



CITY OF YACHATS

PARKS AND COMMONS COMMISSION

June 18, 2020

Approved Minutes

I. Call to Order

Chair John Purcell called to order the June 18, 2020 meeting of the Parks and Commons Commission at 3:01 pm via Zoom. Members present: John Purcell, Linda Johnson, Dawn Keller, Dean Shrock, Michael Hempen, Craig Berdie, and Scott Gordon. Absent: None. Also Present: City Manager Shannon Beaucaire, Deputy Recorder Kimmie Jackson, Facilities Manager Heather Hoen, Little Log Church Representatives, Carl Miller Trails Leads Bob Langley, and Joanne Kittel, and Loren Dickinson. Audience: 19.

II. Approve Minutes

A. February 20, 2020

Commissioner Berdie made a correction to a dangling sentence.

Commissioner Hempen moved to approve the February 20, 2020 minutes as corrected: Aye – 7; No – 0.

B. May 27, 2020 Joint meeting with Public Works and Streets

Page 4 – modify vote of Public Works and Streets to 4 yes and 1 abstain

Commissioner Gordon moved to approve the May 27, 2020 minutes as corrected: Aye – 7; No – 0.

III. Reports

A. Facilities Manager

Facilities Manager Heather reported the heating installation should be complete by Monday, June 23, 2020. She noted that the cost may come in under budget and the City qualified for a \$3,500 rebate from Central Lincoln PUD. She indicated Airrow Heating will process the rebate. Berdie clarified that the venting and duct work has been installed. Hoen noted staff still needed to be trained on using the iPad for the system.

Purcell asked Hoen to send her report to Deputy Clerk Kimmie Jackson and the Commissioners. Purcell read the report:

1. The heater installation in the Commons should be completed by June 20, 2020 if there are no more unseen hang-ups
2. Sneeze guards have been installed in City Hall
3. All reservations and events have been cancelled until Phase 2 except for Farmers Market
4. Playground and skatepark are closed until Phase 2
5. Using the closed time to conduct inventory and do maintenance
6. Psychic Festival in August has been cancelled
7. Celtic Festival in November has been cancelled
8. Many organizations that have cancelled have opted to not be refunded rents but to save them for later use
9. Many things are in an unknown status at this time because of coronavirus.

Berdie asked if this downtime could be an opportunity to paint. Hoen indicated she was using the time to do maintenance.

Commissioner Johnson noted some people were using the Commons and asked if sanitization was done after each meeting. Hoen stated she was following proper procedures for sanitizing rooms after room use.

Commissioner Keller asked if people in the Commons were wearing masks. Jackson stated people at the office were being as safe as possible. Keller clarified that if more people came to the office, all would wear masks.

B. Yachats Trails Committee

Trials Lead Bob Langley reported that the Committee checked with the City Manager about what would be necessary to resume trails work. He explained that they all should wear masks and try to maintain 10 feet of distance. Langley asked how they should handle sanitization with the tools being used. Gordon noted he was hearing that more evidence was coming out that transmission via surface contact was appearing to be less prevalent. All Commissioners agreed the volunteers could use the tools as long as they were being sanitized.

Langley noted a tree fell along the passage between Marine and Aqua Vista Road and damaged part of the fence. The tree has been removed. Purcell noted that the fence is owned by private property.

Manager Beaucaire reported that the City had Lysol spray for Trails to use that are still available from City Hall.

Purcell indicated he would discuss with the Committee about establishing a single contact point person for the Trails Committee.

Berdie noted there was a bush along the 804 Trail on Ocean View Drive that needs trimming. Langley noted he did not think the homeowner would want the bush trimmed. Betty Johnstone reported that she was responsible for trimming the bushes around her

1 easement. Manager Beaucaire asked Berdie to send her an email with the details of
2 the issue and she would follow up.

3
4 Trails Lead Kittel reported that the Amanda Suspension Bridge project has been tabled
5 indefinitely. Jeffrey Wagner, Oregon State Parks Program Manager, was told that the
6 bridge project was a “go” as it was virtually funded. Kittel reported that two weeks ago,
7 Jeffrey Wagner and a substantial number of Oregon Parks workers, including
8 engineering, were laid off. Without an Oregon Parks person to supervise the project,
9 the work cannot proceed. Kittel noted the partners on the project were still very
10 supportive of the project and were keeping the monies available. She added that
11 County Commissioner Claire Hall had County Counsel Wayne Belmont try find an
12 alternate way to keep the project going. The status of the FEMA money remained in
13 question.

14
15 Berdie asked if a letter of support and a statement of the negative impact on the City’s
16 economy should the project not go forward would be helpful. Kittel suggested asking
17 that Parks make this project a priority when the Department was operating again.
18 Purcell clarified that that the letter might have more impact if Council sent the letter. All
19 Commissioners agreed to ask Council to draft a letter of support. Mayor Moore
20 indicated he would send a letter.

21 22 **C. Little Log Church**

23 Carl Miller reported:

- 24 1. Since the 1993, the Friends of the Little Log Church have been stewards of the
- 25 facility, and has recently been asked to move from stewards to fundraisers
- 26 2. Board decided to assume task of raising \$100,000.
- 27 3. Board established a nonprofit for the Friends of the Little Log Church and
- 28 Museum at a cost of \$4,000.
- 29 4. Added to the Board at the request of Parks and Commons Commission.
- 30 5. Sent 810 letters and received 88 donations totaling \$16,390.
- 31 6. He took grant writing class and has a grant request for \$127,650 read to send
- 32 once they have raised 50% in matching funds.
- 33 7. The City has budgeted \$150,000. They have amassed a total of \$175,690 to
- 34 rebuild the Little Log Church and only need around \$25,000 more to meet the
- 35 match for the grant. They still need a more accurate estimate for the cost.
- 36 8. Barbara Covell wrote article for the South Lincoln News. Mary Crook was
- 37 interviewed by Catherine Rickbone on the radio program Arts Talk and by Larry
- 38 Bloomfield on a Florence radio station. Miller was interviewed by Larry
- 39 Bloomfield about getting the 501(c)3 nonprofit status.
- 40 9. They have not been idle.

41
42 Purcell clarified with Hoen that nothing had changed with respect to the drawings over
43 the past six months.

44 45 **D. Commissioners**

46 Berdie reported he has been participating in the Water Master Plan work. He reviewed

1 some of the information he has been providing.

3 **IV. Finance**

4 Purcell stated that there were no financial reports for this packet. He noted the Budget
5 Committee passed a draft budget and Council will have a hearing on the budget on
6 June 24, 2020.

7
8 Manager Beaucaire noted where the financial reports are located on the website. She
9 reported they just received the May 2020 reports and will get them uploaded this week.
10 She stated the finance staff can help the Commission walk through their budget and
11 report at their next meeting. Purcell asked that the reports become part of the meeting
12 packet.

13
14 Jackson stated the City can provide hard copies to be picked up at City hall during the
15 pandemic when Commissions were not meeting in person.

16
17 Johnson asked how the budget could be near finalization without having had the
18 Commissions review their areas. She noted their last report was in February 2020 and
19 the financial report was incomplete. She did not know what the status of their capital
20 projects were. Purcell stated the financial reports will now be available online. Manager
21 Beaucaire stated they did get input from the Commissions in December 2019.

22 23 **V. Proposal for a dentist office in Commons**

24 Mayor Moore stated he was approached by Dr. Brian Holmes from Florence who asked
25 if there was space in the 501 building for a branch office. Mayor Moore stated he
26 informed Dr. Holmes that the current City Hall facilities would be available after the City
27 moved to the 501 Building. Dr. Holmes and his wife visited the facilities and were very
28 interested in renting the space .

29
30 Mayor Moore contacted a real estate appraiser for commercial properties who had
31 visited the facility in June 2019. Mayor Moore explained the suggested \$1.25 per
32 square foot including utilities would bring in \$11,250 per year. Mayor Moore indicated
33 there was some precedent for using the facilities for services for Lincoln County Health.
34 Mayor Moore noted the primary benefit would be to have a dentist in town.

35
36 Gordon indicated the last he heard was that the City office space would be used by
37 YYFAP. He asked what type of service the dentist would provide, noting the public
38 health option for dental work would be valuable to the community. He reported not
39 many dentists take the state insurance plan. He did not see a private dentist as much of
40 a benefit as there was a dentist in Waldport.

41
42 Shrock questioned if it would be appropriate to have a dentist office in a community
43 center. He also wondered what would happen to YYFAP. Mayor Moore stated there
44 were several options for the space where City Hall now resides, including storage.
45 Shrock was reluctant to give up the space until they know what would happen to
46 YYFAP.

1
2 Manager Beaucaire stated she talked to YYFAP a year ago and was under the
3 impression that they would not be in a position to afford the rent of the upstairs space.
4 Hoen reported the area in the basement was now safe and it had been reinforced with a
5 support beam. Purcell clarified that the Fire Marshall had passed the location.
6

7 Berdie thought it would be beneficial to have a dentist in town, but he had concern
8 about leasing the Commons for commercial business. He was concerned about
9 liabilities around favoring a particular business. He noted other properties in the city
10 that would soon be available, such as the old fire station and the unfinished
11 condominiums across the street.
12

13 Johnson was not comfortable with going into the leasing business unless they get input
14 from the public. She favored the idea of having a mobile dentist
15

16 Keller thought this type of renting was premature. She noted the Commission needs to
17 think more about the use of the Commons building. She would like to see a strategic
18 plan for the interior of the Commons.
19

20 Hempen asked if the City offices were going to move and when. Manager Beaucaire
21 stated the city did not receive any bids on the City Hall move project and Hoen was now
22 trying to get contractors to do the work. Manager Beaucaire indicated she thought the
23 work could be completed by the end of the calendar year. Hoen indicated she was
24 hoping work would begin in a month. Hempen suggested they get public input on the
25 dentist issue.
26

27 Purcell asked Mayor Moore what was being asked of Parks and Commons. Mayor
28 Moore indicated he just wanted to take the "temperature" of the Commission on their
29 enthusiasm.
30

31 Hempen wanted to hear what YYFAP had to say on the topic. Gordon noted the first
32 question was whether the city wanted to rent the area. Hempen clarified that the dentist
33 was wanting to use the space two days each week.
34

35 Berdie asked if they legally had to advertise the space as available. He suggested that it
36 would have to be some kind of competitive bid. Manager Beaucaire did not know
37 whether the City was under an obligation to advertise. Purcell clarified no one else has
38 asked to rent that space.
39

40 Mayor Moore stated Dr. Holmes knows that the site will not be available until late this
41 calendar year.
42

43 Purcell noted the Council Chambers will remain in the Commons for the first phase of
44 the move.
45

46 Quinton Smith noted the dentist website stated he was not accepting new patients at

1 this time.

2
3 Purcell indicated that things were in transition and he wanted to have a plan for the
4 Commons. He also suggested they get clarification from YYFAP for that space. Purcell
5 had concern about the role of Parks and Commons and asked for clarification. Mayor
6 Moore stated the role of the Parks and Commons to make policy recommendations to
7 Council, and he heard the Commission indicate they were reluctant to move forward
8 with this plan for a dentist office. Manager Beaucaire stated that having a plan for the
9 Commons would be a perfect opportunity to get the public involved.

10
11 Mayor Moore clarified that Dr. Holmes was Interested in renting 750 square feet of the
12 current City Hall office which does not include the area from the City Manager's office
13 back to Room 1.

14
15 Shrock asked what the 501 Building would contain. Mayor Moore indicated Council
16 Chambers would eventually move to the 501 Building. Shrock noted that move would
17 make a much larger space available that could lead to other opportunities. Purcell also
18 suggested that they speak with their existing clients about what they would like to see.
19 Manager Beaucaire added that the COVID situation has changed requirements for
20 spacing and she was not certain what future requirements would be.

21 22 **VII. Old Business**

23 Manager Beaucaire reported they have received the results from an archeological study
24 which must be approved by the State Historic Preservation Office (SHPO). The study
25 indicated there were no archeological finds. She spoke with the county who indicated it
26 would be another month or so before they could look at their situation. Purcell clarified
27 that it was not known whether there was a time limitation on the results of the study.

28 29 **A. Driftwood Road Improvements**

30 Purcell reviewed the situation with the Driftwood Lane project and the role of Parks and
31 Commons Commission.

32
33 Shrock reported Hempen has measured the space and it appeared to go further into the
34 green space than was presented. He had heard the space was twelve feet beyond
35 what is currently there. He had more concern about the issue given this new
36 information.

37
38 Berdie noted he has measured the space and also believed it went a much further than
39 the 5 or 6 feet stated at the meeting. He suggested the area should be marked prior to
40 making decisions about it.

41
42 Johnson agreed that she would have liked to see the area marked off on the site. She
43 felt frustrated as she reads all materials and attends all meetings and had no idea the
44 project would be as it was presented. Johnson did not want to see a two-lane road.

1 Keller stated that she did not think parking for this area was appropriate as parking was
2 always going to be a problem. She stated Jacqueline Danos' idea for the area was
3 brilliant and that was how the City should proceed. She did not think this project was
4 forward-thinking. She stressed they should be accommodating people, not cars.

5
6 Hempen agreed with Johnson about the project seeming to "come out of the blue." He
7 reported what he saw when he walked down there, noting it was huge. He thought it
8 should be one lane as it had little traffic. He did favor the additional parking.

9
10 Purcell noted that three of four Commissioners went to measure the area. He believed
11 that the area should have been marked with spray chalk. Purcell noted that he believed
12 they were going to repave the existing lane. He believed Parks and Commons should
13 have been given the courtesy of input on the project as it was part of a park.

14
15 Anderson reviewed the history of the project from its origination as a waterline upgrade
16 referred to as "the Driftwood Water Project." She noted paving was only discussed as
17 something that would need to be completed when there was funding. She stated the
18 grant was received in December 2019 and the first report to a Commission about the
19 current project design was in February 2020 where it was attached in the Public Works
20 and Streets meeting packet but not discussed at the meeting. She believed Rick
21 McClung was planning to discuss the project with Parks and Commons at their March
22 2020 meeting which was canceled due to COVID.

23
24 Purcell stated the project has not been awarded. He wanted to reach out to Public
25 Works and the Public Works and Streets Commission to ask that Parks and Commons
26 look more closely at the space.

27
28 Keller noted the grant has a deadline and that was part of the hurry on moving forward
29 with project. She noted that the project was approved at the last Council meeting.
30 Loren Dickinson stated that the vehicles will overhang the sidewalk by up to 2.5 feet.
31 He suggested that the remaining 2.5 feet would be unusable as a walking path.

32
33 Purcell suggested the role of Parks and Commons Commission was to examine how
34 the project impacts a community park. He stated he would ask the City Manager if she
35 would ask Public Works if Parks and Commons could review the impact on a park.

36
37 Keller indicated she could make a motion to recommend to Council that they delay the
38 award of this project until the City could get more public input on the project.

39
40 Berdie stated it was reasonable to review the matter if the project went further into the
41 green space than was presented, but he did not think that this project should open up to
42 general public input.

43
44 Purcell stated he would tell the City Manager that Parks and Commons was concerned
45 about the impact on the green space and wanted to more closely look at how the project
46 would impact the space.

1
2 Berdie moved to ask the City Manager to direct the Public Works Department to ground
3 truth the extent of the potential encroachment of the Driftwood project onto the Yachats
4 Community Park prior to the award of the contract: Aye – 7; No – 0.

5
6 Bob Bennet asked to be copied on this request.

7
8 Hempen asked Dickinson how significant this sidewalk space issue was with the
9 parking overhang. Dickinson stated the resolution of this issue was up to the City and
10 the engineers to fix, but the sidewalk would not be usable if cars overhung by 2.5 feet.
11 Bennett stated that the engineering was already complete and such a change would
12 require re-engineering.

13 14 **B. 2011 Yachats Community Park**

15 Purcell suggested they have a study session on the 2011 Parks Plan when they are
16 able to meet together. Berdie reported the young man from the home school program
17 who proposed the children's fenced play area suggested there could be both a play
18 area and dog park that both run east-west in the ballfield area.

19 20 **C. Noxious Weeds**

21 Berdie stated he was under the impression not many people were excited about the
22 project. He reported what City Manager and City Attorney had to say. He asked the
23 Commissioners if there were wanting to continue to pursue this matter at this time.

24
25 Hempen suggested there was no rush to get the matter done. Keller noted weeds
26 continue to grow and the project was worth completing. Johnson thanked Berdie for his
27 work but believed it could be delayed given the pandemic environment. Shrock and
28 Gordon concurred with other Commissioners.

29
30 Berdie noted that the code regulations around weed abatement was approaching and
31 there should be something in the newsletter. Commissioners agreed to discuss the
32 newsletter submission at the July meeting.

33 34 **VIII. Other Business**

35 **A. From the Commission**

36 Keller recalled that the Commission had asked for a copy of the 2011 Parks Plans and
37 wanted to see that on the website. She wanted to know if Parks and Commons had a
38 role in providing input to the Comprehensive Plan. Anderson noted the Planning
39 Commission has the responsibility of reviewing the Comprehensive Plan and she would
40 notify the Parks and Commons Commission when Planning began its next review cycle
41 in January 2021.

42
43 Keller clarified that Hoen had a drawing of the Commons space that she could send to
44 Commissioners.

1
2 **B. From Staff**

3 Manager Beaucaire asked the Commission if they could change the time of the next
4 meeting so staff was not required to work overtime.

5
6 Hempen moved to change the start time of the July 16, 2020 Parks and Commons
7 meeting to 2:00 pm: Aye – 7; No – 0.

8
9 Purcell adjourned the meeting at 5:31 pm.

10
11
12 

Aug 26, 2020

13 [John Purcell \(Aug 26, 2020 08:01 PDT\)](#)

14 John Purcell, Vice-Chair

Date

15
16 Minutes prepared by H.H. Anderson on July 10, 2020

2020-06-18 Parks and Commons Minutes

Final Audit Report

2020-08-26

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