

1. Agenda

Documents:

[PC_AGENDA_01-17-19.PDF.PDF](#)

2. Meeting Materials

Documents:

[FINANCIAL RPT - 1-17-2019.PDF](#)

[P AND C MINUTES - 1-17-2019.PDF](#)

[FACILITIES MANAGER REPORT JAN 2019 - 1-17-2019.PDF](#)



CITY OF YACHATS

PARKS & COMMONS COMMISSION REGULAR MEETING

441 Hwy 101 N., Yachats Commons, Room 1

Thursday, January 17, 2019 at 3:00pm

- I. Call meeting to order
 - II. Approve Minutes of December 20, 2018
 - III. Reports
 - A. Facilities Manager
 - B. Yachats Trails Committee
 - C. Year to date Revenues and Expenses
 - IV. Business
 - A. Election of Chair and Vice Chair
 - B. New Commission Member
 - V. Other Business
 - A. From Commission
 - B. From the floor (5 minute limit)
- DISCUSSION / VOTE
DISCUSSION / VOTE

Commission meets the third Thursday of each month.

Next meeting: Thursday, February 21, 2019 at 3:00pm

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: 1/11/19

1/07/19
11:32 AM
YIJUDY
FUND-240 CITY AMENITIES
DEPT-124 COMMONS BUILDING

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT
12/01/18 THRU 12/31/18

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ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-30-4335	RENTS AND FEES	22,000	1,003.00	12,727.55	9,272.45	58
3-30-4460	CITY HALL RENTAL INCOME	17,800		17,800.00		100
	REVENUE	39,800	1,003.00	30,527.55	9,272.45	77
3-60-4860	GENERAL FUND SUPPORT	93,000		93,000.00		100
3-60-4864	VISITOR AMENITIES SUPPORT	30,000		30,000.00		100
	OPERATING TRANSFERS	123,000		123,000.00		100
T O T A L DEPT 124 R E V E N U E		162,800	1,003.00	153,527.55	9,272.45	94
E X P E N S E S						
5-10-5160	ALLOCATED LABOR	40,000	3,045.63	16,129.21	23,870.79	40
	PERSONNEL SERVICES	40,000	3,045.63	16,129.21	23,870.79	40
5-20-5222	INSURANCE	5,500		4,830.00	670.00	88
5-20-5240	OFFICE MATERIALS/SUPPLIES	250	54.99	137.98	112.02	55
5-20-5251	OFFICE PHONE/CELL/DSL	1,500	25.98	155.25	1,344.75	10
5-20-5252	OFFICE UTILITIES	5,000	520.56	2,456.86	2,543.14	49
5-20-5260	PROFESSIONAL SERVICES	38,000	3,000.00	18,125.00	19,875.00	48
5-20-5317	TOOLS & SMALL EQUIPMENT	550			550.00	0
5-20-5330	BUILDING OR LAND MAINTEN	20,000		7,503.76	12,496.24	38
5-20-5335	CUSTODIAL SUPPORT/SUPPLY	14,500	1,592.60	9,400.99	5,099.01	65
5-20-5490	MATERIALS/SERVICES OTHER	500		150.00	350.00	30
	MATERIALS AND SERVICES	85,800	5,194.13	42,759.84	43,040.16	50
5-50-5800	CONTINGENCIES	10,000			10,000.00	0
	OTHER USES	10,000			10,000.00	0
5-60-7126	INTERFUND TRANS: CAP RSRV	27,000		27,000.00		100
	INTERFUND TRANSFERS	27,000		27,000.00		100
	TOTAL PERSONAL SERVICES	40,000	3,045.63	16,129.21	23,870.79	40
	TOTAL MATERIAL & SERV	85,800	5,194.13	42,759.84	43,040.16	50
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	37,000		27,000.00	10,000.00	73
T O T A L DEPT 124 E X P E N D I T U R E		162,800	8,239.76	85,889.05	76,910.95	53

1/07/19
11:32 AM
YIJUDY
FUND-240 CITY AMENITIES
DEPT-125 PARKS

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT
12/01/18 THRU 12/31/18

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G11 0 S

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-30-4335	RENTS OR FEES	500			500.00	0
	REVENUE	500			500.00	0
3-60-4860	GENERAL FUND SUPPORT	9,125		9,125.00		100
3-60-4863	VISITOR AMENITIES SUPPORT	27,375		27,375.00		100
	OPERATING TRANSFERS	36,500		36,500.00		100
T O T A L DEPT 125 R E V E N U E		37,000		36,500.00	500.00	99
E X P E N S E S						
5-10-5160	ALLOCATED LABOR	6,000		1,419.57	4,580.43	24
	PERSONNEL SERVICES	6,000		1,419.57	4,580.43	24
5-20-5224	TRAILS SUPPLIES/SERVICES	20,000	1,337.24	3,961.66	16,038.34	20
5-20-5330	BUILDING OR LAND MAINTEN	1,000		742.00	258.00	74
5-20-5421	PARKS/GROUNDS MAINTENANCE	10,000	474.36	3,257.21	6,742.79	33
	MATERIALS AND SERVICES	31,000	1,811.60	7,960.87	23,039.13	26
	TOTAL PERSONAL SERVICES	6,000		1,419.57	4,580.43	24
	TOTAL MATERIAL & SERV	31,000	1,811.60	7,960.87	23,039.13	26
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER					0
T O T A L DEPT 125 E X P E N D I T U R E		37,000	1,811.60	9,380.44	27,619.56	25
T O T A L FUND 240 R E V E N U E						
	FUND PERSONAL SERVICES	253,100	2,363.50	239,057.10	14,042.90	94
	FUND MATERIAL & SERV	50,500	3,654.75	19,213.09	31,286.91	38
	FUND CAPITAL OUTLAY	152,400	9,794.10	65,208.17	87,191.83	43
	FUND ALL OTHER	45,200		35,200.00	10,000.00	78
T O T A L FUND 240 E X P E N D I T U R E		248,100	13,448.85	119,621.26	128,478.74	48
	FUND PRIOR BALANCE	130,521.19				
	NET FUND BALANCE	119,435.84				

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CITY OF YACHATS

PARKS AND COMMONS COMMISSION

December 20, 2018

Draft Minutes

Chair John Moore called to order the December 20, 2018 meeting of the Parks and Commons Commission at 3:00 pm in Room 1 of the Yachats Commons. Members present: John Moore, Linda Johnson, Dean Shrock, Scott Gordon, Michael Hempen, Derek Ojeda, and John Purcell. Absent: none. Also Present: Facilities Manager Heather Hoen, and Trails Leads Loren Dickenson and Joanne Kittel. Audience: 5.

I. Minutes – November 15, 2018

Page 2, Line 40: South water tank

Page 3, Line 29:

Commissioner Hempen moved to approve the November 15, 2018 minutes amended:
Aye – 6; No – 0; Abstain – 1.

II. Reports

A. Facilities Manager

Facilities Manager Hoen announced floor materials would be delivered on December 24, 2018 and would need 10 days to acclimate. She indicated the work would begin in early January 2019. Hoen highlighted that Public Works reattached a hatch on the Commons roof that blew off during a storm, the shed for the garbage cans was in progress, and the sump pump was causing problems as it required frequent monitoring during storms. Hoen explained the basement floods quickly when the sump pump was not operational. She reported the Commons building fared well in general during the storm.

Moore reported that the Friends of the Commons announced they were purchasing a new refrigerator for the Kitchen. He reported the Friends installed a hand sprayer on the sink. He recalled they distributed their cash assets as follows: YAAS - \$1,000, One of Us Productions - \$5,000, Big Band - \$1,000, Little Log Church - \$1,000, and City to cover new roof costs - \$40,000. He added that whatever was left after covering final expenses would be applied to insurance.

B. Yachats Trails Committee

Loren Dickenson thanked Craig and Sharon Berdie for their work on the Prospect Garden. Dickenson reported a record 29 volunteers showed up for the December YIPS! work session. Kittel reported Doug Barrett, a member from the Coos-Umpqua Tribe, visited and had praise for recent trails work. She added they submitted a grant application to Three Rivers Foundation for \$10,000 for the suspension bridge.

C. Year to Date Revenues and Expenses - none

1
2 **III. Business**

3 **A. Commons Manual Final Review**

4 Moore explained the draft of the manual in the packet represented all the work they had
5 approved to date. He noted they should change rate sheet date from March 1, 2018 to
6 January 2, 2019. Moore explained he removed references to renting the 501 Building.
7 Hoen explained that groups can use the black chairs outside if they had a contract to
8 rent the Pavilion.
9

10 Commissioner Shrock asked if the 501 Building should be included in the listing of City
11 property. Moore noted the building would not be under the jurisdiction of Parks and
12 Commons but it does rest within the area of the Parks Master Plan. Commissioner
13 Johnson stated it was unclear as to what properties Hoen serviced. Commissioner
14 Ojeda wondered if the Little Log Church should be included. Councilor Berdie asserted
15 that Council had not made a decision as to whether that facility would have rental
16 space. Manager Beaucaire suggested the Commission keep the description broad so
17 that future uses could be accommodated. Commissioner Gordon agreed that the
18 statement should be kept broad. The Commission agreed that unless the 501 Building
19 become rentable again, the 501 Building need not be included in the manual.
20 Commissioner Purcell suggested simply deleting the "4.85 acres" from the statement so
21 boundary streets described the area. Commissioners agreed to remove the 4.85 acres
22 statement.
23

24 Purcell noted there was a reference to Appendix A in the draft but there was no
25 Appendix A in the packet. Moore clarified Appendix A does exist but it was not attached
26 to the manual in the website documentation.
27

28 **Gordon moved to approve the manual with removal of "4.85 acres:" Aye – 7; No – 0.**

29
30 **Gordon moved to approve the rental rates with the correction of the date and the rental
31 pricing policy as amended: Aye – 7; No – 0.**
32

33 **B. Finance Committee Representative**

34 Moore indicated Council would be finalizing the Finance Committee structure at their
35 January 2, 2019 meeting. He explained the Finance Committee would include a
36 representative from each Commission.
37

38 **Hempen nominated Commissioner Purcell as the Finance Committee representative:**
39 **Aye - 7; No – 0.**
40

41 **IV. Other Business**

42 **A. From the Commission**

43 Moore stated the Commission would be electing a Chair and Vice-Chair at the January
44 2019 Parks and Commons meeting. He noted current Vice-Chair Ojeda would open
45 that meeting.
46

1 Hempen asked Hoen if she had a solution to the sump pump problem. Hoen explained
2 the soft debris that gets into the drain grate. The Commission agreed that getting the
3 sump pump wired into the generator system would resolve the power problem. Purcell
4 volunteered to help Hoen research the situation.

5
6 Hempen agreed to back up Purcell on the Finance Committee.
7

8 On behalf of the Commission, Hempen thanked Moore for his dedication and work on
9 Parks and Commons.
10

11 **B. From the floor**

12 Public Works and Streets Chair Bob Bennett asked the Commission and the Trails
13 Committee if they could help determine a means to cross the ditch at Marine Drive and
14 Highway 101 as an evacuation route. He indicated the work would need ODOT
15 approval. Bennett stated they might be able to get grant funding to cover the project.
16 Moore clarified that Bennett wanted Parks and Commons to add the project to their CIP
17 list. Bennett guessed that the cost could be \$5,000 to \$6,000. Bennett estimated the
18 path would need to be 4 feet wide. Purcell noted that access would go across private
19 property on the Spring Hill side of the ditch. The Commission did not know for certain if
20 there was already an easement for trails in that area. Bennett clarified he wanted the
21 project included for FY19-20 and there would likely be grant money for the project. He
22 added that the timing and the costs would largely depend on what ODOT requires.
23

24 Purcell moved to create a \$5,000 CIP for a path/bridge to cross the ditch at Marine
25 Drive and Highway 101 to reach Spring Hill as an emergency evacuation route: Aye –
26 7; No – 0.
27

28 Moore adjourned the meeting at 3:47 pm.
29
30
31
32
33

34
35 _____
36 W. John Moore, Chair

35 _____
36 Date

37 Minutes prepared by H.H. Anderson, January 6, 2018
38

Facilities Manager Report

January 2019

The flooring project has come to a halt until we get results back from the State on the asbestos testing of the old tiles. Work is to resume Monday the 4th of March and be completed by the 22nd assuming all goes as planned.

I have been working on developing a plan for the farmers market and have three different options that I am pursuing. The most promising is a Market run Market. This means that the Market would not be under the City's umbrella but would be free standing on its own. I believe that we need to discuss possibly charging rent for the grounds to be used for the Farmers Market.

I have found the bird netting that I would like to use and will be ordering soon for the Pavilion.

We have the Yearly Agate Festival and Lions Crab feed still to come this month. As well as The Honey Lovers Festival the 8th of February.

Respectfully Submitted

Heather Hoen