



CITY OF YACHATS

PARKS AND COMMONS COMMISSION

January 16, 2019

Draft Minutes

I. Call to Order

Chair John Purcell called to order the February 20, 2020 meeting of the Parks and Commons Commission at 3:00 pm in Room 1 of the Yachats Commons. Members present: John Purcell, Linda Johnson, Dawn Keller, Dean Shrock, Michael Hempen, Craig Berdie, and Absent: Scott Gordon. Also Present: Facilities Manager Heather Hoen, Trails Leads Bob Langley and Loren Dickinson, and Little Log Church Representatives Carl Miller, Karl Christianson and Mary Crook. Audience: 11.

II. Approve Minutes – January 16, 2020

Date should be 2020, not 2019.

Gordon was present at the January 2020 meeting.

Commissioner Hempen moved to approve the January 16, 2020 minutes as amended: Aye – 6; No – 0.

III. Reports

A. Facilities Manager

Facilities Manager Heather Hoen reported she was having difficulties getting a third estimate so the bid process would meet procurement requirements. She stated the Council did approve the funding for a capital project. She explained the due diligence required to move forward if she is unable to get “apples to apples” comparative bid. She expected to be able to proceed after hearing from a third potential bidder tomorrow. Hoen explained the requirements of procurement law around due diligence. She estimated 4-6 weeks for an install.

Commissioner Berdie asked if there were rebates available. Hoen stated CIS and PUD did not have a rebate for this project.

Purcell asked Hoen what was planned for maintenance for the remainder of the fiscal year. She explained she was planning to pressure wash and paint the building and to repair fascia boards in the spring. She also wanted to look into a commercial dishwasher for the kitchen as what is in there now is only a sanitizer. She must clear drains when users use the sanitizer as a dishwasher. She estimated a commercial dishwasher would cost between \$3,000 and \$6,000.

Commissioners directed Hoen to move forward and to get estimates for the dishwasher.

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2 Berdie asked about potential scheduling conflicts with the Honey Lovers Festival. Hoen
3 explained the Honey Lover's Festival is now under the auspices of Blythe Collins.
4

5 Purcell asked for clarification on some line items in the budget. Hoen explained "Rents and
6 Fees" is monies from room reservations, equipment rentals, etc. and "Rentals" is income from
7 rent of the Commons by City Hall and YYFAP.
8

9 Purcell asked the Mayor if the City Hall rental fees will cease if City Hall moves to the 501
10 Building. Mayor Moore explained the Council Chambers might not move until the next year.
11 Mayor Moore believed that the income would remain regardless of the source. He expected
12 Phase I of the move would happen as soon as the City gets approval from the grantor, USDA.
13

14 **B. Yachats Trails Committee**

15 Trials Lead Langley handed out a map they have prepared in trifold version and a laminated
16 large poster version. He asked what was needed to get approval to move forward with getting
17 additional maps printed. Commissioner Johnson asked that some of the trail maps be placed at
18 the Little Log Church. Langley indicated the Trails Committee was investigating additional
19 locations
20

21 Berdie asked about a trail from King Street to Horizon Hill. Langley noted this path was not on
22 the map as it was not part of any looped trail. Purcell clarified the trail sign at the end of Marine
23 Drive was removed.
24

25 Langley explained the only difference between the big map and the tri-fold was a note indicating
26 "You are here." He indicated Trials was waiting to see how many wanted the larger version
27 before spending the \$25 each to print and laminate.
28

29 Langley asked for input on replacing the trail counter on the Ya'Xiák Trail. He explained the
30 type of data that these trackers can provide, noting the Amanda Trail one just keeps a running
31 total. The others can get more detailed analysis of usage. Commissioner Keller asked what the
32 data was used for. He indicated it was used for grants, to justify their maintenance, and to plan
33 for maintenance. Hoen added the data also helps to justify the use of Visitor Amenities funds for
34 maintenance.
35

36 Commissioner Shrock asked if it was essential to replace the missing tracker. Purcell believed
37 this data has value and it should be in the Trails Report. Langley indicated the data has been in
38 the Trails Report for the past six months. Purcell asked if the device could be better secured and
39 Langley indicated they are looking into that issue. Hempen believed the expense was justified in
40 documenting the importance of the trails. Johnson recalled there was a suggestion to identify the
41 device as a counter and not a camera. Purcell clarified that Trails did not have a firm
42 recommendation to replace this device. Hoen suggested there is justification because of the use
43 of the restricted portion of Visitor Amenities for trails.
44

45 Keller believe it was appropriate to replace the device. She asked that Trails think about how to
46 secure the counter. Berdie noted this counter is the Siuslaw Forest and perhaps the Forest
47 Service would share the cost.
48

1 Purcell clarified that the Commission did not have the graphs of the trails use data. The
2 Commission discussed better communications around distribution of the Trails Report.

3
4 Purcell passed out a document on the Trails budget that shows how the Trails budget maps with
5 the Springbrook line items. Berdie was open to suggestions from Trails about how they want to
6 approach their budget. Trails Lead Loren Dickinson stated Trails was certainly willing to work
7 with the City on classifying their budget.

8 9 **C. Little Log Church**

10 Mary Crook reported 38 couples participated in the two seatings of the Valentine's Day Vow
11 Renewal Ceremony. The event netted \$779 for the City. She highlighted examples of where
12 people came from, including Arizona and Bellingham, WA). Karl Christianson reported he had
13 another meeting with their Attorney about managing their 501(c)3 about policies. He indicated
14 there will be one more meeting about IRS rules.

15
16 Purcell stated that the budget meeting will be in May and he wanted to know what they should
17 recommend to the City around capital planning for the remodel in the coming fiscal year.

18
19 Hoen reminded Crook to log information about where people come from to justify the Visitor
20 Amenities Fund expenses. Keller asked if they could add visitor data to their report.

21 22 **D. Commissioners - none**

23 24 **E. Citizens**

25 John Moore stated he was approached by the Assistant Governor from the Rotary Club. He
26 indicated that every year, the Rotary group has a speech contest where students compete in a
27 speech contest. Moore noted this year, they can only have one person enter from the district so
28 there is a need to have a local competition to determine this single representative. He indicated
29 the Council Room was ideal for this meeting and wanted the approval of the Commission to use
30 Room 1 for this purpose. He noted that using Room 3 would involve considerable set up and
31 take down time. Moore indicated he would be the responsible party.

32
33 Commissioners discussed this potential use of Room 1. Purcell suggested the Little Log Church
34 as a location as it had good acoustics and could be an alternative location.

35
36 Berdie moved to allow the Rotary Club to use Room 1 on April 2, 2020 at 5:30 for their speaker
37 competition and to waive the fees for Room 1: Aye – 6; No – 0.

38
39 Purcell added that the City would be open to a contribution from the Rotary Club.

40 41 **IV. Finance**

42 **A. Commons**

43 Johnson suggested the Commission get some history on what the numbers mean, such as the
44 \$40,000 item for personnel, none of which has been spent. She indicated a note to explain this
45 situation would be very helpful.

46
47 Purcell stated that COG could create additional accounts and descriptions but cannot change
48 existing accounts. Minutes taker Anderson and Hoen stated their understanding was that they

1 could not add chart numbers. Anderson added that the City Manager does not want to do that.
2 Keller also stated she did not think Manager Beaucaire wanted to do that. Berdie noted these
3

4 Purcell wanted to know more about who uses the building. Hoen explained the kind of reports
5 she can run. Purcell wanted to know more about the users and how much they pay. Hoen
6 indicated she could run a report by type of event or user category. Purcell clarified there were
7 four user categories: nonprofit, government, private, and commercial. Purcell also asked to
8 identify who the nonprofits were. He wanted to get more information about whether they were
9 charging enough and where the City could make more money, such as with weddings and
10 memorial services. He also suggested getting comparables from other cities. Hoen explained the
11 City was on the low side with neighboring cities. Anderson added that the rates were compared
12 around a year ago.
13

14 Hoen reported she received the first wedding reservation where the \$500 deposit was required
15 and there were no issues with that reservation.
16

17 Purcell noted a group like the Cape Perpetua Collaborative might be more of a support group for
18 a government agency and they do have funds to cover costs. Anderson suggested that it was
19 sounding like the City was trying to break even on Commons rentals. She cautioned that the
20 Commission not getting into a situation with the community around wanting the Commons to be
21 a revenue creating entity. Hoen added that there was wiggle room around how strictly to apply
22 the categories. Purcell stated he was not trying to penalize any group. Shrock added that some
23 nonprofits make significant money on events at the Commons. Keller suggested they could
24 distinguish between types of nonprofits.
25

26 **V. Old Business**

27 **A. Dog Park –**

28 Mary Aebi and Carita Edson made a presentation on bringing a dog park to Yachats.
29

30 Purcell stated he went to the City County to ask if they would be open to having a dog park when
31 the 2011 Parks Plan does not specify a usage for dog parks. Purcell suggested it was a good time
32 to review this 2011 Parks Plan given the recent requests on the space usage.
33

34 Shrock was open to the idea of dog park but wanted the proposers to ensure they will follow
35 through on what they propose. Shrock was curious about the potential use of a State Park and
36 the funding available from the State for parks.
37

38 Berdie suggested proposers be prepared to address why a dog park would get priority over a
39 children's play area. He did not think the State Parks would allow for a dog park. He was more
40 interested in the forested area for use for a dog park.
41

42 Johnson stated she wanted the Commission to decide if the 2011 Parks Plan was the plan they
43 were following. She had concern about having a dog park next to the two churches.
44

45 Hempen indicated he was open to the idea of a dog park. He spoke with a relative with the
46 ASPCA and realized the changing nature of people and how they live with their dogs. He did
47 think a dog park would help the City. He wanted to get more information on whether the State
48 Parks would allow for a dog park.

1
2 Keller stated the Commission's first order of business was to finalize the Parks Master Plan and
3 believed the decision on a dog park was premature.
4

5 Purcell summarized that the Commission was open to reviewing the 2011 Parks Plan. Purcell
6 suggested forming some type of subcommittee to review the parks plan and to have a community
7 meeting on the topic. He also noted what they requirements around the wetlands were. The
8 Commission discussed how to proceed establishing uses for various spaces. Hempen asked they
9 could set aside time to discuss the issue in more detail. Purcell suggested having a work session
10 to organize their priorities.
11

12 The Commission agreed to set a work session to establish their priorities at 1:30 pm on March
13 19, 2020.
14

15 Purcell asked Johnson to reach out to Dave Reiseck to see if he would be interested in
16 participating in the work session. The Commission suggested inviting people who worked on
17 the project in 2011 including, Gretchen Armstrong, Gerald Stanley, and Betty Bahn.
18

19 **B. Noxious Weeds**

20 Berdie stated he went to the City Council to get input from Council. He indicated he needed to
21 get clarification from Councilor Vaaler on what she wanted with respect to the update. Purcell
22 clarified that Berdie would be going back to the Council.
23

24 **VII. Other Business**

25 **A. From the Commission**

26 Berdie noted the Planning Commission discussed what type of sign could be used for the reader
27 board to make it easier on Hoen. Hoen indicated she would revisit the issue and report to the
28 Commission. Purcell indicated he would ask a sign person in Arizona for recommendations.
29

30 Keller reported she looked up the 2020 Vision document and was impressed with the
31 information. She had been thinking about how to proceed with creating a new vision and
32 communicating that with the citizens. Keller indicated there was a community visioning project
33 around 1996 that led to the report. She did not believe that the City used this plan much.
34 Anderson explained the Planning Commission's role in updating the Comprehensive Plan, which
35 often involves community visioning. She indicated there were several groups asking for
36 visioning work.
37

38 **B. From Staff**

39 Hoen reported Gretchen Armstrong was hosting a concert that would be open to the Community
40 that would be by donation. Hoen also raised the issue with the Honey Lover's Festival. She
41 explained the odd category these community events fall into given that they are not nonprofits
42 but they are hosting the events for the benefit of the community. She asked for the
43 Commission's help in how to handle these types of events. Purcell suggested discussing this at
44 the work session.
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46 Purcell asked Hoen to provide a page of rental rates for their next meeting. Berdie asked for
47 identification of the costs associated with events.
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B. From the floor - none

Purcell adjourned the meeting at 5:12 pm.

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John Purcell, Vice-Chair	Date
Minutes prepared by H.H. Anderson on March 7, 2020	