

1 CITY OF YACHATS

2
3 **PARKS AND COMMONS COMMISSION**

4 January 18, 2018

5
6 **Approved Minutes**

7
8
9 Chair John Moore called to order the January 18, 2018 meeting of the Parks and
10 Commons Commission at 3:02 pm in Room 1 of the Yachats Commons. Members
11 present: John Moore, Michael Hempen, Linda Johnson, Derek Ojeda, Ruth Bass, and
12 Scott Gordon. Absent: Dean Shrock. Also Present: Facilities Manager Heather Hoen,
13 Trails Lead Bob Langley. Audience: 5.

14
15 **I. Minutes**

16 Commissioner Ojeda moved to approve the December 21, 2017 minutes: Aye – 6; No –
17 0. Minutes approved.

18
19 Moore noted he was making changes to the agenda order.

20
21 **II. Reports**

22 **B. Yachats Trails Committee**

23 Trails Lead Bob Langley noted the reports they submit have previously covered the
24 activities of the prior month. They are changing their reporting timeline to included
25 activities in the current month, so that reports will cover mid-month to mid-month.
26 Langley noted there was discussion about trails at the Evans/Betz meeting, but the
27 Trails Committee has not yet been consulted.

28
29 **C. Year to Date Revenues and Expenses** – see report in packet

30
31 **III. Business**

32 **A. Commons Rental Rate Structure**

33 Moore indicated he met with Hoen, Councilor Greg Scott, and Manager Beaucaire
34 where Scott made suggestions for changes to the Rental Pricing Policy. Moore noted
35 he has revised the policy with the following changes:

- 36 1. Reorder classifications: Standard Use, Private Use, and Non Profit Use.
37 2. Additional Classification: Add community classification, Community Use, that
38 applies to Room 3 only, where community groups of up to 15 people can use the room
39 for up to 2 hours at no charge. These groups would not be bumped by a paying
40 customer.
41 3. Establish two tiers of deposits required: \$100 refundable deposit on use of one
42 or two rooms for a up to a full day and \$500 refundable deposit for use of more than two
43 rooms or use over multiple days. Moore noted larger groups tend to cause more
44 damage. Moore passed out photos of damage incurred during a recent weekend event.
45 4. Set Up: There is no charge for setup after 5:00 pm on the day previous to the

1 event. Setup of up to 3 hours on the previous day prior to 5:00 pm is charged at one-
2 half the hourly rate. Setup of 4 hours or more on the previous day prior to 5:00 pm is
3 charged at one-half of the daily rate. There is no charge for rehearsal time for One of
4 Us Productions as long as they are willing to practice in an available room. Adjustments
5 for time of year were removed.

6 5. Pricing of Kitchen and Coffee Setup: Moore noted Scott asked for changes to
7 accommodate website code programming so that the Kitchen rates are adjust to reflect
8 the 100-50-25 percent levels for the three use categories (i.e., per day at \$200, \$100,
9 \$50 and half-day at \$100, \$50, \$25) and coffee service was simplified to \$20, \$10, \$5
10 (\$10 and \$5 represent no change)

11 6. Rooms 1 and 7: Moore noted Room 1 and Room 7 were not on the fee
12 schedule as they are not generally rented out. However, some larger festivals use these
13 rooms. Moore suggested not renting these rooms to individuals. Those groups that fully
14 use the Commons can rent Room 7 and the audience-half of Room 1 (both rented at
15 the Room 3 rate).

16
17 Johnson asked about the half use of Room 1 and what the intent of dividing the room
18 was. Hoen reported users tend to store Commons furniture and items in the podium
19 area of Room 1. She noted the laptops are removed and securely stored. Hoen
20 indicated the divider would be more substantial than a curtain, but an aisle would need
21 to be maintained on the east wall for the fire exit. Moore indicated these rooms only
22 used five times each year. Moore added that YYFAP would like to no longer allow
23 usage of Room 4.

24
25 Commissioners had no objections to the changes.

26
27 Ojeda moved to approve the above-indicated changes to the Commons Rental Pricing
28 Policy and the Yachats Commons Rental Rates: Aye – 6; No – 0.

29 30 **Return to: II. Reports**

31 **A. Facilities Manager**

32 1. Sump Pump: Facilities Manager Heather Hoen highlighted the sump pump
33 situation and noted Public Works has now installed a lock box on the outlet. Moore
34 thanked Hoen for coming to check on the basement during the storm, where she
35 discovered a cell phone charger in the outlet where the pump was to be plugged in (not
36 the first time). The sump pump is not connected to the automatic generator for the
37 Commons. Hoen stated she must manually start a separate generator to operate the
38 sump pump during power outages. Hoen noted the importance of keeping the sump
39 pump running. Hoen suggested they have a backup sump pump as they do not want to
40 go without one for two days. Hoen estimated the cost to be from \$150 to \$300.
41 Hempen clarified this backup would be a pump in storage rather than online with an
42 automatic start.

43
44 Gordon moved to allow Facilities Manager Hoen to purchase a backup sump pump: Aye
45 – 6; No – 0.

1 2. Securing Trash Cans and Porta-Potty: Hoen noted she had the porta-potty
2 secured from being blown over. She suggested making a three-sided container for the
3 trashcans so they cannot be blown around by the wind.

4
5 Hempen moved to instruct Facilities Manager Hoen to request assistance from Public
6 Works to figure a secure system for the trash cans: Aye – 6; No – 0.
7 Johnson asked if Dahl could access the cans if enclosed. Hoen indicated Dahl would
8 hand-pull them out and preferred that method to securing lids with bungee cords.

9
10 3. Hot Water for Women's Bathroom: Hoen reported the Health Inspector
11 informed her the women's bathroom had no hot water. The inspector noted she asked
12 that it be fixed during last year's inspection. Hot water is required by health code.
13 YYFAP will lose their certification if not fixed within two weeks. Hoen recommended a
14 point-of-service heater (insta-hot) and reported a plumber estimated a cost of \$300 to
15 \$800. Gordon asked if the bathroom was ever hooked up to hot water. Hoen indicated
16 the hot water service was likely disconnected when the current sinks were installed
17 about six years ago. She also noted the hot water heater in the boiler room is a 55-
18 gallon residential heater.

19
20 Gordon moved to authorize Facilities Manager Hoen to contact a plumber to install an
21 insta-hot water heater in the ladies restroom: Aye – 6; No – 0.

22
23 4. Rug Steam Cleaner: Hoen suggested purchasing a steam cleaner for the
24 carpets for approximately \$250-300 for a reliable, non-commercial steamer. Gordon
25 asked if the Commons had fans for drying carpet after steaming. Hoen indicated there
26 were adequate fans. She noted that given that the public will not be using it, a steam
27 cleaner should last for a long time.

28
29 Bass moved to authorize Facilities Manager Hoen to purchase a steam cleaner: Aye –
30 6; No – 0.

31
32 Hempen commended Hoen on a concise report.

33 34 **D. City Manager Report**

35 1. 501 Door Glass: Moore reported the City Manager received two quotes for
36 replacement glass on the 501 Building door (laminated versus tempered glass).
37 Laminated glass is similar to auto glass with a plastic layer sandwiched between
38 tempered glass panes.

39
40 Ojeda moved to approve purchase of laminate glass for the 501 Building door: Aye – 6;
41 No – 0.

42
43 2. 501 Building Pole Lighting: Moore noted only two of the five pole lights around
44 the 501 Building parking are operable resulting in dark, unsafe areas at night. A short-
45 term fix is to replace the bulbs. The City will save \$500 on bulb replacement if the
46 electrician can use the City's bucket truck. A long-term fix is to replace fixtures with

1 LEDs.

2
3 A quote for replacing fixtures with LED heads was \$5,339. A quote for replacing fixtures
4 with LED heads that are dark-sky compliant and compatible with lights on Highway 101
5 was \$9,205. Moore indicated the Commission will vote next month on this matter.
6

7 3. Stair Lighting: Moore reminded the Commission that they previously requested
8 the Friends add lighting to the steps on the northeast corner of the Commons. There
9 had been a quote for \$750. Dave Buckwald indicated the electricians who worked on
10 the pole lights would add additional stair lighting for \$380.
11

12 Gordon moved to authorize expending \$380 for additional lighting on the stairs
13 northeast of the Commons: Aye – 6; No – 0.
14

15 **Return to III. Business**

16 **B. Insurance**

17 Moore summarized that several people have requested that the City provide the
18 insurance for Commons events. He noted volunteers are covered by recreational
19 immunity. CIS (cities and counties insurance pool) pointed out they can insure
20 personnel and property, but they cannot provide liability coverage for the user.
21 Manager Beaucaire stated the City cannot purchase a rider to cover by-donation and
22 other events. Not requiring insurance would be a mark against best practices identified
23 by their insurer. Manager Beaucaire also wanted to comply with best practices, as not
24 doing so would raise the rates of all cities that are part of the pool.
25

26 Hoen noted that an upcoming seminar will cost the instructor \$100 for a two-hour class.
27 Hoen offered to investigate getting an insurance policy as Facilities Manager for the
28 Commons that could be applied to Commons renters. Hoen reported Friends Chair
29 Rose Valentine is willing to cover the Courtenay class but not others at this time. There
30 is a yoga instructor who would like to start a by-donation class but the Friends will not
31 cover her as she is not a Yachats resident.
32

33 Johnson asked about having users signing waivers. Hoen wanted clarification on
34 whether the City's insurer would accept waivers. Moore thought the insurer had
35 recommended against that approach, but he was not certain.
36

37 Langley raised a question about the groups who use Room 3 at no cost.
38

39 Commissioners asked when the Friends would return. Hoen believed the Friends were
40 planning to return in March, but she had not been given an official date. However, she
41 noted they have reserved a room to host a community event in February.
42

43 **C. Fencing/Railing by sidewalk in front of Commons**

44 Johnson noted Dave Rieseck was planning to be present but had to be away for a
45 family emergency. The Commission will address this matter when Rieseck can attend.
46

1 **D. Budget CIP Projects for 2018-2019**

2 Moore noted there are two budgets to address: an Operational Budget and a Capital
3 Improvement Project Budget. He noted the Finance Committee requests these budgets
4 by March 1, 2018. Moore indicated he could create a draft operational budget for the
5 next meeting. Moore has asked Trails and the Little Log Church to get their budgets to
6 him by the February Parks and Commons meeting.
7

8 Moore indicated there are several items in the Master Parks Plan requiring CIPs in the
9 next two years. For FY 2018-2019, there are:

10 \$26,000 for main entrance improvements

11 \$5,000 for a Native American Court

12 \$5,000 for a fire circle

13 \$22,500 for the first portal to the wetlands park (and \$22,500 for each of the next
14 three years)

15 FY 2019-2020 also includes \$21,000 for the fitness trail.
16

17 Commissioners indicated they still want to do the items listed.
18

19 Moore asked if these items were allocated in the ideal order. Johnson asked about the
20 wetlands trail, noting Ron and Lauralee Brean had volunteered to oversee that task.
21 Moore stated the wetlands trail is the fitness trail. Bass asked if the fitness trail could be
22 moved to the 2018-2019 FY. Moore will contact the Breans to ascertain their time
23 preference and what they are planning.
24

25 **E. Public Restroom**

26 Moore noted the Commission has already allocated up to \$60,000 for a public restroom.
27 He noted some Commissioners have had second thoughts and the City Manager has
28 raised concerns over maintenance. Bass believed the restrooms in Waldport, Florence,
29 and Newport were “bullet-proof” and would be difficult to damage. Commissioners
30 discussed how transients might use the facilities, the hours of operation, and issues
31 around maintenance. Moore reported the Yachats Fire Chief does not recommend
32 closing the restroom at night as people will use the woods as a restroom. Bass
33 indicated she hears many at the Farmer’s market not wanting to use a porta-potty.
34 Johnson believed maintenance would be significant and did not find a restroom to be
35 appealing. Hempen was in favor of having a “real bathroom.” Ojeda believed bathroom
36 is desirable.
37

38 Gordon clarified the Commission had decided to not have a shower.
39

40 Moore indicated he would inform the City Manager the Commission wanted to move
41 forward with plans to build a restroom.
42

43 **F. Yachats Parks and Open Space Master Plan**

44 Moore summarized the Commission was previously asked to look at the plan and to not
45 vote. The Council has asked the Commission to make an official recommendation.
46

1 Moore indicated there was a 2011 Yachats Community Park Plan for the area around
2 the Commons. Former Manager Davies and Planner Larry Lewis developed a more
3 comprehensive Yachats Parks and Open Space Master Plan. Moore indicated Lewis
4 added to the 2011 version, including: Whale Park, Smelt Sands, State Park, and open
5 space areas (e.g., east hillside, southeast view shed, Evans/Betz property).
6

7 Moore suggested adding a trails map and a description of the small park behind the
8 Little Log Church.
9

10 Hempen asked about the Farmer's Market expanding into the Picnic Shelter. Ojeda
11 liked the idea of keeping W 4th Street closed. Hoen indicated she would talk to Ron, the
12 Farmer's Market Manager, about the Farmer's Market needs. The main concern was
13 about providing protection during inclement weather.
14

15 Hempen moved to approved the proposed Yachats Parks and Open Space Master Plan
16 with the addition of a trails map and a description of the Little Log Church Park: Aye – 6;
17 No – 0.
18

19 **G. Election of Chair and Vice Chair**

20 Hempen nominated John Moore to be Chair of the Parks and Commons Commission:
21 Aye – 6; No – 0. Moore elected as Chair.
22

23 Gordon nominated Derek Ojeda to be Vice Chair of the Parks and Commons
24 Commission: Aye – 6; No – 0. Ojeda elected as Vice Chair.
25

26 **IV. Other Business**

27 **A. From the Commission - none** 28

29 **B. From the floor - none**

30 Langley reported he has been asked about posting a sign to request dogs remain on
31 leash in two easement areas between Aqua Vista Loop and the bluff (i.e., the paths
32 between the split rail fences). He noted Code Enforcer Davies had indicated these
33 areas are City property. Langley asked if the Trails Committee was the appropriate
34 party to post such signage. Commissioners discussed regulations around dogs on
35 leash. Anderson noted there is a State law that states dogs must be on leash or under
36 the control of the owner. Anderson located section 5.08.030 "Animals at Large" in the
37 Yachats Municipal Code which states, "No owner or person in charge of any animals
38 shall permit the animal to run at large..." Gordon noted there is lack of clarity around
39 the term, "run at large." Moore will follow up with the Code Enforcer.
40

41 With no further business to discuss, Moore adjourned the meeting at 4:39 pm.
42
43
44
45
46

- 1 Chair W. John Moore Date
- 2
- 3 Minutes prepared by H.H. Anderson, January 20, 2018