



CITY OF YACHATS

PARKS AND COMMONS COMMISSION

January 16, 2019

Draft Minutes

I. Call to Order

Vice-Chair Linda Johnson called to order the January 16, 2020 meeting of the Parks and Commons Commission at 3:00 pm in Room 1 of the Yachats Commons. Members present: Linda Johnson, Dawn Keller, Dean Shrock, Michael Hempen, Craig Berdie, and Absent: John Purcell. Also Present: Facilities Manager Heather Hoen, Trails Leads Bob Langley and Joanne Kittel, and Little Log Church Representatives Carl Miller, Karl Christianson and Mary Crook. Audience: 13.

II. Election of Chair and Vice-Chair

Commissioner Shrock nominated John Purcell to be Chair: Aye – 5; No – 0.

Shrock nominated Linda Johnson as Vice-Chair: Aye – 5; No – 0.

III. Approve Minutes – December 19, 2019

Commissioner Gordon moved to approve the December 19, 2019 minutes as presented: Aye – 6; No – 0.

III. Reports

A. Yachats Trails Committee

Commissioner Berdie asked about the status of the archeological study. Trails lead Joanne Kittle indicated they heard from the state contracted archeologist has not reported to the City and she was going to be contacting the state to find out if they can push the study along. She noted she had an archeologist come do testing from the suspension bridge and he came to do the work two days after the call.

B. Facilities Manager

Facilities Manager Hoen reported she has contacted two additional heating companies, Groth Gates and Coastal Heating, who both indicated that a central unit was not needed and did not sell central units. Johnson clarified there were 12 total units, three were not working, and two were about to go out.

Mayor Moore announced that Council had a meeting in Room 8 where four space heaters were needed. He also had a meeting in Room 3 that was cold. He asked the Commission to not delay. Commissioner Shrock indicated the Commission was waiting on information to make a decision.

1 Hoen explained she was waiting on a decision from Parks and Commons to proceed. Berdie
2 indicated he and Commissioner Purcell met with Hoen to discuss the system, and they decided
3 they could go with the non-recirculating system at \$45,000. Commissioner Gordon noted
4 maintenance on the one larger unit might be less expensive than maintaining the 12 individual
5 units. Gordon clarified that Room 1 and Room 4 had new units, and the others were near the end
6 of their life or not working. Altruh Dominion (audience) stated her classes have been impacted
7 by not being able to regulate the temperature.

8
9 Hoen stated the commercial unit was the best option in the long run as it would pay for itself
10 when considering the amount of replacement for the individual units over the life span for the
11 commercial unit. Hoen reminded Commissioners of the longer warranty for the commercial
12 system.

13
14 Commissioner Hempen clarified that at the 501 Building was adequately heated and cooled.

15
16 Hempen moved to recommend to City Council and to the Finance Committee to fund a central
17 heating unit for the Commons and to direct the Facilities Manager to proceed with getting bids:
18 Aye – 6; No – 0.

19
20 Hoen announced there will be a training for all Commissioners on January 30, 2020 from 9:00
21 am to 3:00 pm. Hempen and Shrock will be out of town. Berdie and Hempen will go.

22 23 **C. Little Log Church**

24 Mary Crook indicated she will be sending out press releases for the 25th annual Valentine's Day
25 Vow Renewal. Johnson suggested some type of notice would be useful near the bus stop. Crook
26 summarized where the post events.

27
28 Carl Miller announced they are still getting donations and he has signed up for a grant writing
29 course that begins this month.

30
31 Miller announced that One of Us Productions decided to dissolve and has directed \$2,500 of
32 their funds to the Little Log Church and Museum. Johnson clarified that the 501(c)3 is finalized.
33 Kittel praised Miller for his contributions with One of Us Productions.

34 35 **D. Commissioners**

36 Berdie stated he attended the Council meeting to ask for direction on the noxious weed
37 ordinance. He indicated he would provide the Council with a draft document and Council would
38 get back to the Commission.

39 40 **IV. Old Business**

41 **A. Dog Park** – will present at future meeting

42 43 **V. New Business**

44 **A. Altruh Dominion**

45 Altruh Dominion explained how she has been charging for her classes. She indicated she cannot
46 donate all of the donations she receives, she was not a 501(c)3, and she cannot afford the
47 standard rate for the rooms.

1 Hoen explained the reservation two years ago generated a contract where the class was set at a
2 non-profit rate. Hoen was migrating contracts to the new system and noted the misclassification
3 of Dominion's classes. Dominion was paying \$9 per hour for Room 8 and \$15 per hour for the
4 Multi-Purpose Room. Her classes were 90 minutes, so she has been paying \$22.50 for the
5 Multipurpose and \$13.50 for Room 8 for each class.

6
7 Shrock was favorable to the lower rate. Commissioner Keller clarified that they should not
8 legally say the class is nonprofit. Johnson got clarification for what Big Band does for their rate.
9 Hoen explained Big Band has an exception where they split their fees. Keller noted they do not
10 know how much money the classes generate and noted they might need to consider that in the
11 future.

12
13 Shrock moved to allow Altruh Dominion to continue with her rates of \$9 per hour for Room 8
14 and \$15 per hour for the Multi-Purpose Room: Aye - 6; No - 0.

15
16 Berdie suggested the Commission consider looking at a new category of Community Wellness
17 Rate when they evaluate the rate structure again.

18 19 **VI. Finance**

20 **A. Commons**

21 Hoen clarified that "Rental income" is for the preschool and YYFAP rentals of Room 4, Room 7,
22 and the Basement. "Rents and Fees" are the amounts generated from other Commons activity.
23 Berdie asked why there was a negative amount for current activity. Hoen introduced Finance
24 Manager, Martha Jirovec, who indicated the current activity amount reflected a transfer of
25 money due to a previous error in categorization. Jirovec indicated that the 10% for total
26 revenues will go up an additional 25% when the December quarterly transfer gets entered.

27
28 Hoen reported they have passed a health inspection and got excellent reviews from a fire
29 inspection.

30 31 **B. Trails**

32 Berdie asked about the status of building and land maintenance. Hoen asked the Trails group
33 about what they spent in each of the categories. The Trails leaders indicated they had not seen
34 this report.

35
36 Hoen noted Mowing/Trimming/ Removal, Building Land and Maintenance, and another
37 category look similar. She stated the Mowing/Trimming/Removal line item is for Will
38 Williams' contract work for mowing.

39
40 Kittel stated that none of the categories listed were what Trails submitted. She explained what
41 categories they had in their budget. She reviewed the history of what the Trails group has been
42 asked to do for budgeting. Langley added that this budget was very different from what they had
43 submitted. Anderson brought in Jirovec so that she could explain how the Trails budget items fit
44 into this Parks and Trails fund in the City budget. Berdie added that the City needed to realign
45 the budget with how Trails categorizes their expenses.

46
47 Hoen reported Jirovec would meet with Trails to go over their budget and the City's system.
48 Jirovec indicated she would come to the next Parks and Commons Commission meeting to go
49

1 over how to read the budget reports.

2
3 Keller moved to have Fund 100-1045 for Parks and Trails be separated into a Trails Budget and
4 a Parks Budget: Aye - 6; No - 0.

5
6 **C. Little Log Church and Museum**

7 Crook reported she will be meeting with Jirovec next week to go over their budget as presented
8 in these reports.

9
10 Hoen explained the difference between Building and Land Maintenance, Parks/Grounds
11 Maintenance, and Mowing/Trimming/Removal. Johnson clarified with Hoen that the numbers
12 were on target.

13
14 **VII. Other Business**

15 **A. From the Commission -**

16 Keller recalled that they requested plans documents in November that have yet to be received.
17 Anderson suggested Johnson raise the issue at the Chairs Meeting on Friday. Commissioners
18 expressed frustration with not knowing what documents they were to follow.

19
20 Berdie reported the dates for Plant Salvage at Oswald West was February 13, 2020 and the
21 Nursery work day at Brian Booth Beaver Creek State Park was February 14, 2020.

22
23 Shrock suggested that the Commission address the Commons front sign. Hempen indicated he
24 has asked Purcell to have an agenda item at the next meeting.

25
26 **B. From the floor**

27 Langley reported there was a new program for solar panel rebates.

28
29 Helen Anderson asked about putting up a dangerous beach conditions sign at the entrances to the
30 beaches when weather conditions were like the previous weekend King Tide/Storm conditions.
31 Berdie indicated the issue might be more appropriate for Public Works and Streets.

32
33 Berdie reported the dates for Plant Salvage at Oswald West was February 13, 2020 and the
34 Nursery work day at Brian Booth Beaver Creek State Park was February 14, 2020.

35
36 Keller reviewed the issues she will report on the salmon reporting sheets.

37
38 Johnson adjourned the meeting at 4:27 pm.

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42 _____
43 John Purcell, Vice-Chair

_____ Date

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45 Minutes prepared by H.H. Anderson on February 3, 2020