



City of Yachats

## **PARKS AND COMMONS COMMISSION**

January 17, 2019

### **Approved Minutes**

#### **I. Call to Order**

Acting Vice-Chair Derek Ojeda called to order the January 17, 2019 meeting of the Parks and Commons Commission at 3:01 pm in Room 1 of the Yachats Commons. Members present: Michael Hempen, Linda Johnson, Scott Gordon, John Purcell, Dean Shrock, and Derek Ojeda. Absent: none. Also Present: Facilities Manager Heather Hoen. Trails Leads Bob Langley and Joanne Kittel. Audience: 5.

#### **II. Election of Officers**

Commissioner Hempen nominated Commissioner John Purcell to be Chair. Commissioner Shrock encouraged Purcell to take the position.

Commissioner Gordon moved to appoint John Purcell as Chair of the Parks and Commons Commission: Aye – 6; No – 0.

Shrock nominated Derek Ojeda to be Vice-Chair.

Shrock moved to appoint Derek Ojeda as Vice-Chair of the Parks and Commons Commission: Aye – 6; No – 0.

#### **III. Minutes – December 20, 2018**

Page 2, Line 9: “used” should be “use”

Page 1, Line 34: strike “YAAS - \$1,000”

Gordon moved to approve the December 20, 2018 minutes as amended: Aye – 6; No – 0.

#### **IV. Reports**

##### **A. Facilities Manager**

Facilities Manager Heather Hoen explained the original plan was place the new luxury vinyl tile over the old tile floor. When the workers started work in the storage area, they learned the tiles were not adhered properly. Given the year of the material, the City had to have an asbestos inspection. Hoen hoped to resume installation by March 4, 2019. Purcell and Hoen discussed what the process would be should the floor come back as asbestos positive. Gordon noted the work would depend on the type of asbestos.

Hoen explained she placed an area rug over the small section of floor where the laminate was removed. She indicated this fix would prevent trip hazards. Hoen explained how she has been

1 keeping the room and area usable.

2  
3 Johnson asked if they could install the bird netting at the Pavilion when the rains were active.  
4 Hoen indicated rain was not a problem, but they could not work in high winds. She reported she  
5 needed to finish measurements to determine the proper amount of netting to order. Hoen  
6 indicated it was a knotted, welded, nylon and small enough so bird heads not get stuck and little  
7 birds not get through. She noted the product was used in orchards.

8  
9 Hoen reported that the gateway signs were in production.

#### 10 11 **B. Trails Committee**

12 Trails lead Bob Langley clarified with Purcell that he would get the Trails Report to Purcell by  
13 the Monday prior to the Thursday meeting.

14  
15 Kittel highlighted she would be applying for two grants and Trails recently received a \$500  
16 donation in memory of a former View the Future Board Member.

17  
18 Kittel reported she was donating 2.5 acres of her property to an irrevocable permanent easement.  
19 She noted the Forest Service been on furlough and the Forest service would not work on her  
20 property until the easement was finalized. She noted State Parks has agreed to maintain the  
21 bridge. She referred to MOUs with the various agencies.

22  
23 Langley reported the City and County have been working on the Ocean View transfer, including  
24 archeological testing. He reported they were waiting to put up a small fence for the Urban Forest  
25 Trail until archeological testing was done.

26  
27 Gordon noted Finance Committee was planning to increase the transient rental tax and a portion  
28 of those funds has been earmarked for the 804 Trail and boardwalk.

29  
30 Hempen asked if there was a map or diagram that would show what was planed. The Trails  
31 Committee was not aware of one.

32  
33 Purcell recalled a discussion about an evacuation route across Highway 101 at Marine Drive.  
34 Kittel stated she did could not recall ever seeing an easement recorded for that area.

35  
36 Johnson asked about the parking area in front of the old Landmark and whether people would  
37 have to walk around parked cars. Kittel did not know, but reported they had raised that issue  
38 with the City. Kittel speculated city would need to research the issue.

#### 39 40 **C. Year to Date Revenues and Expenses** – see report in packet

#### 41 42 **IV. New Business**

##### 43 **A. Application from Craig Berdie**

44 Shrock recognized Berdie's work as an interim Councilor. Commissioners spoke very highly of  
45 Berdie. Berdie stated he looked forward to helping preserve the natural beauty and trails. The  
46 Trails Committee spoke highly of Berdie.

1  
2 Hempen moved to recommend to Council to appoint Craig Berdie to the Parks and Commons  
3 Commission: Aye – 6; No – 0.  
4

#### 5 **IV. Other Business**

##### 6 **A. From the Commission**

7 Hempen asked Hoen about status of the garbage can garage. Hoen indicated the project would  
8 likely be done in March 2019.  
9

10 Hempen clarified the new refrigerator arrived last Thursday (January 10, 2019).  
11

12 Hoen noted she and Purcell have not had the chance to resolve sump pump issue.  
13

14 Purcell asked whether the fire circle was in the current CIP. Anderson indicated Parks and  
15 Commons CIPs, other than Commons roof and floor, have been pushed back a year. Purcell  
16 reported he received a suggestion to dedicate the fire circle to Don Niskanen.  
17

##### 18 **B. From Staff**

19 Hoen reported she was asked to be in charge of establishing how the Farmer's Market was  
20 handled now that the Friends have dissolved. Hoen reported she worked with Friends Chair  
21 Rose Valentine to have the Friends finish the season as overseers of the market.  
22

23 She described three options for the 2019 season:

- 24 1. City Manages – This option would require vendors to carry extensive liability  
25 insurance and would require staff time.
- 26 2. Chamber of Commerce Manages – Hoen spoke with Linda Hetzler, President of the  
27 Chamber, who indicated the Chamber has someone in mind to manage the market and  
28 who asked what the City was going to pay to support the work. She noted this option  
29 would also require liability insurance, but not has much as the City would require.
- 30 3. A Co-op of Vendors Manage: Hoen was approached by a group of vendors who  
31 wanted to form a 501(c)6 to operate the Market. This group wanted to discuss the  
32 possibility of not having to pay rent. Hoen noted Friends did not pay rent. She added  
33 that the City's insurance agent suggested charging a small fee so there would be a  
34 formal contract. She indicated the vendors were agreeable to come to Parks and  
35 Commons periodically to report on the activities. Hoen suggested a rent of \$25-35 per  
36 week, or \$400 to 700 per year, noting the market currently charges \$15 per booth (25-  
37 30 booths total).  
38

39 Shrock favored the third option. Commissioners agreed that charging some rent was a good idea  
40 from a liability perspective. Gordon noted charging rent and having a contract would enable  
41 City to hold the Market accountable around procedures.  
42

43 Hoen recalled an issue with a particular vendor this past year, noting one of the interested parties  
44 had been privy to that interaction and agreed the vendor did not handle the situation properly.  
45 Hoen reported the vendors would be willing to establish a jury to adjudicate vendor issues.  
46

1 Hoen explained there were many policy matters that need to be determined. He noted the desire  
2 is to have the event be a farmers market and not a flea market. Hoen asked the vendors to  
3 explore having an option to pay through EBT, as this element has been shown to draw more  
4 farmers. Hoen wanted to keep all the vendors who have been coming for years, even though  
5 they do not live in Lincoln County (Newport, LC and Toledo require residency).  
6

7 Councilors wanted to know more about the plans of the group before the Market opens in May  
8 2019.  
9

10 Purcell asked Hoen if she anticipated any problems from using Option 3. Hoen did not  
11 anticipate problems except for the one person who had issues last year.  
12

13 Shrock asked if the Commons had to be open for the even given there were porta-potties behind  
14 the building. Hoen indicated she worried about people having access to the entire building and  
15 noted that people could hide out unless someone checked bathrooms and hidden areas.  
16 Commissioners discussed adding another porta-potty. Hoen noted city adds two porta-potties  
17 during the summer, one on Marine Drive and one south of bridge. Commissioners discussed  
18 requiring a person to be inside the Commons while it was open.  
19

20 Purcell indicated the Commission wanted to proceed with option 3. With consent of the  
21 Commission, Purcell gave Hoen authority to offer rent of \$35 week to the Market group, and to  
22 proceed with negotiations. The Commission also asked that the vendor group present their  
23 proposal to the Commission before the season opens in May 2019.  
24

25 Gordon suggested Commissioners bring ideas to the next meeting about what criteria to put in  
26 the agreement.  
27

28 Commissioners also agreed to look at additional options for locating the vendor booths.  
29

30 **B. From the floor - none**  
31

32 With no further business to discuss, Purcell adjourned the meeting at 3:56 pm.  
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36

37 \_\_\_\_\_  
38 John Purcell, Chair

\_\_\_\_\_  
Date

39  
40 Minutes prepared by H.H. Anderson, January 22, 2019