1. Agenda

    Documents:

        01-18-18_PANDC_AGENDA.PDF.PDF

2. Meeting Materials

    Documents:

        FACILITIES MANAGER REPORT JAN 2018 - 1-18-18.PDF
        FINANCIAL REPORT DEC 31 2017 - 1-18-18.PDF
        TRAILS REPORT JAN 2018 - 1-18-18.PDF
        PARKS AND COMMONS MINUTES DRAFT - 1-18-18.PDF

CITY OF YACHATS

PARKS & COMMONS COMMISSION
REGULAR MEETING

441 Hwy 101 N., Yachats Commons, Room 1

Thursday, January 18, 2018 at 3:00pm

I. Call meeting to order

II. Approve Minutes of December 21, 2017

III. Reports
- A. Facilities Manager
- B. Yachats Trails Committee
- C. Year to date Revenues and Expenses

IV. Business

A. Commons Rental Rate Structure	DISCUSSION / VOTE
B. Insurance	DISCUSSION / VOTE
C. Fence / Railing by sidewalk in front of Commons	DISCUSSION / VOTE
D. Budget and CIP projects for 2018-2019	DISCUSSION / VOTE
E. Public Restroom	DISCUSSION / VOTE
F. Yachats Parks and Open Space Master Plan	DISCUSSION / VOTE
G. Election of Chair and Vice Chair	DISCUSSION / VOTE

V. Other Business
- A. From Commission
- B. From the floor

Commission meets the third Thursday of each month.

Next meeting: Thursday, February 15, 2018 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.

Facilities Manager Report

January 2018

Lock boxes have been purchased and installed. They are working great for the larger Events.

The right corner above the doors that enter into the Multi-Purpose room from the City side will be repaired before the end of the month along with the doors that need paint.

The New Year has started out great with the Peace Hike, Agate Festival and more coming with the Winter Wonderland fundraiser, YAAS's Geological speaker and the Crab feed.

Some damage to the Multi-Purpose room floors accrued during the Agate Festival. I have Contacted Alsea Bay Granite in Waldport as they are the ones that installed the flooring for a bid and recommendation to fix the floor. I was told that they would call me in 7-10 days. Glen Zimmerman (agate Festival) came by later in the day on Monday and repaired the damage to the floor.

I have set all Heaters to 65 degrees per the request of the Mayor, and others that work in the building.

The Sump pump for downstairs has been unplugged from the electricity twice. I believe that a box to cover the outlet and pump should be made, so this no longer can happen. The pump is a very important piece of equipment and should be protected.

I am recommending a three sided box be made, for our large garbage cans as they keep getting blown over and spilling their contents.

I contacted K&K Toilets and had them secure the porta-potty with stakes into the ground as it was being blown over weekly.

I would like to purchase a carpet steam cleaner to maintain the cleanliness of the carpets throughout the buildings. $250.00 would cover most machines.

Respectfully Submitted

Heather Hoen

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT

12/01/17 THRU 12/31/17

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
		R E V E N U E S				
3-30-4335	RENTS AND FEES	26,000	1,823.50	11,431.33	14,568.67	44
3-30-4460	CITY HALL RENTAL INCOME	17,800	--	17,800.00	--	100
	REVENUE	43,800	1,823.50	29,231.33	14,568.67	67
3-60-4860	GENERAL FUND SUPPORT	71,500	--	71,500.00	--	100
3-60-4864	VISITOR AMENITIES SUPPORT	23,800	--	23,800.00	--	100
	OPERATING TRANSFERS	95,300		95,300.00		100
T O T A L DEPT 124 R E V E N U E		139,100	1,823.50	124,531.33	14,568.67	90
		E X P E N S E S				
5-10-5160	ALLOCATED LABOR	31,400	3,231.68	19,311.36	12,088.64	62
	PERSONNEL SERVICES	31,400	3,231.68	19,311.36	12,088.64	62
5-20-5222	INSURANCE	4,500	--	5,375.64	875.64-	119
5-20-5240	OFFICE MATERIALS/SUPPLIES	400	96.17	214.13	185.87	54
5-20-5251	OFFICE PHONE/CELL/DSL	2,800	84.56	700.04	2,099.96	25
5-20-5252	OFFICE UTILITIES	6,500	538.59	2,356.77	4,143.23	36
5-20-5260	PROFESSIONAL SERVICES	36,000	3,750.00	19,300.00	16,700.00	54
5-20-5317	TOOLS & SMALL EQUIPMENT	500	--	--	500.00	0
5-20-5330	BUILDING OR LAND MAINTEN	14,000	2,730.45	4,627.50	9,372.50	33
5-20-5335	CUSTODIAL SUPPORT/SUPPLY	11,500	1,249.69	8,516.75	2,983.25	74
5-20-5490	MATERIALS/SERVICES OTHER	500	--	102.00	398.00	20
	MATERIALS AND SERVICES	76,700	8,449.46	41,192.83	35,507.17	54
5-50-5800	CONTINGENCIES	4,000	--	--	4,000.00	0
	OTHER USES	4,000			4,000.00	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	31,400	3,231.68	19,311.36	12,088.64	62
	TOTAL MATERIAL & SERV	76,700	8,449.46	41,192.83	35,507.17	54
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	31,000		27,000.00	4,000.00	87
T O T A L DEPT 124 E X P E N D I T U R E		139,100	11,681.14	87,504.19	51,595.81	63

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
			R E V E N U E S			
3-30-4335	RENTS OR FEES	3,000	--	27.00	2,973.00	1
	REVENUE	3,000		27.00	2,973.00	1
3-60-4860	GENERAL FUND SUPPORT	6,600	--	6,600.00	--	100
3-60-4863	VISITOR AMENITIES SUPPORT	20,000	--	20,000.00	--	100
	OPERATING TRANSFERS	26,600		26,600.00		100
T O T A L DEPT 125 R E V E N U E		29,600		26,627.00	2,973.00	90
			E X P E N S E S			
5-10-5160	ALLOCATED LABOR	3,600	130.04	401.19	3,198.81	11
	PERSONNEL SERVICES	3,600	130.04	401.19	3,198.81	11
5-20-5224	TRAILS SUPPLIES/SERVICES	20,000	885.11	3,508.71	16,491.29	18
5-20-5421	PARKS/GROUNDS MAINTENANCE	6,000	542.02	6,559.78	559.78-	109
	MATERIALS AND SERVICES	26,000	1,427.13	10,068.49	15,931.51	39
	TOTAL PERSONAL SERVICES	3,600	130.04	401.19	3,198.81	11
	TOTAL MATERIAL & SERV	26,000	1,427.13	10,068.49	15,931.51	39
	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		29,600	1,557.17	10,469.68	19,130.32	35
T O T A L FUND 240 R E V E N U E		214,800	2,923.50	323,202.97	108,402.97-	150
	FUND PERSONAL SERVICES	36,800	3,543.77	20,431.89	16,368.11	56
	FUND MATERIAL & SERV	133,800	11,798.26	66,248.00	67,552.00	50
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER	39,200		35,200.00	4,000.00	90
T O T A L FUND 240 E X P E N D I T U R E		209,800	15,342.03	121,879.89	87,920.11	58
	FUND PRIOR BALANCE	213,741.61				
	NET FUND BALANCE	201,323.08				

TRAILS COMMITTEE – Parks and Commons report – January 14, 2018

Trails – The work session scheduled for 1/6 was cancelled because of its proximity to the Peace Hike in which so many trails crew members participated as volunteers.

YIPS! – The YIPS! work session scheduled for December had a weather cancellation. However, a group of 15 volunteers responded on short notice on December 13 to help spread three yards of hemlock bark around the new plantings at Prospect Park. In the near future, we intend to have work sessions in the Commons Wetland, the Whale Tail Park, and Prospect Garden. There is still plenty of work to be done at each venue.

2018 Peace Hike – By all accounts, this year's Peace Hike was a great success. Lauralee S. did an excellent job with its planning and coordination; 35 additional volunteers helped with event planning and with hiker safety during the hike itself.

Interpretive Sign Project, Phase Two – The grant application to the 3 Rivers Foundation was fast tracked and funded; $1500 were requested but they increased it to $2000. Diane, Betty, and Joanne can now start working on this project earlier that they had planned. Jesse Beers will provide appropriate images for the signs.

804 South – Our efforts associated with this project are temporarily on hold while the City determines whether or not to accept ownership of Ocean View Drive.

Evans-Betz property – We are following with interest the City's steps to potentially acquire this property and want to be involved in any planning that involves potential trails on the property.

OPRD native plant nursery – OPRD is developing a native plant nursery on Beaver Creek. A group of five trials crew members spent a productive day in mid-December and built 14 large planters. Another group of seven helped on January 12 and built 22 planters as well as 16 planting tables. This is part of the ongoing collaboration between Yachats Trails Committee and OPRD.

CITY OF YACHATS

PARKS AND COMMONS COMMISSION
REGULAR MEETING
December 21, 2017

Minutes

Chair John Moore called to order the December 21, 2017 meeting of the Parks and Commons Commission at 3:01 pm in Room 1 of the Yachats Commons. Members present: John Moore, Michael Hempen, Linda Johnson, Dean Shrock, Derek Ojeda. Absent: Ruth Bass, Scott Gordon. Also Present: Facilities Manager Heather Hoen. Trails Leads Loren Dickenson and Joanne Kittel. Audience: 5.

I. Minutes

Commissioner Shrock moved to approve the November 16, 2017 minutes: Aye – 5; No – 0. Minutes approved.

II. Reports

A. Facilities Manager

Facilities Manager Heather Hoen asked about the process for giving her report. Moore indicated he would send the report to Commissioners prior to meetings for their review. Hoen summarized her written report.

Commissioner Johnson wanted clarification on the work done on the men's bathroom. Moore got consent from Commissioners on Hoen's suggested improvements: installation of weatherproofing, repair and paint on entry to Multipurpose room ($200), repainting doors to match interior ($100 each, total $900 maximum), installing two coded lock boxes ($50-80), and adding a deposit for keys. Moore approved keeping the heat at 62 degrees.

Hoen asked the Commission how she could be set up a new exercise class requested by a teacher. She noted three gyms in Newport indicated they have the instructor and participants sign insurance/liability waivers. Moore noted the Friends would not likely cover insurance given their hiatus and the City would soon be discussing insurance options. Shrock asked for clarification on how insurance is handled for the current exercise classes, and Hoen indicated the Friends are covering the by-donation classes.

Schrock asked how other exercise classes were insured. Hoen indicated all of the by-donation classes are under the Friends of the Commons at present. Moore suggested a fee for the class might cover the insurance fee.

Hoen noted many people assume they can use Room 8 as a staging room when renting the multipurpose room. Hoen suggested they might be able to add an amount less than the full amount of Room 8 for use as a green room. Hoen clarified she needs to know whether to block out Room 8 for a multipurpose room event. Johnson asked how busy the rooms were. Commissioner Ojeda was favorable to offer a lower rate when used as a green room.

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Moore believed changes in policy are not appropriate at this time due to the extensive recent changes. Shrock and Hempen were favorable to not making changes at this time. The Commission decided to allow usage of Room 8 for staging if it is not otherwise rented. Hoen will continue to inform users they should reserve Room 8 if they will be using it. Johnson wanted to ensure the issue would be addressed in the future.

B. Yachats Trails Committee

Johnson asked about the possible archeological site west of the Landmark mentioned in the report. Trails Lead Joanne Kittel reported archeologist Molly Manion previously indicated they would need to do the site samples every twenty meters. Kittel has asked SHPO (Oregon State Historic Preservation Office) to provide her information with their requirements. Kittel was given an estimate of $7,000-8,000 per core sample. Kittel has been talking to the tribes about archeologists who might be involved.

Moore noted Lincoln County is planning to do an overlay in the area between the Landmark and the State Park. He indicated there was not enough room to have two lanes of traffic and a trail on the current paved area. Kittel stated there is plenty of room for the trail when there is one lane of traffic. Kittel indicated she is mostly interested in getting a cost estimate should they have to move the trail into unpaved areas between the current road and the river.

Kittel noted she has applied for a $1,500 grant from Three Rivers Foundation to replace a deteriorating information display box along the Amanda Trail.

C. Friends of the Commons – no one present

D. Year to Date Revenues and Expenses – see report in packet

III. Business

A. Commons Rental Rate Structure

Moore reported he was asked by Councilor Greg Scott to ask the Commission to consider letting nonprofit and informal groups use Room 3 for free. Schrock wanted to know the frequency of usage for Room 3 and how they would decide who got to use the room for free. Shrock believed they were charging too much for Room 3. Hoen wanted to know if paying groups could bump non-paying groups. Shrock noted the Health Education Center in Newport indicates what type of groups would fall under the free category. Hoen indicated it would help her to provide more detail on who falls into which rate classification group. Hoen noted Room 3 will get used more when the 501 Building is no longer available. Moore asked Commissioners to think about the issues, and they will revisit the matter in January 2018.

Moore also reported Scott wanted the Commission to recommend that the City cover the insurance. Moore referred to information from the City's risk management consultant from CIS (City and Counties Insurance for the State of Oregon) who highly recommends having users provide insurance. The City's score on best practices would go down if the City were to provide insurance, and consequently the City's insurance rates would increase.

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Additionally, CIS will not cover negligence on the part of the user.

Shrock asked about the Friends of the Commons saying the Commons is becoming an events center rather than a community center. He believed the Friends could support the community by providing insurance. Moore indicated the Friends have accumulated significant reserves, and he believed insurance would be an appropriate use of the funds the Friends has, as the Friends' role is to support the Commons.

Hoen asked for clarification on what constitutes a "special event" for insurance purposes. Moore indicated insurance companies use risk models to make assessments of various types of activities.

Commissioner Ojeda noted insurance premiums went up beyond the budgeted amount on the financial report. Moore believed the rates were going to remain at the higher amount.

B. Public Restroom south bay

Moore reminded Commissioners the City does not own property south of the bridge along the bay where they could place a public restroom. Johnson reported Dave Rieseck of Koho was not willing to place a bathroom in front of homes, and the other areas are archeological sites with shell middens dating back 9000 years. Moore indicated this issue could now be removed from the agenda.

C. Ballfield

Given changes in City, Moore suggested the Commission remove this item form the agenda until further notice. Commissioners consented.

D. Yachats Parks Master Plan – on the agenda as item G

E. Election of Commissioners

Moore reported Commissioners Gordon and Bass are reapplying for their seats. Shrock moved to ask the City Council to reappoint Ruth Bass and Scott Gordon to the Parks and Commons Commission: Aye – 5; No – 0.

F. Fence/Railing by sidewalk in front of Commons

Moore referred to a photo he included in his report and summarized the issue with the sidewalk in front of the Commons being a liability with the current drop off. Moore suggested they put a curb along the yard-side of the sidewalk with a railing so that it would be ADA compliant. Shrock was in favor of a fix the safety issue but believed the appearance should fit the master plan of the City spaces. Ojeda suggested asking some local people skilled in the area to present ideas. Johnson wanted the look and feel to be consistent with the architectural image. Commissioner Hempen agreed they should stay with the theme, and was emphatic about getting the matter remedied soon.

Moore suggested Commissioners each search for ideas that would blend with the current theme and to bring those ideas to the next meeting. Shrock wanted to consult with Dave Rieseck, as he was the one who designed the Commons Master Plan. Johnson indicated she would discuss the issue with Rieseck. Commissioners discussed aspects of the

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Commons Master Plan. Moore noted there is money budgeted over the next four years for the wetlands entry portals. Johnson believed Rieseck currently has plans, materials, and labor to build the arbors/portals.

G. Draft Parks Master Plan

Moore noted City Planner Larry Lewis has drafted a Parks Master Plan based on Rieseck's Plan to help with funding for future projects. Shrock asked about the blank lines on the third to last page, suggesting these numbers should be known (acreage and frontage). Ojeda asked about the costs estimates from 2011 on pages 27-28 and the accuracy of those for today. Moore noted some parts have been completed and some items are currently in the CIP. Commissioners consented that the plan looked appropriate.

IV. Other Business

A. From the Commission

Hempen asked about the lights on the northeast corner of the Commons. Moore indicated Western States Electric provided an estimate of $792. Moore had asked Friends of the Commons President Valentine about covering that cost. She wanted to see another estimate. Shrock suggested D&S Electric (Dutch).

Johnson noted she uses motion-activated lights around her home and wondered why these could not be used for that area. Ojeda agreed the motion lights would be timely and cost-effective. Hoen noted it can sometimes be difficult to set the detection range. Moore will ask D&S about the appropriateness of motion lights.

Hempen asked for clarification on how by-donation monies are handled, noting last month's minutes indicated Valentine stating the Friends would give half of the by-donation money to Parks and Commons every six months. Moore stated that previously by-donation groups would randomly bring money to City Hall, and eight months ago the Friends took over management of those funds with the condition that they can keep the money.

Moore noted next month the Commission will need to elect the Chair and Vice-Chair. Moore noted he will likely be absent at one of the next meetings.

Shrock indicated he will be absent in April 2018.

Hoen asked if she needed to get approval for purchases of small things such as adapters. Moore stated she does not need approval from this Commission and suggested she notify the City Manager.

B. From the floor - none

With no further business to discuss, Moore adjourned the meeting at 4:17 pm.

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Chair W. John Moore Date

Minutes prepared by H.H. Anderson, December 31, 2017

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