of employees.

28
29 Berdie clarified that the booking in her report included all classes. Berdie also asked about the
30 difference between rents and fees and rental fees.

31
32 Hoen reported the reservation system is getting smoother but there still needs to be in-house
33 training and making adjustments in the system to get the required information. She provided an
34 example of needing the invoice number for tracking payments from groups that are part of
35 multiple events.

36 37 **C. Yachats Trails Committee**

38 Purcell reported he attended the last Trails meeting and met with Orchard and Langley. Purcell
39 stated receipts for Trails will come directly to the Commission who can then review and submit
40 to accounting.

41
42 Kittel reported she will be giving a talk at the Cape Perpetua Visitors Center on the Peace Hike,
43 weather permitting.

44
45 Bob Langley provided an update on the trails maps. He stated the plan is to have trail maps
46 around town with the map on one side and information on the other side. He left examples for
47 Commissioners to examine. Langley expressed some concern about getting too much signage if

1 they also put up interpretive signs. Purcell indicated he would be meeting with Manager
2 Beaucaire after the first of the year. Purcell discussed printing quantities and budgets.

3
4 Berdie asked about the status of the archeological study. Langley was not certain.

5 6 **D. Commissioners**

7 Hempen reported the City Manager writes a report each month which provides a summary of
8 recent activities. He indicated it can be found on the website and was looking into getting it
9 emailed to Commissioners.

10
11 Hempen reported he attended the Little Log Church Board meeting and found it very
12 informative. He recommended that other Commissioners could attend.

13
14 Purcell handed out a report from Gary Cleasby from the Big Band that summarized their
15 activities for the year.

16 17 **IV. Finance**

18 **A. Commons**

19 **B. Trails**

20 **C. LLCM**

21 Commissioners clarified:

- 22 - 100 accounts are for operations and 150 accounts are for capital.
- 23 - Periods correspond to the months of the fiscal year, with month 01 being July.
- 24 - The report covered four months.
- 25 - The reporting period will be for two months prior

26
27 Commissioners found the reports to be difficult to understand.

28
29 Purcell indicated that he would ask for someone to come to the meeting next month to explain
30 how to read the reports and what to expect. Shrock asked if they could expect to get reports
31 comparing expenses to prior years.

32 33 **V. Old Business**

34 **A. Dog Park**

35 Hempen reported he conducted some preliminary research on standards and sizes. Hempen
36 indicated that a dog park could help to provide a space clear of dog waste for the children to
37 play. Mary Abei reported on what she has found on establishing dog parks. She stated they were
38 suggesting a half-acre park on the east side of the field so that there would be no runoff into the
39 wetlands and dogs would not run across the kid's area to get to the park. Corita Edson reviewed
40 some of the pros and cons of surfaces for the dog park. Abei explained there were grants
41 available for people to establish dog parks. Abei stated any grant would need to see a statement
42 from Parks and Commons that they support the park. Purcell stated the group should provide
43 information on a maintenance plan and how they would cover expenses.

44
45 Keller saw the benefits of having a dog park in the City but was not sure that the space being
46 requested was the most appropriated. She noted there were many groups wanting to use the
47 space for their project. She suggested they space may be better kept open and not restricted by a

1 fence. She favored exploring other areas to put a dog park.

2
3 Berdie had concern about being able to maintain a park so that it does not become a mud pit and
4 wanted to see any proposal address that issue. He wanted to ensure the enthusiasm of the project
5 would not diminish in future years. He wanted more information on fence heights and plans to
6 cover the installation and maintenance costs. He wanted to ensure that the kid's needs are
7 accommodated first.

8
9 Shrock wanted to know more about parking, space usage, and placement. He asked that the
10 group speak with Dave Reiseck to get his input on usage and design. Shrock reiterated Berdie's
11 concern about ensuring ongoing commitment to managing and maintaining the park into the
12 future.

13
14 Hempen stated he had similar concerns to what others have expressed but was open to the idea.
15 He also wanted to look into other possible locations.

16
17 Johnson was not in favor the dog park primarily because the Commission did not support the
18 proposal from the kids. She thought the priority should be to do something to meet the needs of
19 the kids looking for a play area clear of dog waste.

20
21 Keller raised the issue of insurance. Shrock raised the use of the area for clean sweep.

22
23 Helen Anderson stated she has seen very little use of the field in the past five years except for
24 clean sweep and intermittent group games. She noted the community that develops around a dog
25 park and suggested users are motivated to keep the park in good condition. She suggested that a
26 dog park could raise money for maintenance by providing a sitting service for visitors who want
27 to go out to dinner and not leave their dog in their cars.

28
29 Purcell summarized that the Commission was open to a dog park on City property but needed a
30 plan for other options for locations, funding, maintenance, and insurance. Purcell indicated he
31 would raise the issue at the next Chairs meeting.

32
33 Keller asked what Dave Reiseck's involvement was. Shrock explained Reiseck had created a
34 master plan for the appearance of the Commons area.

35
36 Bob Langley expressed concern about breaking up the area. He noted the kind of work the Trails
37 Committee does around maintaining bark surfaces. He suggested talking to the Adobe about the
38 land in front of their hotel.

39 40 **B. Noxious Weeds**

41 Berdie explained his handout. He noted the three noxious weed lists at the bottom were the most
42 relevant for Yachats. He indicated he was not certain if they should finalize a draft or send it to
43 the City Manager first. Keller suggested they ask the City Manager if she wanted a revision.
44 Shrock complimented Berdie on his work. Johnson has concern about their role in policing
45 plants and suggested they get more direction from the City Council. Hempen agreed they should
46 get clarification from the City Manager about their task.

1 Purcell suggested they present items 1 to 5 on Berdie's handout to the City Manager and
2 Council, with a change of "request" to "suggest" in first sentence. Berdie clarified he can email
3 the draft to Commissioners under blind copy so people do not reply all.
4

5 **C. Administrative Policy 1, Goal Setting**

6 Berdie suggested a goal of clearer communications between Council and Commissions. Purcell
7 asked what goals Commissioners wanted for the Commission. Suggestions included:

- 8 1. Beautification of the Commons facility
- 9 2. Reviewing the Commons fees (including \$500 fee)
- 10 3. Upgrading AV equipment. Getting input from vendors and users on facilities needs
- 11 4. Are there things that they could be doing to extend or improve trails
- 12 5. Accommodating people with differing interests, such as between walkers on the 804
13 Trail and parkers who want to fish in the area
- 14 6. Getting someone to come to a Commission meeting to explain the financial reports
- 15 7. Knowing how to use the budget to determine if they are where they should be, such as
16 taking in enough money on rentals to cover expenses.
17

18 Purcell stated he thought the Commission was doing well despite their frustrations and a need for
19 more clarification on their roles.
20

21 **VI. Other Business**

22 **A. From the Commission**

23 Purcell thanked Commissioners for their dedicated work and looked forward to a productive new
24 year.
25

26 **B. From the floor - none**

27
28 Purcell adjourned the meeting at 4:52 pm.
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34 _____
John Purcell, Chair

Date

35
36 Minutes prepared by H.H. Anderson on January 8, 2020