1. Agenda

   Documents:

   2020-02-20 Parks And Commons Commission Agenda.pdf

2. Meeting Materials

   Documents:

   2020-01-16 Parks And Commons Minutes.pdf
   Financial Report 2019-12.Pdf
   Trail Budget Request 2019-2020.Pdf
   Comfort Flow.pdf
   Facilities Manager Report 2020-02.Pdf
   LLCMBoard Minutes 01-09-20.Pdf
   LLCMReport 02 2020.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 February 20, 2020 at 3:00pm

I. Call meeting to order

II. Approval of Regular Meeting Minutes of January 16, 2020 at 3:00pm (attached)

III. Reports
- A. Facilities Manager (heating unit repair/replacement)
- B. Yachats Trails Committee
- C. Little Log Church
- D. Commissioners

IV. Finance
- A. Commons
- B. Trails – monthly review and revised 20/21 Trails Budget – Springbrook Format attached
- C. LLCM

V. Old Business
- a. Dog Park
- b. Replacement camera on the Ya'Xaik Trail
- c. Noxious weed (Berdie)

VI. New Business
- A. Overview of December 2017 Master Parks Plan (previously distributed)
- B. Overview of pending reallocation of space for the Commons Building
  - a. re: 501 Building and City Hall Relocation
- C. From Commission
- D. From the floor: Topic not listed on the agenda: 5-minute limitation per person

Next meeting: Thursday, March 19, 2020, at 3:00PM
Commission meets the third Thursday of each month.

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: 01-12-20

CITY OF YACHATS

PARKS AND COMMONS COMMISSION
January 16, 2019

<u>Draft Minutes</u>

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.

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

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

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

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

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

C. Little Log Church

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

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

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

D. Commissioners

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

IV. Old Business

A. Dog Park – will present at future meeting

V. New Business

A. Altruh Dominion

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

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

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

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

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

VI. Finance

A. Commons

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

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

B. Trails

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

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

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

Hoen reported Jirovec would meet with Trails to go over their budget and the City's system. Jirovec indicated she would come to the next Parks and Commons Commission meeting to go over how to read the budget reports.

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

C. Little Log Church and Museum

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

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

VII. Other Business

A. From the Commission -

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

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

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

B. From the floor

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

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

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

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

Johnson adjourned the meeting at 4:27 pm.

_________________________________ ____________

John Purcell, Vice-Chair Date

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

Commons 100-1020

Monthly Financial Detail Report

December 2019

Printed: 1/22/2020 8:07:05 PM
Period 06 - 06
Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
100	1020	300101	Beginning Balance	$ -	$ -	$ 28,397.81	$ 28,397.81	0.00%	Beginning balance part of City Amenities
100	1020	304335	Rents or Fees	$ 26,000.00	$ 13,156.83	$ 1,480.50	$ 14,637.33	56.30%	
100	1020	304461	Rental Income	$ 17,800.00	$ 4,450.00	$ 4,450.00	$ 8,900.00	50.00%	City Hall rent posts quarterly
100	1020	304480	Gifts/Donations	$ -	$ 3,262.00	$ 721.00	$ 3,983.00	0.00%	
100	1020	314861	Transfer from the General Fund	$ 120,379.50	$ -	$ 60,190.00	$ 60,190.00	50.00%	
100	1020	314863	Transfer Visitor Amenities Support	$ 40,126.50	$ -	$ 20,063.50	$ 20,063.50	50.00%	
			REVENUE	**$ 204,306.00**	**$ 20,868.83**	**$ 115,302.81**	**$ 136,171.64**	**66.65%**	
100	1020	105160	Allocated Labor	$ 40,000.00	$ -	$ -	$ -	0.00%	
			PERSONNEL	**$ 40,000.00**	**$ -**	**$ -**	**$ -**	**0.00%**	
100	1020	205222	Insurance	$ 6,000.00	$ 3,597.76	$ -	$ 3,597.76	59.96%	
100	1020	205240	Office Materials & Supplies	$ 1,000.00	$ -	$ 9.49	$ 9.49	0.95%	
100	1020	205251	Telephones/Cell Phones/DSL	$ 1,000.00	$ 662.56	$ 161.31	$ 823.87	82.39%	
100	1020	205252	Utilities	$ 5,000.00	$ 1,942.16	$ 484.04	$ 2,426.20	48.52%	Contract will need to be reviewed
100	1020	205260	Contract Expense (all Professional, IGA & Persoı	$ 38,000.00	$ 17,600.00	$ 3,500.00	$ 21,100.00	55.53%	
100	1020	205317	Tools and Small Equipment	$ 500.00	$ 25.16	$ 42.73	$ 67.89	13.58%	
100	1020	205330	Building and Land Maintenance	$ 50,806.00	$ 3,003.33	$ 5,965.00	$ 8,968.33	17.65%	
100	1020	205335	Custodial Support/Supplies	$ 25,000.00	$ 6,356.22	$ 474.51	$ 6,830.73	27.32%	
100	1020	205439	Comm Support/Beautification	$ -	$ -	$ 358.00	$ 358.00	0.00%	
100	1020	205474	Mowing/Trimming/Removal	$ -	$ 1,100.00	$ -	$ 1,100.00	0.00%	
100	1020	205490	Material and Services	$ -	$ 293.00	$ 59.99	$ 352.99	0.00%	
100	1020	208000	Operating Contingency	$ 10,000.00	$ -	$ -	$ -	0.00%	
			MATERIALS AND SERVICES	**$ 137,306.00**	**$ 34,580.19**	**$ 11,055.07**	**$ 45,635.26**	**33.24%**	
100	1020	217126	Interfund Transfer - Capital Reserve	$ 27,000.00	$ -	$ 13,500.00	$ 13,500.00	50.00%	
			TRANSFERS	**$ 27,000.00**	**$ -**	**$ 13,500.00**	**$ 13,500.00**	**50.00%**	
			EXPENSE	**$ 204,306.00**	**$ 34,580.19**	**$ 24,555.07**	**$ 59,135.26**	**28.94%**	
			Revenue Total	**$ 204,306.00**	**$ 20,868.83**	**$ 115,302.81**	**$ 136,171.64**	**66.65%**	
			Expense Total	**$ 204,306.00**	**$ 34,580.19**	**$ 24,555.07**	**$ 59,135.26**	**28.94%**	
			GAIN/(LOSS)	**$ -**	**$ (13,711.36)**	**$ 90,747.74**	**$ 77,036.38**		

Parks & Trails 100-1035

Monthly Financial Detail Report

December 2019

Printed: 1/22/2020 8:06:11 PM
Period 06 - 06
Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
100	1035	300101	Beginning Balance	$ -	$ -	$ 14,052.98	$ 14,052.98	0.00%	Beginning balance part of City Amenities
100	1035	314861	Transfer from the General Fund	$ 5,888.00	$ -	$ 2,944.00	$ 2,944.00	50.00%	
100	1035	314863	Transfer Visitor Amenities Support	$ 17,663.00	$ -	$ 8,831.50	$ 8,831.50	50.00%	
			REVENUE	**$ 23,551.00**	**$ -**	**$ 25,828.48**	**$ 25,828.48**	**109.67%**	
100	1035	105160	Allocated Labor	$ 3,000.00	$ -	$ -	$ -	0.00%	
			PERSONNEL	**$ 3,000.00**	**$ -**	**$ -**	**$ -**	**0.00%**	
100	1035	205210	Dues & Memberships	$ 3,000.00	$ -	$ -	$ -	0.00%	
100	1035	205214	Marketing	$ -	$ 364.00	$ 364.00	$ 728.00	0.00%	
100	1035	205222	Insurance	$ 3,000.00	$ -	$ -	$ -	0.00%	Review insurance distribution
100	1035	205224	Trails Maintenance/Supplies/Services	$ 2,000.00	$ 1,286.31	$ 184.38	$ 1,470.69	73.53%	Vol. Expense Reibursement
100	1035	205252	Utilities	$ 3,250.00	$ 94.52	$ -	$ 94.52	2.91%	
100	1035	205260	Contract Expense (all Professi	$ 300.00	$ -	$ -	$ -	0.00%	
100	1035	205270	Travel	$ 1,500.00	$ -	$ -	$ -	0.00%	
100	1035	205317	Tools and Small Equipment	$ 1,500.00	$ -	$ -	$ -	0.00%	
100	1035	205330	Building and Land Maintenance	$ 4,500.00	$ 900.00	$ -	$ 900.00	20.00%	
100	1035	205421	Parks/Grounds Maintenance	$ -	$ 429.71	$ 31.27	$ 460.98	0.00%	
100	1035	205440	Equipment & Furniture	$ 500.00	$ -	$ -	$ -	0.00%	
100	1035	205474	Mowing/Trimming/Removal	$ -	$ 1,095.00	$ -	$ 1,095.00	0.00%	Tree Removal
100	1035	205490	Material and Services	$ 1,000.00	$ 306.64	$ 383.22	$ 689.86	68.99%	
			MATERIALS AND SERVICES	**$ 20,550.00**	**$ 4,476.18**	**$ 962.87**	**$ 5,439.05**	**26.47%**	
			EXPENSE	**$ 23,550.00**	**$ 4,476.18**	**$ 962.87**	**$ 5,439.05**	**23.10%**	
			Revenue Total	**$ 23,551.00**	**$ -**	**$ 25,828.48**	**$ 25,828.48**	**109.67%**	
			Expense Total	**$ 23,550.00**	**$ 4,476.18**	**$ 962.87**	**$ 5,439.05**	**23.10%**	
			GAIN/(LOSS)	**$ 1.00**	**$ (4,476.18)**	**$ 24,865.61**	**$ 20,389.43**		

Little Log Church & Museum 100-1025

Monthly Financial Detail Report

December 2019

Printed: 1/22/2020 8:04:51 PM
Period 06 - 06
Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
100	1025	300101	Beginning Balance	$ -	$ -	$ 543.34	$ 543.34	0.00%	Beginning balance part of City Amenities
100	1025	304335	Rents or Fees	$ 1,500.00	$ 455.00	$ -	$ 455.00	30.33%	
100	1025	304460	Inventory Sale	$ -	$ 149.00	$ 10.00	$ 159.00	0.00%	
100	1025	304480	Gifts/Donations	$ 1,400.00	$ 1,003.00	$ 71.00	$ 1,074.00	76.71%	
100	1025	314861	Transfer from the General Fund	$ 5,278.50	$ -	$ 2,639.50	$ 2,639.50	50.00%	
100	1025	314863	Transfer Visitor Amenities Support	$ 15,835.50	$ -	$ 7,918.00	$ 7,918.00	50.00%	
			REVENUE	**$ 24,014.00**	**$ 1,607.00**	**$ 11,181.84**	**$ 12,788.84**	**53.26%**	
100	1025	105160	Allocated Labor	$ 2,500.00	$ -	$ -	$ -	0.00%	
			PERSONNEL	**$ 2,500.00**	**$ -**	**$ -**	**$ -**	**0.00%**	
100	1025	205214	Marketing	$ -	$ 188.00	$ -	$ 188.00	0.00%	Review posting
100	1025	205220	Marketing/Road Sign	$ 200.00	$ -	$ -	$ -	0.00%	
100	1025	205222	Insurance	$ 1,100.00	$ 2,014.24	$ -	$ 2,014.24	183.11%	Review insurance distribution
100	1025	205251	Telephones/Cell Phones/DSL	$ 600.00	$ 270.12	$ 56.42	$ 326.54	54.42%	
100	1025	205252	Utilities	$ 1,400.00	$ 1,071.80	$ (548.32)	$ 523.48	37.39%	
100	1025	205330	Building and Land Maintenance	$ 9,114.00	$ 346.00	$ 1,626.00	$ 1,972.00	21.64%	
100	1025	205345	Inventory Purchase	$ 1,000.00	$ -	$ -	$ -	0.00%	
100	1025	205421	Parks/Grounds Maintenance	$ 3,000.00	$ -	$ -	$ -	0.00%	
100	1025	205440	Equipment & Furniture	$ 100.00	$ -	$ -	$ -	0.00%	
100	1025	205474	Mowing/Trimming/Removal	$ -	$ 574.00	$ -	$ 574.00	0.00%	
100	1025	205490	Material and Services	$ 400.00	$ 52.99	$ -	$ 52.99	13.25%	
			MATERIALS AND SERVICES	**$ 16,914.00**	**$ 4,517.15**	**$ 1,134.10**	**$ 5,651.25**	**33.41%**	
100	1025	217126	Interfund Transfer - Capital Reserve	$ 4,600.00	$ -	$ 2,300.00	$ 2,300.00	50.00%	
			TRANSFERS	**$ 4,600.00**	**$ -**	**$ 2,300.00**	**$ 2,300.00**	**50.00%**	
			EXPENSE	**$ 24,014.00**	**$ 4,517.15**	**$ 3,434.10**	**$ 7,951.25**	**33.11%**	
			Revenue Total	**$ 24,014.00**	**$ 1,607.00**	**$ 11,181.84**	**$ 12,788.84**	**53.26%**	
			Expense Total	**$ 24,014.00**	**$ 4,517.15**	**$ 3,434.10**	**$ 7,951.25**	**33.11%**	
			GAIN/(LOSS)	**$ -**	**$ (2,910.15)**	**$ 7,747.74**	**$ 4,837.59**		

February 9, 2020

Trails Committee Budget Request for 2020-21

Account #	Trails' Committee Historic Descriptions	Amount
205210	Trails Conferences & training registration	$600
205214	*(This account is used by the City for Marketing related costs)*	N.A.
205222	*(This account is used by the City for Volunteer insurance costs)*	N.A.
205224	*(This account is used by the City for evacuation trails)*	N.A.
*205252	PR - printing, maps, Permanent outdoor maps/signs	$3,250
205260	Safety First Aid equipment & training	$400
**205270	Conferences & training accommodation, travel, including local	$2,050
205317	Tools acquisition/replacement	$750
205330	Building & Land Maintenance	$3,500
205421	*(This account is used by the City for Parks/Ground Maintenance)*	N.A.
205440	New Years Day Peace Hike Buttons	$500
205474	*(This account is used by the City for Mowing/Trimming/Removal)*	N.A.
205490	Food & non-alcoholic refreshments: volunteers	$1,500
	Total 2020/21 Budget:	***$12,500***

* Account 205252 currently combines PR printing & Permanent Outdoor Signs & Maps

** Account 205270 currently combines three Trails categories for Conferences & Training

Note: This is a work in progress. This coded budget includes Trails wording and Spring Brook Account Codes. The Trails Budget won't be finalized by Finance/Budget until May of 2020. We anticipate many opportunities to modify the Accounts and the descriptions to better meet Trails needs.

Hi Heather,

Several of reasons that I suggested keeping things the same are:

1. The system, when it was working correctly was doing a good job

2. You are able to control each area individually. If you had a different system, one system could not be heating mode and another in cooling. Depending on where each area is being used you might need to be in different heating modes such as an office on the west side getting a lot of sun or an area with a lot of people in the room ect..

3. You can use current locations for equipment, refrigerant lines, outdoor equipment and electrical. This will save in costs as electrical and holes drilled are already in place.

Hopefully this helps answer a few questions. Please let me know if you have any additional questions.

Thank you,

Nate Gayle

Commercial Design/Sales

1951 Don Street

Springfield, OR 97477

Phone 541 726-0100 ext. 213

Fax 541 726-3929

Cell 541 556-7001

www.comfortflow.com

Facilities Manager Report

February 2020

I am working on getting comparable quotes for a larger heating unit but running into trouble getting comparable bids. I will attach one reply form one of the heating companies that I spoke to. Groth Gates Heating is working up a second bid for a similar unit. There is talk that we made need a Mechanical engineer.

The Ledger on the reader board had come loose the tops of the posts are rotten. Public works help me secure it again, but it is just a matter of time before it will all need to be replaced.

I have been working with COG on updating and drafting plans for the City's IT needs.

Reservations are going well.

With all the wind and rain that we have had lately everything on the buildings seems to be holding well. Sump pump is working great.

Respectfully Submitted

Heather Hoen

LITTLE LOG CHURCH AND MUSEUM
MINUTES OF MONTHLY BOARD MEETING

January 9, 2020

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

Minutes of previous meeting: Reviewed and approved.

Treasurer's Report: Board reviewed each line item of monthly report. Our contact at the city asked us to e-mail any questions we may have about the new format. She or the weekly representative associate will respond.

Curator's Report: None this month.

Weddings and Events: (1) Two weddings were held in December. Attendance was sparse in December: 82 visitors from 7 states; event attendees: 35.
$150 was taken to city. (2) Board discussed changing use fee to $100 for first hour, and $25 each additional hour. Karl suggested we table further discussion and decision until next meeting when we have more board members present. (3) Mary suggested we increase suggested donation for Valentine's Day renewal to $20 per couple. Board moved and seconded and approved motion.

Volunteer Report: (1) All shifts have been covered. Could use an additional sub. Board discussed other sources of recruitment beyond newsletter article. (2) Mary suggested she created a written job description of her job as well as volunteer duties. She asked permission to wait until after January when she has more time. Board agreed.

Landscaping: Jill McKay requested more gravel for the walkways. She has been trimming and weeding out debris for the city to pick up. Karl said he asked Jill to request what she needs from the city.

Friends Report: (1) Bank account balance is $5,216.09.

Other business: (1) Carl reported he will be coordinating another session with David Atkin in Eugene for himself, Karl, Mary, and Jolayne McDow. (2) Carl said he will be taking a course in grant writing. Fee is $115, and asked the Friends to cover the expense. Permission granted. (3) As of date of this meeting (January 9th) we have about $11,000 in donations. (4) Karl reported he had occasion to visit the LLC recently about 4:30 p.m. and noticed some people talking at the picnic table. Karl also noticed a satchel placed at the front entrance. He said he would check with Heather Hoen about whether there is a policy on what to do if items are left by the building.

Minutes submitted by Mary Crook

REPORT TO PARKS AND COMMONS COMMISSION

DATE: February 13, 2020
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, February 13, 2020. You will receive minutes from that meeting after the Board approves them next monthly meeting. Board approved the minutes of the January meeting, and a copy of those minutes is included with this report.

Volunteers: All shifts were covered in January. We can use one or two additional volunteers to cover Wednesdays and as substitutes. If you know of anyone who might want to volunteer, please have them contact me at 541-547-4547. Training and support is provided. There is a reward for sending us the first new volunteer in March, especially if you like ice cream.

Statistics: *Income*: $216 was delivered to the city on February 13th. (Sales: $50.00; Donations: 91.00; Events: $75.00). The Friends of the Little Log Church have a separate account. Currently the amount in the Friends account is $5,216.09. Karl Christianson will provide an updated report from the *Friends of the Little Log Church and Museum.* We are continuing to receive donations in response to our fundraising letter. Right now we have received about $15,745.00 in donations earmarked for the restoration.

Statistics: *Visitors*: January was a slow month for visitors. There were 104 visitors who signed our guest book, from two states. Event attendees numbered 4.

Events: (1) One wedding was held in January – just the couple and two witnesses**. (2)** The annual Valentine's Day vow renewal response has been good: 18 couples for noon and 17 couples for 5:30. One couple from Arizona scheduled their vacation because of the vow renewals. It has been very good public relations for the LLC for 25 years. I will give you a report at the P&C meeting in February after Valentine's Day. FYI, below is a copy from the last page of the program, which details (in the brief space allotted) what is happening with the LLC&M and why, and signed by the Friends of the LLC&M.

The Little Log Church and Museum has been held dear to the hearts of our community as well as to the many visitors from all over the country and around the world. However, our 90 year old treasured gem of Yachats has suffered the elements for many years and will have to be replaced due to the deterioration and the many new building codes. It will be less expensive to rebuild than to repair. The interior will be constructed as closely as possible to what it is today with the same wonderful acoustics and spiritual feeling. The exterior will have changes that will enhance the ability of being able to ward off the elements much better than they currently do.
Your participation in the annual Valentine's Day vow renewal is greatly appreciated. Your presence has helped preserve the spirit of history and love that dwells within this space. We are grateful for your support!

Friends of the Little Log Church and Museum
a 501(c)3 corporation
P.O. Box 712, Yachats, OR 97498

Respectfully submitted,
Mary Crook
For the Little Log Church and Museum